

Application for Mutual Exchange

<i>Office use only</i>	Initial of HO:	Date:
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Part 1: To be completed by the tenant of Samphire Homes. Please ensure all fields are completed.

1. Applicant / tenant	
Surname:	First name/s:
Address:	
Telephone no.:	Email:

2. Household			
Surname	First name	Date of birth	Relationship to applicant
		DD / MM / YY	
		DD / MM / YY	
		DD / MM / YY	
		DD / MM / YY	
		DD / MM / YY	
		DD / MM / YY	

3. Present accommodation			
<input type="checkbox"/> House <input type="checkbox"/> Bungalow <input type="checkbox"/> Flat			
No. of bedrooms:	Are there any adaptations to your property?		<input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes, please give details:</small>

4. Tenant with whom the exchange is requested	
Surname:	First name/s:
Address:	
Reasons for requesting an exchange:	

I have personally inspected the property into which I wish to move and am willing to accept the dwelling in the condition that the property is found at the date of the exchange.

Signature/s:		Date:	
<small>Both tenants are to sign if your present tenancy is in joint names.</small>		Date:	

Application for Mutual Exchange

Part 2: To be completed by the proposed incoming tenant of Samphire Homes.
Please ensure all fields are completed.

1. Applicant / tenant	
Surname:	First name/s:
Address:	
Telephone no.:	Email:

2. Current tenancy	
Name of landlord:	
Telephone no.:	Email:
Housing Officer:	Tenancy Start date:
Type of Tenancy (Please attach a copy of your tenancy agreement. You can ask your landlord to provide this if necessary)	

1. Property you wish to move to	
Address:	Reason for requesting an exchange:

3. Present accommodation			
<input type="checkbox"/> House	<input type="checkbox"/> Bungalow	<input type="checkbox"/> Flat	
No. of bedrooms:	Are there any adaptations to your property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If yes, please give details:	

4. Household			
Surname	First name	Date of birth	Relationship to applicant
		DD / MM / YY	
		DD / MM / YY	
		DD / MM / YY	
		DD / MM / YY	
		DD / MM / YY	
		DD / MM / YY	

I hereby declare that all the information given by me on this form is true. I have personally inspected the property into which I wish to move and am willing to accept the dwelling in the condition that the property is found at the date of the exchange.

Signature/s: Date:

Both tenants are to sign if your present tenancy is in joint names. Date: