

Application for Self Decoration*

(To be completed in duplicate)

Section A

To: Housing Manager/ _____

I hereby apply to carry out the following decoration works by the means of Self Decoration. I fully understand that, the following decoration works may not be approved in full, and I can only carry out those items that had been approved by the Estate Housing Manager. I undertake to comply with the terms and conditions set out by the Housing Authority on decorating the said premises, and not to cause any damage to the premises. I also fully understand that, in accordance with the terms and conditions of the Tenancy Agreement which I have entered with the Housing Authority, I should reimburse the Housing Authority all costs involved for reinstating the disturbed fixtures, fittings, sewers and drains (fair wear and tear excepted).

* Self Decoration means decoration carried out by tenants, their friends or relatives or decoration companies other than those allocated to the estate by Housing Authority.

<u>Item.</u>	<u>Location</u>	<u>Description of Decoration Works</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

Signature of Tenant : _____
Name of Tenant : _____
Address : Flat _____, _____ House
Date : _____

(For office use)

Section B

Flat _____, _____ House, _____ Estate
Mr./Ms. _____

Approval is given to you to carry out the decoration items _____ as stated in Section A.

(_____)
for Housing Manager/

Date:

Original : to be kept in tenancy file
Duplicate : to be returned to tenant