



LEASEHOLDERS AND SHARED OWNERS

HOME IMPROVEMENTS IN LEASEHOLD AND SHARED OWNERSHIP HOMES

Please return this to the Homeownership team homeownership@soha.co.uk or by post (details at the foot of this form).

Date of application:

Property Address:

What type of property do you live in **House / Flat / Maisonette**

If you live in a flat or maisonette which floor, are you on?

Please tell us about the improvement/s you wish to make and provide any supporting documents, such as details of the scope of the work and any drawings/plans:

Please note that, if a Soha Technical Officer needs to carry out a property inspection, we charge £40.00. We will contact you with the relevant ways to pay.

Declaration:

I confirm that any alterations carried out will meet current planning and safety regulations and will be carried out by a competent tradesperson. I understand that if work is later found not to meet the above requirements, then I may be asked to rectify this at my own cost and that I have permission to sign on behalf of joint owners.

Signed:

Print:

Date:

Internal use only

Lease checked:

Head lease checked (If applicable):

TO inspection needed:

Fee paid for inspection:

Approved or Declined:

Soha's Consent to Works:

I have checked your lease and can confirm on behalf of Soha that I **cannot/give** you consent to carry out the works to your property listed above. Please ensure that any work carried out meets current planning and safety regulations and is done by a competent tradesperson.

Should you have any further questions, please contact the Home Ownership team using the contact details on the next page.

Signed:

Duly authorised to sign on behalf of Soha Housing Limited.

Name:

Position:

Date:

We can supply this information sheet on USB stick, in large print or another language if you tell us that would be helpful.

Telephone: 0800 014 15 45 (freephone) or 01235 515 900

Email: homeownership@soha.co.uk

Post: Soha Housing Limited
Royal Scot House
99 Station Road
Didcot
OX11 7NN

Office opening hours 8.30am to 5pm Monday - Friday

Free Soha App: Available on the App Store