



TENANT RENOVATION – RENT APPLICATION

(This application is for adjusting rent owing with actual costs of self-renovation)

NAME: _____ **DATE:** _____

CONTACT NUMBER: _____

ADDRESS: _____

HAVE YOU ATTACHED ALL RELEVANT RECEIPTS?: YES NO

HAVE YOU ATTACHED PICTURES OF THE RENOVATION?: YES NO

PLEASE EXPLAIN IN DETAIL WHAT RENOVATIONS YOU DID TO THE HOME:

OFFICE USE ONLY

ELIGIBLE APPLICATION: YES NO

DOCUMENTS RECEIVED: YES NO

RECEIPTS VERIFIED: YES NO

DATE RECEIVED: _____

APPROVED: YES NO

APPROVED: _____

RECEIPTS SUBMITTED: \$ _____

RECEIPTS APPROVED: \$ _____

AMOUNT TO J/E IN RENT: \$ _____

RENT ACCOUNT 1330 - _____

RECONCILIATION SUBMITTED TO FINANCE ON: _____

- Labour done by tenant is not an actual cost
- No receipts prior to 2019 will be considered