



APPLICATION FOR COMPENSATION FOR TENANTS IMPROVEMENTS

PLEASE READ CAREFULLY AND COMPLETE EACH SECTION OF THIS FORM IN **BLOCK LETTERS** AND THEN SIGN THE DECLARATION BELOW. FURTHER GUIDANCE IS AVAILABLE IN THE ADVISORY BOOKLET "YOUR RIGHT TO COMPENSATION FOR TENANTS IMPROVEMENT".

NAME(S) OF
TENANT(S)

ADDRESS OF
PROPERTY
WHERE
IMPROVEMENT
TOOK PLACE

TELEPHONE

DATE WHEN
TENANCY ENDS

FORWARDING
ADDRESS TO
WHICH YOU
WISH PAYMENT
TO BE SENT

TELEPHONE

SIGNATURE
OF TENANT(S)

DATE

I / WE DECLARE THAT ALL THE INFORMATION GIVEN IN THIS CLAIM IS TRUE
AND CORRECT

IMPORTANT: Please ensure that this claim is received by the Housing Office within 14 days of your tenancy ending. The address to which you must send the completed form is given on page 3.

DETAILS OF IMPROVEMENTS FOR WHICH YOU ARE CLAIMING COMPENSATION

Please note that only certain types of Improvement works qualify under this scheme - see list ON NEXT PAGE

IF YOU ARE CLAIMING FOR MORE THEN ONE IMPROVEMENT PLEASE LIST SEPARATELY

IMPROVEMENT	DATE STARTED	DATE FINISHED	COST (£) *
1			
2			
3			
4			

* You can include materials and employed labour but not the cost of your own labour. You should attach the relevant invoices if available, otherwise you must provide an estimated breakdown of the costs on a separate sheet of paper.

DETAILS OF ANY GRANT OR MINOR WORKS ASSISTANCE UNDER PART VIII OF THE LOCAL GOVERNMENT AND HOUSING ACT 1989 OR ASSISTANCE UNDER THE HOME ENERGY EFFICIENCY SCHEME THAT YOU HAVE RECEIVED FOR THE IMPROVEMENT WORK

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**DID THE COUNCIL
CONSENT TO THESE
IMPROVEMENTS IN
WRITING BEFORE
COMPLETION?**

YES

NO

If YES, please give details including date(s) approval was given

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**NOTE FOR
TENANTS**

**THE FOLLOWING IS
A LIST OF THE
IMPROVEMENTS
WHICH MAY QUALIFY
FOR COMPENSATION
UNDER THIS SCHEME**

- BATH OR SHOWER
- WASH HAND BASIN
- TOILET
- KITCHEN SINK
- STORAGE CUPBOARDS IN BATHROOM OR KITCHEN
- WORK SURFACES FOR FOOD PREPARATION
- SPACE OR WATER HEATING EG CENTRAL HEATING
- THERMOSTATIC RADIATOR VALVES
- INSULATION OF PIPES, WATER TANK OR CYLINDER

- LOFT INSULATION
- CAVITY WALL INSULATION
- DRAUGHT PROOFING OF EXTERNAL DOORS OR WINDOWS
- DOUBLE GLAZING OR OTHER WINDOW REPLACEMENT INCLUDING SECONDARY GLAZING
- REWIRING OR THE PROVISION OF POWER AND LIGHTING OR OTHER ELECTRICAL FITTINGS (INCLUDING SMOKE DETECTORS)
- SECURITY MEASURES (EXCLUDING BURGLAR ALARM SYSTEMS)

OTHER IMPROVEMENTS NOT LISTED SUCH AS REPLACEMENT FENCING, GARAGES, CONSERVATORIES ETC DO NOT QUALIFY FOR COMPENSATION UNDER THIS SCHEME

THIS SECTION IS FOR OFFICE USE ONLY

1. DATE CLAIM RECEIVED / /	TERMINATION OF TENANCY DATE / /	
2. CLAIM MADE WITHIN 14 DAYS OF END OF TENANCY	YES	NO
3. CLAIMANT ELIGIBLE		
4. IMPROVEMENTS BEGUN AFTER 1st APRIL 1994 (PART WORKS ONLY)		
5. IMPROVEMENTS ELIGIBLE UNDER SCHEME (PART WORKS ONLY)		

6. CALCULATION (FOR EACH IMPROVEMENT)			
COST OF IMPROVEMENT	A	£	NOTIONAL LIFE N Yrs
DEDUCTIONS FOR GRANTS PAID AND INELIGIBLE COSTS	B	£	TIME ELAPSED SINCE COMPLETION (COMPLETE YEARS ROUNDED UP) Y Yrs
ELIGIBLE COST	C	£	<p>To calculate the value of D, complete the following equation by inserting the correct amounts for each letter</p> $C \times \left(1 - \frac{Y}{N} \right)$
COMPENSATION PAYABLE	D	£	
DEDUCTION FOR DISCRETIONARY ADJUSTMENTS (FOR CONDITION OF IMPROVEMENT OR EXCESSIVE COST)	E	£	
AMOUNT PAYABLE MINIMUM £50, MAXIMUM £3,000	F	£	

7. OFFSET	CLEAR	IN ARREAR	AMOUNT (£)
RENT ACCOUNT			
OTHER DEBTS			

8. APPLICATION APPROVED	TENANT NOTIFIED / /
APPLICATION REFUSED	CENTRAL RECORD UPDATE / /
9. OFFICERS SIGNATURE	