

Soha Estate Improvement Budget Application Form

This application form is to apply for an estate improvement from a small fund. The fund is to be used for minor improvements to communal areas not covered by the grounds maintenance contract or planned maintenance programme. Items such as *communal lighting, security improvements such as a new fence, children's play area or a bench for a sheltered housing scheme* etc. It is not to be used for day to day repairs or work required in individual properties. **Please return this form for the attention of Martin Willbery, Estates Manager, Soha Housing, Royal Scot House, 99 Station Road, Didcot, Oxon, OX11 7NN**

Tenant details

Title: _____ First Name: _____ Surname: _____

Address: _____

_____ Post Code: _____

Phone Number: _____ Email: _____

Improvement request details

State type of improvement required: *(eg communal lighting, security improvements such as a new fence, children's play area or a bench for a sheltered housing scheme etc)*

Why is it needed? _____

Have you spoken to other tenants and residents affected by the improvement? Yes/No
(please circle)

If yes, how many tenants and residents support the improvement from those affected by the change

Signature: _____ Date of request: _____

Please note: You will receive an acknowledgement letter on receipt of your application. If your application meets the criteria set by Soha and the Tenants' Forum, it will be submitted to the Tenants' Forum Customer Services Sub group who meet every two months. You will be

notified of the result of your application by letter within one week of the meeting.

Office use:

Date request form received: _____

Date acknowledgement letter to applicant sent: _____

Housing Officer approval:

Name of HO: _____

Date sent to HO: _____ Date received back from HO: _____

Approval: Yes/No (*please circle*) Comments attached by HO: Yes.

Technical Officer approval:

Name of TO: _____

Date sent to TO: _____ Date received back from TO: _____

Comments and 2 quotes attached by TO: Yes

Budget consideration

What budget is required for this improvement? _____ Which management area: _____

Is there enough money in the budget for the management area? Yes/ No (*please circle*)

Recommendation for approval: _____

Consultation with other tenants and residents affected by improvement

Date of consultation carried out by TPO: _____

What is the area and number of properties affected: _____

How many support the improvement? _____ How many against? _____

Tenants' Forum approval

Date to go to the Customer Services Sub group: _____

Approval by Customer Services Sub group: Yes/No/subject to visit/other

Visit required by Customer Services Sub group: Yes/No Date of visit: _____

Final approval by Customer Services Sub group: Yes/No Reasons given: _____

Date of approval letter to applicant and tenants/residents: _____

Date of decline letter to applicant and tenants/residents: _____