

Mutual Exchange Application Form (MXF01)



Tenant's details

Full name

Title - Mr, Mrs, Miss, Ms Date of Birth

Joint tenant

Full name

Title - Mr, Mrs, Miss, Ms Date of Birth

Address

Post code Email

Home phone Mobile

Property details

House Bungalow Low-rise flat High rise flat Bedsit Maisonette

Number of Bedrooms

Tenancy type - Assured (whg, Housing Association etc) Secure (Local Authority etc)

Please note if you are a whg Starter/ 1 year Fixed term Tenant or a tenant of a private landlord we cannot consider you for a Mutual Exchange.

Please list all other members of your current household who will be moving with you.

First name	Surname	M/F	Date of birth	Relationship to you

For official use only
Date received 42 day target

Who is your landlord?

Landlord's address
(if not whg)

Post code **Phone**

Details of persons you wish to exchange with

Full name

Mr, Mrs, Miss,

Joint tenant

Full name

Mr, Mrs, Miss, Ms

Address

Post code Email

Home phone Mobile

Who is their landlord?

Landlord's address
(if not whg)

Post code **Phone**

How many properties are involved in this mutual exchange?

Why do you wish to exchange?

(please give reason)

How did you find this exchange?

Medical needs

Do you or any family member have a physical disability for which you require disabled adapted accommodation

Yes No

Is your current home disabled adapted

Yes No

If yes to either question please give details

If you choose to exchange to a property that is not suitable or adapted to meet your medical needs, whg cannot undertake to carry out any adaptations that may be required.

Ethnic origin of your household

- a) **White** British Irish Other
- b) **Mixed** White & Black Caribbean White & Black African
 White & Asian Other
- c) **Asian or Asian British**
 Indian Pakistani Bangladeshi Other
- d) **Black or Black British**
 Caribbean African Other
- e) **Chinese or other ethnic group**
 Chinese Other
- f) **Refused**

Conflict of Interest

Have you or any other member of your household been an employee or board member of whg, either currently or in the last 12 months ? Yes / No

Are you or any member of your household related to anyone who is or has been an employee or board member of whg with the last 12 months ? Yes / No

If yes, please give their name and state relationship to you or other household member

Name

Relationship

Declaration to be signed by all tenants

All parties listed are tenants of their present accommodation and wish to seek approval from whg to mutually exchange properties.

Each applicant must occupy the property they propose to exchange to as their principle home. Failure to do so will be seen by whg as a breach of tenancy conditions and may result in action for repossession of the accommodation.

Each party has inspected the dwelling they propose to move to and is satisfied with the current condition of the property.

I/we understand that I/we accept the proposed property as it stands and that whg will not complete any repair/alteration to the property as a result of this exchange. Day to day repairs can be reported and will be completed in line with whg policy.

I/we confirm that I/we have not completed any unauthorised alterations to my/our current home and understand that I/we may be required to rectify/repair/remove any items/fixtures/fittings as identified as tenant damage or responsibility.

I/we agree that we shall not complete this exchange without the express written consent of whg (and any other landlord involved). I/we will not move to the new home completing the exchange until all paperwork has been completed and tenancies assigned and a date has been agreed with whg.

I/we understand that by exchanging properties I/we accept the terms and conditions of the tenancy agreement of the existing tenant(s). However, I/we also understand that by exchanging I/we may lose certain rights of my/our existing tenancy and will not necessarily qualify to the rights of the existing tenants. This includes the Right To Buy. I/we confirm that this has been explained to me/us.

I/we confirm that the information provided is a true and accurate record of my/our circumstances and I/we understand that providing false information or deliberately withholding information can lead to my/our application being refused, and may be considered as tenancy fraud.

I/we confirm that I/we have read and understand the declaration & guidance notes provided and that any approval for this exchange will be subject to these conditions.

I/we authorise whg to supply tenancy details to all relevant parties where other Landlords/Housing providers are involved including information relating to my/our rent account and maintenance of tenancy. I/we authorise whg to contact my current Landlord/Housing provider to obtain tenancy details including information relating to my/our rent account and maintenance of tenancy.

Your information is private and safe

I understand that the information I have provided will also be stored on computer for management and monitoring purposes as well as applying for a mutual exchange. I am aware this information is confidential and will not be disclosed to any other party without my consent, except to certain agencies in accordance with anyone whose name appears on this form. Anyone whose name does appear on the form has a right under the Data Protection Act 1998 to check and if found incorrect, to have their own details amended.

Applicant's signature

Date

Joint applicant's signature

Date