**Mutual Exchange Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Main Tenant:** |  | **Joint Tenant:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Property Type:** |  | **Bedrooms:** |  |

|  |
| --- |
| **Please list everyone in your household (Continue on an extra sheet if necessary)** |
| Title | Gender  | First Name | Last Name | Date of Birth | Relationship to you |
| Male | Female |
|  |  |  |  |  |  **/ /** |  |
|  |  |  |  |  |  **/ /** |  |
|  |  |  |  |  |  **/ /** |  |
|  |  |  |  |  |  **/ /** |  |
|  |  |  |  |  |  **/ /** |  |
|  |  |  |  |  |  **/ /** |  |

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| --- | --- | --- | --- | --- |
| Do you have active housing application?\* | Yes |  | No |  |
| If so, please provide your application number: |  |
| Are you registered on the House Exchange website? | Yes |  | No |  |
| Is your current tenancy under occupied? | Yes |  | No |  |
| Is your current tenancy overcrowded? | Yes |  | No |  |
| Please confirm how many bedroom you are under occupied or overcrowded by |  |
| Other reasons for applying for Mutual Exchange (Please specify): |

|  |  |
| --- | --- |
| What is your current weekly rent charge? |  |
| Do you have any rent arrears? | Yes |  | No |  |
| If so, please state your current balance and any details of existing arrangements to pay the arrears: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you have any outstanding repairs in your current home?** | **Yes** |  | **No** |  |
| If so, please specify: |  |
| **Have you carried out any DIY in your current home?** | **Yes** |  | **No** |  |
| If so, please provide further information: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Is your current property adapted?** | **Yes** |  | **No** |  |
| If so, please specify: |  |
| **Is your proposed property adapted?** | **Yes** |  | **No** |  |
| If so, please provide further information: |  |

**Details of Tenant You Are Exchanging With (Second address)**

|  |  |
| --- | --- |
| **Tenant’s Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Landlord Name:** |  |
| **Address/Contact** **Details:** |  |
| **Property Type:** |  | **Bedrooms:** |  |

**Details of Tenant You Are Exchanging With (Third address if applicable)**

|  |  |
| --- | --- |
| **Tenant’s Name:** |  |
| **Address:** |  |
| **Telephone Number:** |  |
| **Email Address:** |  |
| **Landlord Name:** |  |
| **Address/Contact** **Details:** |  |
| **Property Type:** |  | **Bedrooms:** |  |

**How did you find the details of the other party/parties?**

|  |  |  |  |
| --- | --- | --- | --- |
| House Exchange: |   | Through friends/family |   |
| Persons known to you |   | Recommended by LCC Staff |   |
| Other (Please specify) |   |

**I hearby confirm:**

* I have viewed the property of the tenant I wish to exchange with and I am happy with its current condition
* I agree to allow access for a full visual inspection of my current home as part of the Mutual Exchange Process\*
* I agree to allow access for a Surveyor to complete an Energy Performance Survey of my current home\*
* I confirm that money or gifts will/have **not** be exchanged with the exchanging party/parties for the purpose of the Mutual Exchange\*\*
* I understand that delays in providing information when requested may cause a delay in the Mutual Exchange being progressed
* I understand that I must not move into the property of the tenant I am exchanging with until the legal assignment paperwork has been completed\*\*\*
* I agree to any of my necessary personal information being shared with the proposed assignee and their landlord in accordance with the Data Protection Act

**\*** Delays in allowing access may cause delays in the Mutual Exchange procedure being completed.

**\*\*** Receiving/giving money or gifts for the purpose of the Mutual Exchange will be treated as tenancy fraud and could result in the loss of your tenancy.

**\*\*\*** Exchanging without the legal assignment paperwork being completed will result in possession proceedings against you and there is no guarantee you will be allowed to return to your original tenancy

**By completing and submitting this request for Mutual Exchange, I can confirm I agree with the statements above and I am complying with the terms and conditions of my Tenancy Agreement:**

|  |  |
| --- | --- |
| **Name of Main Tenant (PRINT):** |  |
| **Signature:** |  |
| **Date:** |  |
|   |   |
| **Name of Joint Tenant (PRINT):** |  |
| **Signature:** |  |
| **Date:** |  |

**Internal Use Only**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date Request Received: |   | Checklist Attached? |  Yes |  | No |  |
| Received By:  |   | Registered on LHR |  Yes |  | No |  |
| Seibel Enquiry Reference:  |   | Date EPC Ordered:  |   |
| Logged By: |   | Allocated to:  |   |
| Date Acknowledgement Sent:  |   | Date Allocated:  |   |