

**MUTUAL EXCHANGE APPLICATION
 (Slough Borough Council Tenant)**

**This is an application only. Formal consent to move must be obtained from the council.
 One form by each incoming and outgoing tenant must be completed.**

Tenant Details

Address and Postcode:

--

Contact Details:

Home Telephone	
Mobile	
Work	
Email	

Occupant details:

Occupant	First Name	Surname	Sex	DOB	NI Number
Tenant 1					
Joint Tenant 2					

Other household members to be included

Relationship e.g son	First Name	Surname	NI Number	DOB	*Moving with you? Yes/No

*If anyone is not moving with you please give reasons, forwarding address, and confirm that they will have already vacated before the move takes place.

--

Details of anyone not listed above who also wants to move with you, their current address, and their reasons.

--

Has your property been adapted to suit any special requirements? If yes, described works

About your property:

Type of property (tick)

Flat / Maisonette		House		Bungalow	
What floor					

Number of living rooms	Number of double bedrooms	Number of single bedrooms	Tenancy Type (tick)	Weekly Rent	Pets – type and how many
			Secure		
			Secure Fixed Term*		
			Assured Fixed Term*		
			Assured		
			Affordable		
			Other		

If a fixed term tenancy how long was it granted for and how long is left?

Other Information

Do you have any support workers or Social Service involvement?

Name _____

Address _____

Tel number / Contact details: _____

Do you have a clear rent account? If no, how much do you owe?

Why are you moving? (tick)

Need more bedrooms	Need less bedrooms	Change in benefits	Other give details
--------------------	--------------------	--------------------	--------------------

Where did you find this exchange?

Word of mouth	Shop window	Exchange website	Other give details
---------------	-------------	------------------	--------------------

Please turn over the page

Tenant Details

Who are you exchanging with?

1	Name Address Post code	Contact details	State Landlord address, and full contact details
---	--------------------------------------	-----------------	--

If this is a multiple exchange, who else is involved?

2	Name Address Post code	Contact details	State Landlord address, and full contact details
3	Also part of the exchange: Name Address Post code	Contact details	State Landlord address, and full contact details
4	Also part of the exchange: Name Address Post code	Contact details	State Landlord address, and full contact details

I/We confirm that I/We understand I/We take on the property as seen, and the Council will not be financially or otherwise liable for issues such as the condition of the property, decoration, rubbish or identified at the inspection stage. I/We agree that information about me/us can be shared between the landlords involved or, where necessary, between other statutory agencies, or partners of the council. Where required I/We consent to a credit check to prevent fraud.

Tenant 1 Signed: Date:.....

Tenant 2 Signed: Date:.....

If the tenancy is in joint names, both of you must sign above.

Office Use Only: Exchange Agreed Refused

Signed Date:.....

Neighbourhood Housing Officer name:.....

Approved by Neighbourhood Lead

Signed Date:.....

**MUTUAL EXCHANGE APPLICATION
 (Incoming tenant)**

**This is an application only. Formal consent to move must be obtained from the council.
 One form by each incoming and outgoing tenant must be completed.**

Tenant Details

Address and Postcode:

--

Contact Details:

Home Telephone	
Mobile	
Work	
Email	

Occupant details:

Occupant	First Name	Surname	Sex	DOB	NI Number
Tenant 1					
Joint Tenant 2					

Other household members to be included

Relationship e.g son	First Name	Surname	NI Number	DOB	*Moving with you? Yes/No

*If anyone is not moving with you please give reasons, forwarding address, and confirm that they will have already vacated before the move takes place.

--

Details of anyone not listed above who also wants to move with you, their current address, and their reasons.

--

Has your property been adapted to suit any special requirements? If yes, described works

About your property:

Type of property (tick)

Flat / Maisonette

House

Bungalow

What floor

Number of living rooms	Number of double bedrooms	Number of single bedrooms	Tenancy Type (tick)	Weekly Rent	Pets – type and how many
			Secure		
			Secure Fixed Term*		
			Assured Fixed Term*		
			Assured		
			Affordable		
			Other		

If a fixed term tenancy how long was it granted for and how long is left?

Other Information

Do you have any support workers or Social Service involvement?

Name _____

Address _____

Tel number / Contact details: _____

Do you have a clear rent account? If no, how much do you owe?

Why are you moving? (tick)

Need more bedrooms

Need less bedrooms

Change in benefits

Other give details

Where did you find this exchange?

Word of mouth

Shop window

Exchange website

Other give details

Please turn over the page

Tenant Details

Who are you exchanging with?		
1	Name Address Post code	Contact details State Landlord address, and full contact details
If this is a multiple exchange, who else is involved?		
2	Name Address Post code	Contact details State Landlord address, and full contact details
3	Also part of the exchange: Name Address Post code	Contact details State Landlord address, and full contact details
4	Also part of the exchange: Name Address Post code	Contact details State Landlord address, and full contact details

I/We confirm that I/We understand I/We take on the property as seen, and the Council will not be financially or otherwise liable for issues such as the condition of the property, decoration, rubbish or identified at the inspection stage. I/We agree that information about me/us can be shared between the landlords involved or, where necessary, between other statutory agencies, or partners of the council. Where required I/We consent to a credit check to prevent fraud.

Tenant 1 Signed: Date:.....

Tenant 2 Signed: Date:.....

If the tenancy is in joint names, both of you must sign above.
