

APPLICATION FOR MUTUAL EXCHANGE

TENANT 1

PROPERTY 'A' TO BE COMPLETED BY THE SPA HA TENANT(S)

1 NAME(S): (1) D.O.B.

NAME(S): (2) D.O.B.

2 ADDRESS: TENANCY REF:

..... POSTCODE:

TELEPHONE NO: HOME: WORK:

3 NAME & ADDRESS OF LANDLORD : SPA HOUSING ASSOCIATION

THE ROYAL EXCHANGE, 9 QUEEN STREET, DROITWICH SPA WORCS WR9 8LA

4 TENANCY START DATE AT THIS ADDRESS WITH SPA HA :

5 PROPERTY TYPE : NO OF : LIVING ROOMS: BEDROOMS:

6 LIST ANY SPECIAL FACILITIES :

7 FULL WEEKLY RENT: £..... HOUSING BENEFIT: £ RENT PAYABLE: £.....

8 NUMBER OF PERSONS IN HOUSEHOLD: ADULTS: CHILDREN

PERSONAL DETAILS :

NAME IN FULL: D.O.B.

NAME IN FULL: D.O.B.

NAME IN FULL: D.O.B.

NAME IN FULL: D.O.B.

NAME IN FULL: D.O.B.

NAME IN FULL: D.O.B.

9 REASON(S) FOR PROPOSED EXCHANGE:

10 EMPLOYMENT : PLEASE INDICATE IF WORKING: FULL TIME / PART TIME OR NOT WORKING

PLEASE INDICATE AS APPLICABLE FROM : FULL TIME - PART TIME - NOT WORKING

APPLICANT - 1 APPLICANT - 2

EMPLOYER: EMPLOYER:

ADDRESS: ADDRESS:

TENANT 2
PROPERTY 'B

TO BE COMPLETED BY THE TENANT(S) WITH WHOM THE EXCHANGE IS PROPOSED

- 11 NAME(S): (1) D.O.B.
NAME(S): (2) D.O.B.
- 12 ADDRESS: TENANCY REF:
..... POSTCODE:
- TELEPHONE NO: HOME: WORK:
- 13 NAME & ADDRESS OF LANDLORD :
.....
- CONTACT: TELEPHONE :
- 14 TENANCY START DATE AT THIS ADDRESS :
- 15 PROPERTY TYPE : NO OF : LIVING ROOMS: BEDROOMS:
- 16 LIST ANY SPECIAL FACILITIES NEEDED:
- 17 FULL WEEKLY RENT: £..... HOUSING BENEFIT: £ RENT PAYABLE: £.....
- 18 NUMBER OF PERSONS IN HOUSEHOLD: PERSONAL DETAILS :
- NAME IN FULL: D.O.B.
NAME IN FULL: D.O.B.
NAME IN FULL: D.O.B.
NAME IN FULL: D.O.B.
NAME IN FULL: D.O.B.
NAME IN FULL: D.O.B.
- 19 REASON(S) FOR PROPOSED EXCHANGE:
- 20 IF MOVING TO BE NEAR TO RELATIONS OR FRIENDS - PLEASE GIVE DETAILS:
NAME(S):
ADDRESS: POSTCODE:
- 21 EMPLOYMENT : PLEASE INDICATE IF WORKING: FULL TIME / PART TIME OR NOT WORKING
- APPLICANT - 1 APPLICANT - 2
- EMPLOYER: EMPLOYER:
- ADDRESS: ADDRESS:
-

PART C

- 1 In the event of Spa H.A. agreeing to the exchange requested, I hereby certify that no monetary or other consideration will be tendered or accepted by either party and we also undertake to inform the Association immediately of any change in circumstances which in any way affects the information given on this application form.
- 2 On the understanding that The Association will inspect the property before approval is given for the exchange; I/we are fully aware that the exchange property (s) will be accepted by me in its present state of repair and decoration and that the Association will not carry out or assist me with the costs of decoration.
- 3 I/we understand that if any fixtures and fittings in the property have been broken or removed by the tenant with whom I am exchanging I/we shall be liable for the cost of repair and/or re-instatement once I/we have taken on the responsibility for the property. That I/we must also ensure that I/we are aware of the fixtures and fittings which are the property of the Association left by the outgoing tenant(s) and that I/we shall be responsible for their condition in the future.
- 4 I/we also understand that should the exchange of properties be obtained through providing false or misleading information the Association's tenant(s) is/are liable to eviction and that the Association may take action through the court to achieve this.

PART D TO BE COMPLETED BY ALL OF THE APPLICANTS

I/We have read and understand and accept that I/We are bound by the above conditions:

APPLICANT(S) IN PART 'A'

SIGNATURE: DATE

SIGNATURE: DATE

APPLICANT(S) IN PART 'B'

SIGNATURE: DATE

SIGNATURE: DATE

This form, completed **IN FULL**, should be returned to :
Spa H.A. at: 9, Queen Street, Droitwich, Worcs WR9 8LA; or:
2 Charland Court, Droitwich Spa, Worcs, WR9 9HH

- NOTES:**
1. Permission in writing to the tenant(s) is required from the Landlord(s) of both properties; the Association's approval of the date of exchange and the signing of the appropriate Tenancy Agreement are necessary before any exchange is undertaken.
 2. A decision regarding this application to mutually exchange properties will be given within 42 days from the time that the application, completed with all relevant information, is received by the Association.

WHAT TO DO WHEN YOU FIND A MUTUAL EXCHANGE

- It is a condition of a Mutual Exchange that you accept responsibility for the exchange property in its existing condition. The Association will not assist with any decorating costs and may refuse to undertake certain repairs other than to fulfil their repairing obligations as Landlord.
- You should, therefore, visit each others homes before you agree to an exchange and carry out a **thorough inspection** of the property to ensure you are satisfied with its condition.
- If you and another tenant agree that you wish to exchange homes, you must both complete an application form to your Landlord(s).
- You are recommended to find out from the Association the rent that will be applicable to you on moving into the property as it may not be the same as that charged to the current tenant.
- You will need your Landlord's **WRITTEN AGREEMENT** before the move can take place. The landlord can refuse exchanges in certain circumstances.
- You are reminded to make sure you know which fixtures and fittings belong to the Association and that they are left in their proper place. Also, if you agree with the outgoing tenant that any other items (such as carpets, etc.) are to be left for you.
- In view of the deregulation of providers of both gas and electric you are strongly recommended to find out from the outgoing tenant(s) the name, address and telephone number of their suppliers so that you can notify the companies if you wish to continue receiving their supplies.
- At the time of exchange you should make sure that readings of the Gas, Electricity and Water meters have been taken by the supply companies and that you have arranged for a supply in your name with a provider.
- Where the meters are pre-payment / card meters you should arrange for the supply in your name with a provider.