



Capital Region Housing Corporation
631 Fisgard Street
Victoria, BC, Canada V8W 1R7

T 250.388.6422
F 250.361.4970
www.crd.bc.ca/housing

TENANT REQUESTED UNIT UPGRADES FORM

Date: _____ 20_____

Name(s): _____

Address: _____

Phone: _____ Email: _____

Which component/item are you requesting to be replaced? _____

Where is it located in your unit? _____

Comments: _____

The level of tenant involvement is a key factor when reviewing replacement requests. Below are examples of the types of tasks that will need to be completed as they relate to the type of request. Please check off the type of component you are requesting and read what preparation needs to be completed.

- New Flooring**; you will be required to remove small items that are in the work area. Ensure the flooring is vacuumed or cleaned at least two days prior to the work taking place. All Pets must be caged while the work is taking place.

Are you requesting a new carpet replacement? When signing below, you are also acknowledging that you are responsible to have the carpets professionally cleaned when you vacate the unit.

- New Paint**; you will be required to clean and remove items off all walls and clear at least a 2 foot space around the perimeter of the room to give the contractor access.
- New Appliance**; you will need to remove all personal items from the exterior and interior of the appliance and wiped down inside and out.
- New Cabinets/Countertops**; you will be required to remove all personal items from both inside and on top of the cabinets and countertops. *****Please note this work may involve 1 or 2 days without access to the cabinets, countertops and/or sinks.***

Other: _____; CRHC staff will follow-up.

Please sign below agreeing that the unit preparation involved in your request will be completed prior to the contractor arriving onsite.

If you have any questions related to your request prior to signing, please speak with your caretaker or contact our office.

Tenant(s) Signature

Date

Tenant(s) Signature

Date

You will be notified by mail when your request form is received in CRHC's office and if necessary, within 90 days to provide an update on its status.

This form can be returned by fax to 250-361-4970, by email to crdhousing@crd.bc.ca, in person to our office or given to your caretaker either through their office mail slot or while they are at your building or complex.

Once your request can be processed, your caretaker will be in touch with you to discuss the preparation of your unit and coordinate a date for the contractor to complete the work. If the unit is not sufficiently prepared for the work to be completed as scheduled with the contractor, a chargeback for loss of contractor time and cancellation fees may apply.

CRHC would also like to take this opportunity to remind tenants who smoke to not smoke in your unit during and at least 1 hour prior to the time contractors and your caretaker are scheduled to be in your unit.

Sincerely,

Capital Region Housing Staff