



# Cotterills Farm

## HOME IMPROVEMENT REFUNDS



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## INTRODUCTION



The Cotterills Farm 'Home Improvement Refund' has been established to support Sandwell Council Tenants who might want to undertake ***certain projects*** that will enhance their properties.

We will always carry out our statutory obligations with regard to repairs and maintenance but often we are asked to do jobs that in accordance with the terms of the tenancy agreement are tenant's responsibility.

It has therefore been agreed that from now until the 31<sup>st</sup> March 2017 a fund will be available for tenants to apply for up to £500 per household.

Each project will be evaluated individually and Cotterills Farm ***will refund up to 75% of the total cost*** with a **maximum payment of £500**. On completion the work will be inspected and if carried out to an agreed standard the contribution from Cotterills Farm will be paid directly into the applicant's bank account within 10 working days.

Below are examples of the types of jobs that we will consider:

- Fencing
- Hard standing driveways (dropped kerb must be in place)
- Extra slabs
- Landscaping
- Tree pruning/removal (professionally carried out)
- Intruder alarm (professionally installed)
- ***Any ideas that are tenants responsibility will be considered***

***IF YOU WANT TO HAVE A CLEAR OUT OF YOUR GARDEN OR LOFT ETC.  
WE WILL ALSO CONSIDER PROVIDING A SKIP WITH UP TO 100% OF THE  
COSTS BEING PAID BY COTTERILLS FARM TMO.***

**PROCEDURE TO APPLY TO  
COTTERILLS 'HOME IMPROVEMENT REFUNDS'**

**DO NOT START WORK UNTIL YOU HAVE RECEIVED A LETTER  
OF APPROVAL**

1 Complete part 1 of the application giving details of your proposed project and agreeing to the conditions. **(SEE BACK PAGE)**

2 Your application will be vetted by the Co-operative Estate Manager and the Co-operative Maintenance Manager.

3 A visit will be carried out by Co-operative staff.

4 A short report will be made available to an officer of the Cotterills Farm Boards and a Member of the Co-operative Staff. They will make a decision whether to approve the application (No personal information will be on the report).

5 Provided that you meet all of the criteria, Part 2 of the application form will be sent to you.

6 A letter of agreement will be issued detailing the refund that will be paid by the Co-operative up on completion of the work and production of the required receipts.

7 Tenants can then arrange for the project to be undertaken.

8 Tenants to inform Co-operative that work is completed and an appointment to be made for inspection.

9 Invoices / receipts to be given to the Co-operative.

10 The agreed amount to be refunded within 10 working days directly to the applicant's bank account.

**PART 1 OF APPLICATION (PART 1) TO BE RETURNED TO THE COTTERILLS FARM OFFICE**

Before applying, please tick to confirm that you understand and agree with the **ALL** of following conditions:

I am a secure Sandwell MBC Council tenant	
I live on the Cotterills Farm estate	
I do not currently have a Right to Buy application and do not intend applying for the Right to Buy during this financial year	
I am not in breach of my tenancy conditions (i.e. no court order against me)	
I am not in rent arrears (including former addresses and court costs)	
I will not start the work until after my application has been granted	
I understand that any work that is the responsibility of the Co-operative will not be considered	
I will produce receipts/invoice to cover the whole cost of the work	
I understand that I will be responsible for any future maintenance	
<b>I understand that the Co-operatives decision is final and there is no right of appeal</b>	
Only 1 application per household of no more than <b>£500</b> per year will be made	
I agree to the publicity of any project that is agreed being featured in newsletters/journals	
Applications will close on the 28 <sup>th</sup> February 2017, subject to allocated funding still being available	
Work must be completed and all receipts handed in by 31 <sup>st</sup> March 2017 (receipts will photo-copied and returned)	

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

<p><b>DESCRIPTION OF WORK THAT YOU PROPOSE TO CARRY OUT:</b></p>    
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**DO NOT START WORK UNTIL YOU HAVE RECEIVED A LETTER OF APPROVAL**

<p><b>COST: £</b> _____</p>
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