

Mutual Exchange Application Form

Your Information

Address

Postcode

Your Details (Lead Tenant)

Full name

Title

Date of Birth

National Insurance no.

Email address

Home phone

Mobile phone

Your Details (Joint Tenant)

Full name

Title

Date of Birth

I confirm the joint tenant (where applicable) agrees to the exchange

Details of all other household members

First name

Last name

M/F

Date of Birth

Relationship to you

Do you require an adapted property?

An adapted property is a property that has been altered to enable customers with physical restrictions or disabilities to use their home, such as with stair lifts, grab rails or lowered units. If you require an adapted property, please let us know what adaptations you need here:

Property Details (Your Property)

Property Type (e.g. flat)

Number of bedrooms

Landlord (if not whg)

Landlord email address

Landlord contact number

Any adaptations

Please let us know what adaptations your property currently has:

New Tenant's Information

Address

Postcode

New Tenant's Details (Lead Tenant)

Full name

Title

Date of Birth

Email address

Home phone

Mobile phone

New Tenant's Details (Joint Tenant)

Full name

Title

Date of Birth

About Your Exchange

How many properties are exchanging?

Why would you like to exchange?

How did you find this exchange?

Declaration of Interest

Are you, or is a member of your household, either:

A current or former whg employee	yes	no
A current or former whg Board member	yes	no
Related to a current or former whg employee or Board member	yes	no

If yes, please give details including name, position within whg and dates of position

Declarations of Exchange

Tick to confirm

I am a current tenant and I live at the property declared as my only or principal home

I have checked the property I would like to move to and I am satisfied to move into the property in its current condition

I understand that whg will carry out arising day-to-day repairs only and not any repairs or alterations arising from this exchange

I have not carried out any unauthorised alterations to my current home

I will rectify, repair or remove any tenant damage identified at inspection of my home

I will not exchange my home without whg's written consent

I authorise whg to contact all relevant parties including other relevant landlords in order to supply and receive personal information regarding my tenancy, rent account and any other relevant personal data. I understand that this information will be held in line with the Data Protection Act 2018

I understand that approval will be subject to the conditions set out in whg's guidance

I confirm I have not and will not offer or receive money as part of this exchange

I confirm the above information is a true and accurate record of my circumstances, and I understand that providing false information may constitute tenancy fraud

Date

Signed (Lead Tenant)

Signed (Joint Tenant)

You can send this application form by email to mutualexchange@whgrp.co.uk. If you are a whg customer, please ensure you send by the email address associated with your account. Please attach photos or scanned copies of your identification to your email.

Remember that your tenancy will change: this means you will pay a different rent, but it may also mean you have different restrictions in your new tenancy agreement, such as the number of pets you can have or the vehicles you can park. Always check the tenancy agreement you will be exchanging to before agreeing to an exchange.

Each household involved in the exchange MUST complete a separate application form and send to whg.