

**RENFREW COUNTY  
HOUSING CORPORATION**

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**APPLICATION TO MODIFY RENTAL HOUSING UNIT**

Modifications to rental units may only be undertaken with the prior written consent of the Housing Corporation and must comply with the guidelines below. Please complete this form and read the guidelines carefully. Return this form to your housing office for review and signature before proceeding with your modifications. **No alterations will be approved if proof of tenant insurance is not provided.**

Date of Application: \_\_\_\_\_ Tenant: \_\_\_\_\_

Address and Unit No.: \_\_\_\_\_

Nature of Modification: **Please check one or more of the boxes below.**  
**Note:** *Attach Diagrams of proposed modifications as required.*

**Satellite Dish Installation:** *A qualified installer must do all work.* In all cases, installations must not interfere with adjoining units or private neighbours nor in any way pose a safety risk to any person. In family housing units satellite dishes may be installed on the brick walls. Installation on siding or fascia will be approved in special circumstances only. NO roof top installations are permitted. In apartment buildings, clamp on installations on balcony railings are encouraged. Installation to brick walls is allowed. . Installation on siding or fascia will be approved in special circumstances only. EXCEPTION: On buildings with flat roofs, floating rooftop installations are allowed. Suitable industry standards for installation must be followed so as not to create trip hazards, structural damage or otherwise unsightly installation. Any damages to existing building systems (electrical, plumbing etc.) are the responsibility of the tenant.

**Cable TV: Additional Outlets:** *All work must be done by a qualified installer.* Additional cable outlets are allowed, provided the installer follows suitable industry standards for installation so as not to create trip hazards, structural damage or otherwise unsightly installation. Any damages to existing building systems (electrical, plumbing etc.) are the responsibility of the tenant.

**Painting:** Tenants may paint their units in whole or in part at their expense. The exception to this is that exterior or public surfaces may not be painted. Latex paint must be used on interior paintable surfaces. Textured paint treatment and dark colours are prohibited. Renfrew County Housing Corporation will return the unit to its original colour upon move-out. The cost associated with this may be charged to you in whole or in part.

**Wallpaper and Border:** Wallpaper and wallpaper border, must be dry-strippable type and must be removed upon move-out, otherwise the cost will be charged back to you.

**Flooring:** Our units normally have vinyl tile floors. Installation of carpeting in areas such as living rooms, or bedrooms is allowed. However, carpet may not be rubber backed and must be loose laid without the use of staples, trackless strips or double-sided tape. Carpet must be removed on move-out to avoid charge backs. Damage to the original flooring may also be charged back. Installation of other types of flooring such as hardwood, cushion flooring or similar products is not permitted.

**Fences:** Installation of fences will be assessed on an individual basis. Clear, detailed diagrams of the fencing being proposed must be provided with your application. In all cases, fences must not in any way interfere with neighbouring properties. Fences must be removed upon move-out and the property returned to its original condition, otherwise the cost will be charged back to you.

**Sheds:** Garden or storage sheds must be erected in backyards only; must be constructed from commercially available kits and must be a minimum of 10ft (3m) from any residence. Sheds may not exceed 9ft. x

9ft. x 8ft. high. Sheds must be removed upon move-out and the property returned to its original condition otherwise the cost would be charged back to you.

**Flower Beds/ Gardens/Shrubs/Trees:** Planting of flowerbeds, gardens, shrubs or trees will be assessed on an individual basis. Clear, detailed information and or diagrams of the proposal must be provided with your application. In all cases, such additions must not in any way interfere with neighbouring properties. Gardens must be removed upon move-out and the property returned to its original condition, otherwise the cost will be charged back to you.

**Electrical Modifications:** Any modifications to the electrical systems in your unit, such as the installation of additional outlets, replacement of light fixtures with ceiling fans or other similar work must either be completed by a competent, licensed electrician, who may log their work in the Electrical Safety Authority Log Book for your building (see your building custodian).

**“Disability”, Mobility, Safety and Accessibility Items:** Accessibility modifications will be assessed on an individual basis. Only after your efforts to obtain alternate funding sources are proven exhausted, will RCHC consider installing such modifications for you. Clear, detailed diagrams from your occupational therapist must be provided with your application. Items must meet all safety standards. All work must be first approved by us, and full or partial charge back for our installation or removal of any or all equipment may apply.

**\*\* Screened or Storm Doors:** The installation of screened or storm doors are not permitted.

**\*\* Structural Changes:** Structural changes such as the moving of walls etc. is strictly forbidden.

**\*\* Additional Walls:** Adding walls (such as in basements) or other similar work is not allowed.

**Other: Please Specify:** \_\_\_\_\_

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**NOTE: ALL MODIFICATIONS ARE DONE AT THE SOLE RISK OF THE TENANT**

**If work is found to be substandard, you will be required to remove or correct it at your expense.**

I am enclosing proof of tenant insurance

**Tenant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By signing this form I acknowledge that I have read and understood the terms and conditions outlined.

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**For Housing Office Use Only**

**Modification:**     Approved     Not Approved  
                                *Circle One*

Reviewed By: \_\_\_\_\_ Title: \_\_\_\_\_  
                                Name

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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