

REQUEST TO INSTALL OR ALTER THE PROPERTY

TO LUTON PROPERTIES:

TENANT'S NAME:

DATE:

ADDRESS:

SIGNATURE:

PROJECT INFORMATION

NAME OF PROJECT:

PROJECT DETAILS:

*Provide as much detail as possible including brand names, picture diagrams, floor plans, and anything else which may assist with making a decision.

PORTION OF PAYMENT:

*Outline who will be paying for the alterations, or what portion you may be willing to contribute.

BENEFITS TO YOU, OR THE PROPERTY:

*Specify any reasons and benefits you think your owner will need to know, to approve your request.

*Please note: All requests are subject to the lessor's approval in writing. Luton require a minimum 21 days notice to arrange approval before any installations or alterations can be arranged by the tenant.

Lodge this form:

In person, Luton Properties is located at **14 Bougainville Street, Manuka ACT 2603**

Mail to:

**Luton Properties
PO BOX 3387
Manuka
ACT 2603**

Email to: manuka@luton.com.au