Letter 4: Request to modify the property

Use this to ask for consent to a minor change, such as picture hooks, securing furniture, or a smart lock that clips over the existing thumbturn.

LETTER TEXT: REPLACE EVERYTHING IN [BRACKETS]

[Your full name]
[Rental property address]
[Date]

To: [Landlord / Property manager name]

Subject: Request for consent to a minor modification - [Property address]

Dear [Name],

I would like to request your consent to make the following change at the property:

- What: [e.g. install removable picture hooks / secure a bookshelf to the wall / fit a smart lock that clips over the existing thumbturn]
- Where: [room / location]
- How: [method, e.g. small screws that can be filled, or no drilling at all]

The change is minor, I will pay all costs, and I will return the property to its original condition at the end of the tenancy [unless you prefer it to stay].

Please let me know your decision in writing by [date].

Thank you,
[Your name]

Before you send: Some modifications (for example fixing furniture for safety, or minor changes in some states) do not need consent or cannot be unreasonably refused. Check your state's rules before assuming you need to ask.

General information only, not legal advice. Rules vary by state and territory, so check your state regulator before sending. Free to use. cosyrental.au