

## APPLICATION FORM FOR 'SELF-INSTALLED FACILITIES'

Before filling in this form, we advise you to read the 'Self-installed Facilities' brochure carefully. Your application will eventually be assessed on the basis of the requirements stated in this brochure. This form enables you to judge whether or not the facilities you wish to install meet these requirements and in which way. If you have construction drawings, calculations, and/or other illustrative material at your disposal, we request you to enclose these with your application. This will allow us to assess your application better and more rapidly. In all cases, you will receive a response from Vesteda within four weeks of submitting your application; this may contain supplementary conditions under which you will be permitted to perform the necessary work.

### Personal data

Name : \_\_\_\_\_  
Street and house number : \_\_\_\_\_  
Postal code and town : \_\_\_\_\_  
Telephone number : \_\_\_\_\_  
(during the day)

### Information on the facilities to be installed

Which facilities do you wish to install?

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Where in your house do you wish to install these facilities?

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Which material do you wish to use for these facilities?  
(Please state sort, brand, type etc.)?

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Who is going to perform this work?

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When do you wish to do this work / have this work done?

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Can you elucidate your plans further?

Yes, I enclose the following info:

construction drawings;

calculations;

other, namely

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Yes, I explain my plans on this form or in an enclosure.

No.

I declare that I will adhere to the data I have entered and to the starting points as stated in the information on this application form.

Date

Signature of the applicant

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Additional Information:

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Please send this application form to the nearest *woongalerie* (accommodation office). For the address data, please consult the 'Self-installed Facilities' brochure.

## **INFORMATION CONCERNING THE APPLICATION FORM FOR SELF-INSTALLED FACILITIES**

Vesteda will assess your application to install facilities on the basis of the following starting points:

### **1. Safety for you and other tenants and the environment**

The self-installed facilities must be:

- sufficiently strong;
- fulfil the fire safety regulations;
- allow sufficient emergency exits (if applicable);
- allow sufficient ventilation (if applicable).

### **2. Technically and aesthetically responsible alterations**

The alterations must be implemented in a qualitatively adequate manner, in accordance with the prevailing norms and standards. This means that:

- installation tasks must only be performed by an accredited fitter;
- the choices of materials and colours must be acceptable (neutral) to both future tenants and Vesteda;
- in principle, alterations to the construction are not allowed.

### **3. No nuisance to the neighbours**

The facilities and their use should not cause any nuisance to the neighbours:

- the nuisance must be kept to a minimum during the implementation of the work;
- the new facilities must not impede the view and/or obstruct the incidence of light.

### **4. Lettability and value of the accommodation**

The alterations may not have an unfavourable effect on the lettability and the value of the accommodation.

### **5. Maintenance**

Because Vesteda must ensure the maintenance of the property after the termination of the tenant's contract, the facilities must not require undue maintenance. For this reason:

- no extremely expensive materials should be used;
- the materials used must bear an after-delivery guarantee;

- components that require maintenance should be easily accessible.

#### **6. Building regulations and the demands of the utility services**

No action may take place that is contrary to the municipal building regulations and the requirements of the utility services. This means that:

- the tenant must personally approach the municipal authorities and/or apply personally for building permission;
- the alterations must be carried out in accordance with the latest recognized standards of the utility services and/or the municipality in question and/or other local authorities.

The tenant is personally responsible for the necessary insurance, taxes, and liability during and after the performance of the work.

Finally, we can only properly assess the facilities you wish to install if we have a clear picture of these. The submission of construction drawings, calculations, and/or other illustrative material will aid us in this task. Please indicate on the application form which of these documents you have enclosed.