

**HOME IMPROVEMENT PROCEDURE**

At Heyford Regeneration, we aim to provide you with a modern and practical house that meets all of your requirements.

We do not anticipate that we will need to make any improvements or alterations to your home immediately after you move in, however some may be necessary in the long-term to ensure your home continues to be safe and meet our high standards.

The following information explains how and when improvements will be made to your home, as well as who is responsible for them.

***1 Planned Improvements***

It may be necessary for us to carry out planned improvements to both the external and internal areas of your home. This work could include redecoration of communal areas, modernising kitchens and bathrooms, replacing doors and windows and repairing paving.

We will letyou know in advance what works are proposed before any works commence.

***2 Making Improvements to Your Own Home***

If you want to make improvements or alterations to your home, you will have to consult Heyford Regeneration and get our written permission before any works are carried out.

You may also require planning permission or other appropriate consents before carrying out any external works, such as building a patio or conservatory. You must have such permission or consent in place before we will consider your application for permission. Although we may not unreasonably withhold consent we may make it conditional upon work being carried out to a certain standard and by a fully registered contractor.

We will not repair anything that you install and it will be your responsibility to maintain them.

If you do carry out any works that we have not agreed to, you will be liable for removing these alterations and reinstating your home back to its original condition.

***3 Moving Out***

Any alterations or improvements you have made to your home need to be left in-situ when you move out of the property. You will not be compensated for any alterations or improvements you may have made.

**By signing below you agree that you have read, understand and will adhere to Heyford Regeneration’s Home Improvement Procedure**

Signed: Date

 Date