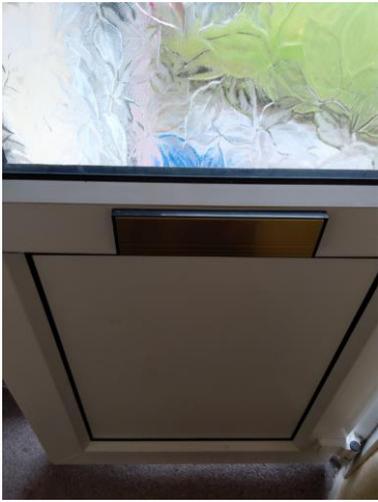


Guidance for installing a cat flap

No permission is granted for a cat flap to be fitted into a door of a flat where the door leads into a communal entrance

Tenants in our properties must ask our permission before installing a cat flap to an external door.

		No permission granted for cat flaps in composite doors as below: 
Cat flaps can only be fitted in the bottom half of a UPVC door shown above where they have a changeable panel.		

Door chains - These can only be fitted on composite doors and not on UPVC doors as they can leave damage to the door.

If permission is granted for a cat flap, the following conditions would apply:

- The standard of workmanship must be to the satisfaction of Ongo Homes, and carried out by qualified and competent trade person. A permission form must be completed including a sketch of the proposed layout and written method statement.
- The asbestos report must be checked to ensure Asbestos Containing Materials' (ACM's) are not being removed or encapsulated. Any removal required will be undertaken by Ongo Homes at your expense.
- The cat flap can only be fitted to a door that leads directly outside.
- Doors must have changeable panels. A picture taken of the door must be sent along with your permission form to check the door has panelling that can be changed.

- There must be no damage to the rest of the door when installing the cat flap. If any fault occurs as a result of the installation of the cat flap then any repairs to the door will become your responsibility and you must maintain it in a good condition.
- All rubbish and debris relating to the works must be removed by the tenant to an appropriate disposal or recycling facility.
- No costs in connection with the work to be incurred by Ongo Homes.
- The work must be completed within 3 months of the initial request. Failure to do so will mean you having to apply again for permission.
- Once completed Ongo Homes may inspect the completed work and if the work is not completed to an appropriate standard may recharge to complete any remedial work required.
- Door panel must be replaced before vacating the property at the tenant's expense, or a recharge will be incurred. At the end of your tenancy you must replace the lower panel of the door with a new matching panel. Failure to do so will mean a recharge for the removal and replacement costs that Ongo Homes incurs for carrying out the work.
- In some instances, a full door replacement may be required at the end of the tenancy.