

# Homes for Haringey – Mutual Exchange Form

Only to be completed when you have found someone you want to exchange with

Please complete this form in full using type or black ink.

Return the completed form to:

## 1 Tenant details

Mr  Mrs  Ms

Family name	<input type="text"/>	First name	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Date of birth	<input type="text" value="dd/mm/yy"/>		
Address	<input type="text"/>		
Address	<input type="text"/>		
Postcode	<input type="text"/>		
Phone	<input type="text"/>		
Email address	<input type="text"/>		

## 2 Details of the person I want to exchange with

Family name	<input type="text"/>	First name	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Address	<input type="text"/>		
Address	<input type="text"/>		
Postcode	<input type="text"/>		
Phone	<input type="text"/>		
Email address	<input type="text"/>		

## 3 Name and contact details of the other landlord

Name	<input type="text"/>
Address	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Phone	<input type="text"/>
Housing manager (if known)	<input type="text"/>
Email address	<input type="text"/>

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## My household details

Family name	First name	Relationship to tenant	Male or female	Date of birth	How long at this address

Does anyone in your household have a disability? If yes – please give details

  

Is anyone in your household pregnant? If yes – please give details

  

Do you have any pets? If yes – please give details

  

## 5 Property details

Property type      Flat       Maisonette       House

Number of bedrooms     

Which floor     

Does the property have adaptations? If yes – please give details

  

Have you made any alterations to the property? If yes – please give details

  

Did you get written permission? If yes – please provide copy of permission

Reasons why you want to exchange?

  

How did you find your exchange partner?

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### 6 Eligibility

Is your tenancy secure/ assured? Yes  No

*Note: only secure/assured tenants can exchange*

Will you be over or under occupying the other property? Yes  No

Is this your only or principal home? Yes  No

Do you have any rent arrears or other debts on your property? Yes  No

*Note: you may not get permission to move if you have arrears*

Are you affected by the bedroom tax? Or other welfare or housing changes? Yes  No

If yes - please give details

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Are you, or is any member of your household subject to an anti social behaviour order? If yes – please give details Yes  No

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Have you, or has any member of your family ever been evicted for anti-social behaviour? If yes – please give details Yes  No

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Is there any outstanding legal action against you? If yes – please give details Yes  No

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### 7 Any other information

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### 8 About the property I want to move to

I have carefully inspected the property and understand that the proposed exchange is subject to the following:

- ✓ I accept the property in its present condition including decoration and cleanliness.
- ✓ The property is suitable for my medical needs.
- ✓ I am aware that the landlord will only carry out essential repairs.
- ✓ I accept full responsibility for any defects or damages to the property caused by the previous tenant.
- ✓ I have been told in writing what will be taken and what will be left in the property.

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### 9 Declaration

- ✓ I understand that I must not exchange properties until **BOTH** landlords have given written consent and **BOTH** sets of tenants have signed a new tenancy agreement.
- ✓ I confirm that all the information I have provided on this form is correct.
- ✓ I understand that my landlord may reject my application or seek to evict me if I give false or misleading information.
- ✓ I understand that the landlord I am applying to may seek references about the management of my tenancy from both current and previous landlords.
- ✓ I am aware that if I have a 'right to buy' this may be affected by any mutual exchange.
- ✓ I confirm that my husband/wife/cohabite (if I have one) has been consulted about the proposed exchange, gives their consent and is not seeking transfer of tenancy to their sole name.
- ✓ I am aware that the landlord will not accept any responsibility for any costs incurred as part of the exchange.

#### Signed

Signature

Name

Date

#### For office use only

- Supporting documentation received
- Approved
- Rejected

  
  

Tenancy Management Officer

Signature

Date

Name

Team Leader

Signature

Date

Name

Letter sent

Date