



Application to Assign Tenancy by Way of Exchange

I/We as sole/joint tenant(s) request permission to effect a mutual exchange of tenancies. Details are as follows:

1. Applicant details

Full Name:	
D.O.B.:	
Partners Name:	
D.O.B.:	
Address:	
Contact Telephone number:	

2. Details of those living in your household

Name	Date of birth	Relationship to you	Tick if living apart.

Is anyone named above pregnant? Yes No

If yes, when is baby due?

3. Details of current address

Type of property?	House/Flat/Bungalow/Bedsit
If flat or bedsit, what floor is it on?	Ground/1 st floor/2 nd floor/Other.....
How many bedrooms are there?	
Date your tenancy started?	

4. Details of tenant/s with whom the exchange is to be made

Name(s):	
Address:	

Type of property?	House/Flat/Bungalow/Bedsit
If flat or bedsit, what floor is it on?	Ground/1 st floor/2 nd floor/Other.....
How many bedrooms are there?	
Name of the Landlord	
Address of Landlord:	

5. Reasons for requesting an exchange

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In order to comply with council policy in relation to mutual exchanges please confirm:

1	That your rent account is clear.	
2	You are aware that the Council is not to be involved in any expense whatsoever, resulting from the proposed Exchange of Tenancy, whether by way of decoration or repair.	
3	You realise that any outstanding repairs needed at the proposed new dwelling will be dealt with in accordance with the Council's normal Repairs Procedure.	
4	You have inspected the property to which you are exchanging and are completely satisfied with its condition and that it satisfies your housing needs.	
5	It is not your intention, in the near future, to terminate your tenancy if the Council approves your current application.	

Please Note: -

All new tenancies will, where applicable, be joint tenancies.

If your rent account is in arrears or if your rent is paid direct to the council by the benefits agency, and there are outstanding personal arrears owing, this application should not be completed.

If deliberate, false or misleading information is given on this form and your application is approved, the council reserve the right to terminate your tenancy.

If approved, the creation of a new tenancy at the property to which you are applying to exchange, will cancel any current transfer application registered from your present address.

I have read and fully understand the enclosed conditions necessary for you to consider my mutual exchange application. I await your decision in writing as to whether my application is approved.

SIGNED: (MR)

SIGNED: (MRS)

DATE:

Address:

Please return completed forms to your local housing office.