

# Mutual Exchange Application Form

**Both parties must complete a copy of this form and return them together to the address below. Please do not submit the forms separately. This will delay your application.**

## Completing this form

This form must be completed and signed by the tenant (or both joint tenants if applicable). It is important that you answer all the questions and provide copies of the documents requested.

We will tell you our decision within 42 days of receiving both completed forms (providing that the forms are completed correctly and copies of all necessary documents have been included by all parties).

You must not exchange properties or make any removal arrangements until:

- Both parties have the full written permission of the landlord(s) involved
- Both parties have signed deeds of assignment
- Both parties have met any conditions of consent

When you have completed, signed and dated your form, please send it with the required proofs to the address on the back page of this form.

## Confidentiality

The information you provide is confidential and subject to the requirements of the Data Protection Act 1998. Your personal data will be held and processed by Bro Myrddin Housing Association for the purpose of assessing your eligibility for social housing and housing needs and, in particular, the provision of services for which you may be eligible.

The personal details you provide may also be shared with third parties as part of any statutory duties requiring such disclosure and to protect the public funds it collects and administers. The information will be kept accurate and up to date, and will not be held for longer than is necessary. Any data may be used to prevent fraud or the misuse of resources.

## Housing Fraud

It is a criminal offence to knowingly provide a false statement or withhold information to assist you in obtaining accommodation from Bro Myrddin Housing Association. We will take legal action against anyone found committing an offence and may also seek possession of any property obtained.

## Section 1: About you and your landlord

Title

Full name

Address

Postcode

Home Tel

Work Tel

Mobile Tel

Email

Are you currently a tenant of Bro Myrddin Housing Association?

Yes

No

**If Yes, Please go to Section 2**

If No, are you:

A Council Tenant

Tenant of a Housing Association

Registered housing provider

Landlords Name

Landlords  
Address

Postcode

Landlord's  
telephone:

Housing Officer

## Section 2: About your current home

What type of property do you live in?

House

Flat /Bedsit

Bungalow

Maisonette

How many bedrooms do you have:

Is any member of your household pregnant?

Yes

No

If yes, please provide your copy of MATB1 form and state expected due date

Are you or any of your household subject to an anti-social behaviour order

Yes

No

Do you or any member of your household have any unspent criminal convictions?

Yes

No

Do you or any member of your household have any health or wellbeing issues that require adaptations to the property? (I.e. Level access shower, wheelchair access)

Yes

No

If yes, please give details of the adaptations required

Do you have any pets that will be moved with you?

Yes

No

If yes, please give details

Is your property adapted for a person with mobility issues?

Yes

No

If yes, what adaptations do you have:

Is your property within a sheltered housing scheme?

Yes

No

## Section 3: About your current tenancy

What type of tenancy do you have?

Secure     Introductory     Flexible     Assured     Assured shorthold

When did your tenancy start?

## Section 4: About you and your family

Please provide these details for yourself and anyone living in your household

First Name	Surname	Date of Birth	Sex (F/M)	Relationship to you	National Insurance No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Pregnancy

Is anyone listed in the previous question pregnant?      Yes       No

If yes, please give their name(s) and expected due date:

Name	<input type="text"/>	Due date	<input type="text"/>
Name	<input type="text"/>	Due date	<input type="text"/>

### Proof required

You must provide proof of pregnancy, for example a MAT B1 form or a letter from your doctor or midwife confirming when the baby is due.

## Section 5: About your mutual exchange

Please explain your reasons for requesting a mutual exchange:

### Homeswapper

<sup>1</sup> Are you registered with Homeswapper

Yes

No

Did you find the person you want to exchange homes with through Homeswapper

Yes

No

## Section 6: About your mutual exchange partner

Please give us as much information as you can about the person you wish to exchange with:

Title

Full name

Address

Postcode

Home Tel:

Work Tel:

Mobile Tel:

Email

What type of tenancy do you have?

Secure  Introductory  Flexible  Assured  Assured shorthold

When did your tenancy start?

## Section 7: About the proposed exchange property

What type of property do you live in?

House

Flat /Bedsit

Bungalow

Maisonette

How many bedrooms do you have:

Is this property adapted for a person with mobility issues?

Yes

No

If yes, What adaptations does it have?

If the landlord is Bro Myrddin Housing, please go to the next page.

Landlords Name

Landlords  
Address

Postcode

Landlord's  
telephone:

Housing Officer

# Declaration

Please read this page carefully and sign below.

If you would hold a joint tenancy then both tenants must sign this form.

I have viewed the property and understand that the proposed exchange can only be approved subject to the following conditions:

- 1.** I accept the full responsibility for any defects or damage to the fittings and fixtures which are not due to fair wear and tear.
- 2.** I accept full responsibility for any alterations carried out by the outgoing tenant(s).
- 3.** I will rectify any breach in my tenancy agreement, such as paying off my outstanding rent arrears in full.
- 4.** I understand that the mutual exchange cannot be agreed until I have provided all necessary proofs of ID.

If your form is not complete or has not been signed and dated it cannot be processed and will be returned to you.

If you do not provide all the proof we need, this will also delay your application.

## Declaration

- I declare that i have not accepted any payment in connection with this exchange.
- I give permission for BMHA to disclose information to the proposed exchangee's landlord regarding my rent account, any action taken against me in respect of possession proceedings and any breach of tenancy.

## Applicant

Print name:

Signature  
(applicant):

Date:

## Joint applicant (for joint tenancies)

Print name:

Signature  
(joint applicant):

Date: