

Variation to Tenancy Conditions (VTC) Request Form

This form is to be completed and signed by the lead tenant and will be added to the Tenancy Agreement and the inventory if requests agreed by both the landlord and tenant. Once the form has been submitted, please allow 15 working days for the landlord to consider and respond. You will receive this form back if permission is granted. Please do not go ahead with any requests until permission is provided.

Please use this form to request any of the following changes the tenant/s would like to make.

1. Decoration
2. Pets in the property
3. Short term guest
4. Pictures/mirrors/other items on the wall
5. Removal of furniture
6. Other

Tenant/s Details

Property Code		Date Request submitted	
Name of tenant raising request			
Property Address			
Contact number and email			
Please note that all tenant/s on the tenancy agreement have to be in agreement of the request made and will have to sign the bottom of this form.			

1. Decoration

Please complete the following;

What room/s?	
Paint or wallpaper?	
If paint, what colour?	
If wallpaper, please supply website link	
Who will be doing the works?	
Please note that if permission is given that the works need to be done to a good standard and that there are no drops or splashes of paint. If/when the tenant/s vacates, and the work is not carried out to a good standard then the landlord reserves the right to resolve at the cost of the tenant/s.	

2. Pets in the property

Please complete the following;

What type of animal?	
If dog, please specify the breed	
How long will the animal be in the property if not for the duration of the tenancy?	
If dog, is it s puppy or a fully-grown dog?	
If fully grown, is it trained?	
If dog, how many hours during the day/night will it be left on its own?	
Please note that if permission is given that if/when the tenant/s vacates that all upholstery/furnishings/carpets will need to be professionally cleaned and the invoice/receipt provided to Southside with the leaving documents. If this is not provided, then Southside will arrange a professional clean and claim the cost from the tenant/s deposit. Also Southside reserve the right to claim for any flea treatments to the property up to 3 months after the tenancy ends.	

3. Short term guest

Please complete the following;

How long would this person be staying in the above property? please provide to start and end dates of their stay.	
What relation are they to the tenant/s?	
Whats the reason for their stay?	
Please provide the full name, home address and contact number for this person.	Name: Address: Contact number;

Please note that this person is not permitted to use the rental property as their home address. If permission is given then this person must vacate on the end date given above and treat the property in accordance the lease conditions. Ultimately the tenant/s on the tenancy agreement are fully liable for their guest and their actions.

4. Pictures/mirrors/other items on the wall

Please complete the following;

What item(s) requested to be put on the wall? e.g. picture, mirror etc	
What fixture would be used?	
What rooms, location and how many items?	
Please note that depending on the item fitted, the tenant/s may be asked that if/when they vacate that when the item is removed that the wall is returned to the original condition.	

5. Removal of furniture

Please complete the following;

What items requested to be removed from the property?	
Does the landlord need to collect and store?	
Will the tenant remove and store?	
If the tenant, where will the items be stored?	
Please attach/enclose photos of the items, please take a photos to show all areas of the item/s	
Please note that if the tenant is storing the item then it needs to be somewhere that will keep the item safe, dry and without causing any damage. The tenant is fully responsible for the item when the tenant has arranged the storage.	

6. Other request/further information

If there is another request that is not detailed on this form, then please write this in the box below. Or if you would like to provide further information to support your request then please write in the box below.

Request/further information	
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Please note that by signing this form that you agree to the conditions above and in the tenancy agreement.

Tenant 1 name and signature		Date:
Tenant 2 name and signature		Date:
Tenant 3 name and signature		Date:
Please note that the landlord/Southside reserve the right to retract any permissions given if there are any concerns over the condition of the property.		

Southside use only

Permission granted by landlord?	YES/NO	Date:	Request (please circle) 1 2 3
Southside agent name and signature			
Conditions if agreed/Notes			
Date returned to the tenant/s			