

# APPLICATION FORM FOR MUTUAL EXCHANGE

## IMPORTANT: PLEASE READ CAREFULLY

Before you apply for permission to exchange, you should inspect the other property very carefully. Ask the tenant if they will be removing any fixtures or fittings or if they have installed any fixtures or fittings themselves. Make sure that the property meets your family's needs.

Both you and your exchange partner must complete a separate application form.

Do not exchange homes or make any arrangements to exchange until all parties to the exchange have written permission from their landlord.

SOME TENANTS DO NOT HAVE A RIGHT TO MUTUAL EXCHANGE. PLEASE ASK YOUR LANDLORD IF YOU ARE NOT SURE ABOUT YOUR TENANCY TYPE

Tenant:		Date of Birth:	
Joint Tenant:		Date of Birth:	
Address:			
Daytime telephone no:		Mobile no:	
Type of home:	House / flat / maisonette	Number of bedrooms:	
Name & address of current landlord:			
Telephone number of landlord:			
Type of tenancy:	Secure / Flexible / Introductory / Demoted		
What date did your tenancy start?			
If you have a flexible tenancy, how long is it for?	Number of years:		
Are you a successor tenant?	YES/NO		
Do you own or have an interest in any other property, including a tenancy or lease at any other address (apart from the property you are exchanging)?		YES/NO	
If yes, please state the address of the property and the type of interest you hold			

**HOUSEHOLD COMPOSITION**    **PLEASE NOTE:** Only include people who currently live with you.

First Name	Surname	Relationship (i.e. partner, son etc.)	Date of birth

EXCHANGE PARTNER(S)

Tenant:		Date of Birth:	
Joint Tenant:		Date of Birth:	
Address:			
Daytime telephone no:		Mobile no:	
Type of home:	House / flat / maisonette	Number of bedrooms:	
Name & address of current landlord:			
Telephone number of landlord:			
Type of tenancy:	Secure / Flexible / Introductory / Demoted		
What date did your tenancy start?			
If you have a flexible tenancy, how long is it for?	Number of years:		
Are you a successor tenant?	YES/NO		
Do you own or have an interest in any other property, including a tenancy or lease at any other address (apart from the property you are exchanging)?	YES/NO		
If yes, please state the address of the property and the type of interest you hold			

HOUSEHOLD COMPOSITION    **PLEASE NOTE:** Only include people who currently live with you.

First Name	Surname	Relationship (i.e. partner, son etc.)	Date of birth

**If this exchange is agreed, I/we undertake to pay any sums or charges, which are my/our responsibility incurred during my/our present tenancy. I/we have inspected the property into which I/we wish to move and it meets my/our requirements in all respects.**

**I understand that the council will not cover the cost of**

- **removal of any rubbish or household items left in the property by the outgoing tenant (including loft, shed or outbuildings) or**
- **carrying out work to the property other than routine maintenance.**

Signature of Tenant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Joint Tenant \_\_\_\_\_ Date \_\_\_\_\_