

Application for Mutual Exchange – (Appendix 1)

Name of Tenant _____

Name of Joint Tenant (if applicable) _____

Address _____

Home Telephone No. _____

Mobile No. _____

Email Address _____

Have you lived in the property for at least 12 months? Yes ☐ No ☐

Do you, or anybody you are applying with, have to register with the police under the Sex Offenders Act 1997 or Sexual Offences Act 2003? Yes ☐ No ☐

Has anyone ever taken court action against you, or a person you are applying with, for anti-social behaviour? Yes ☐ No ☐

Details of your home

No. of Bedrooms _____

Type of Property _____

If a Flat, what floor level _____

Have any adaptations been carried out to this property? Yes ☐ No ☐

If yes, please give a description below

Details of other people living in the house:

Name	D.O.B	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is this house your matrimonial home? Yes ☐ No ☐

If yes, has your spouse consented to this mutual exchange request? Yes ☐ No ☐

Please explain here why you wish to exchange

Details of Person you wish to exchange with:

Name of Tenant _____

Name of Joint Tenant (if applicable) _____

Address _____

Home Telephone No. _____

Mobile No. _____

Email Address _____

Landlord Name _____

Landlord Address _____

Landlord Tel No. _____

Landlord/Housing Officer email _____

Declaration

I understand that the information supplied on this form will be used to process my application for an exchange. As part of my application for housing, I understand that it may be necessary for Hjaltland Housing Association to request information from a previous or current landlord, local government departments, social workers, probation officers or the police. I hereby authorise and agree to Hjaltland Housing Association contacting any of the above to obtain such information as they feel is necessary.

I hereby declare that the information I have provided on this application is correct. I understand that if I knowingly or recklessly make any false or misleading statement, or withhold any relevant information which induces the Association to approve this exchange then the Association may take action through the courts to recover possession of the tenancy.

A copy of The Association's privacy notice for tenants and applicants can be accessed here;

https://www.hjaltland.org.uk/site/assets/files/2070/privacy_notice_tenants_applicants.pdf

I hereby authorise Hjaltland to provide any relevant information relating to the conduct of any tenancy held by me and/or joint applicant

Your Signature _____

Signature of Joint Tenant / Spouse _____

Date _____