**Appendix 4**

**Mutual Exchange Application Form (MEX1a)**

**MUTUAL EXCHANGE REQUEST FORM**

**Complete this form if you wish to exchange. Both parties must complete a separate application form**

We will try to ensure that we tell you our decision within 28 days of getting this form. Consent however will be conditional on our receiving of all the information we need. You must not exchange properties or make any removal arrangements until: -

1. Both parties have the full written permission of the landlord(s) involved.

2. Both parties have signed deeds of assignment.

3. Both parties have met any conditions of consent.

**NAME AND ADDRESS**

Name (including title) ……………………………………………………………………………………………………………..............

Address ……………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………

Mobile Number …………………………… Tel No Home ………………………………………

Email …………………………………………………………………………………………………………….....

**WHO IS YOUR LANDLORD?**

Name ……………………………………………………………………………………………………………………………

Address ……………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………

Tel ……………………………………………… Housing Officer ……….…………….……………………

**YOUR PRESENT HOME**

What type of property do you live in?

House Flat/Bedsit Bungalow

How many bedrooms do you have? ………………………………………………………….

**YOU AND YOUR FAMILY**

Please give details about yourself and anyone in your household.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surname** | **First Name** | **Sex** | **Date of Birth** | **Relationship of Main Applicant** |
|  |  |  |  |  |
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|  |  |  |  |  |

Are you or anyone in the above list pregnant? Yes No

If yes, when is the baby due? …………………………………………………………………………………………………

Do you have any pets? Yes No

If Yes, please list Breed and Type of pet ………………………………………………………………………………….

**EQUALITY MONITORING**

Please help us to monitor the service we provide and the way we treat applications for housing by filling in the details below. We need this information to make sure that everyone receives fair and sensitive treatment according to their needs. We will keep this information confidential.

**1** **How would you describe your ethnic Group? (Please tick one only below)**

**a) White** English, Scottish, Welsh, Northern Irish, British Irish

Gypsy, Irish Traveller Other 

**b) Mixed** White & Black Caribbean White & Black African

White & Asian Other 

**c) Asian or Asian British** Indian Pakistani Bangladeshi

Chinese  Other 

**d)** **Black, African, Caribbean or Black British** Caribbean African

Other 

**e) Other ethnic group** Arab Other

**h) Prefer not to answer**

**2 What is your religion or belief? (Please tick the appropriate box)**

Buddhist Christian Hindu Jewish

Muslim Sikh None

Any other – please give details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say

**3 What is your sexuality? (Please tick the appropriate box)**

Heterosexual (straight) Gay man Lesbian

Bisexual Prefer not to say

**NAME AND ADDRESS OF THE PERSON YOU WANT TO EXCHANGE WITH**

Name (including title) …………………………………………………………………………………………………………….

Address ……………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………

Mobile Number …………………………………… Tel No Home …………………………………

Email ……………………………………………………………………………………………………………………………

**WHAT TYPE OF PROPERTY IS IT?**

House Flat/Bedsit Bungalow

How many bedrooms does it have? ………………………………………………………………………………………

**WHO IS THE LANDLORD?**

Name …………………………………………………………………………………………………………..…………………

Address ……………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………

Tel ……………………………………………………

Housing Officer/Specialist Accommodation Officer …………………..………………………

I have inspected the above property and understand that the proposed exchange can only be approved subject to the following conditions: -

1. **I accept full responsibility for any defects or damage to the fittings and fixtures which are not due to fair wear and tear.**
2. **I accept full responsibility for any alterations carried out by the outgoing tenant.**
3. **I will rectify any breach in my tenancy, such as payment of outstanding rent arrears.**

**STATEMENT**

I declare that I have not accepted any payment in connection with this exchange.

I give permission for Tuntum HA to disclose information to the proposed exchangee’s landlord regarding my rent account, any action taken against me in respect of possession proceedings and in respect of breach of conditions of tenancy, for the purpose of enabling a decision to be made about accepting this application to exchange.

A financial heath check will be run as a standard part of the application process. By completing and signing this form you consent to this check taking place.

Signed (Applicant) …………………………………………………………………………………………………………………

Date ………………………………………………………………………….

Signed (Joint Applicant) …………………………………………………………………………………………………………

Date ………………………………………………………………………….

If joint tenancy both tenants must sign

**REASON FOR MOVING**

I am registered with Homeswapper Yes No

I found the person I want to exchange with through Homeswapper

 Yes No