

# Tenant Compensation Scheme

**Name**

**Address**

(where improvement  
was carried out)

**Telephone**

**Forwarding  
address**

**Date you left or intend to leave the property**

**Have you written to Sheffield City Council to say you are leaving?**      **Yes**                      **No**

**If so, when (date):**

**Rent reference number**  
(you will find this in your payment book)

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## Improvement 1

**Date**

**Please give  
details of the  
improvement**

**Date installed**

**Cost:**

**Are receipts attached?**

**Yes**

**No**

**Who carried out the work?**

**Yourself**

**Contractor**

**Other** please specify

## Improvement 2

Date

Please give details of the improvement

Date installed

Cost:

Are receipts attached?

Yes

No

Who carried out the work?

Yourself

Contractor

Other please specify

## Improvement 3

Date

Please give details of the improvement

Date installed

Cost:

Are receipts attached?

Yes

No

Who carried out the work?

Yourself

Contractor

Other please specify

Email your completed form to:  
[repairspolicy&improvementsteam@sheffield.gov.uk](mailto:repairspolicy&improvementsteam@sheffield.gov.uk)

