



Irvine
Housing
in Association with you

 Part of
Riverside

Application
for a
Mutual Exchange

Tenant (and joint tenant) name(s)			
Home telephone		Mobile or work telephone	
Email address			
Are you married or in a civil partnership? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, you need to sign a consent form			
Why do you want to exchange?			
Do you have any pets? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details			

Applicant 1's Property

Address			
Postcode			
Landlord		No of bedrooms	
Heating type	Gas <input type="checkbox"/> Electric <input type="checkbox"/>	House type eg flat, house, multi-storey	
Have you made any alterations to your property? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, give details of the alterations			
Does your property have any features to help you access facilities within your home eg level access shower, a ramp or adaptations for a wheelchair? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please give details of the features			

Please list all the people who are moving with Applicant 1

Name	Relationship to Applicant 1	Date of birth	Gender	Living apart?
	Applicant 1		M <input type="checkbox"/> F <input type="checkbox"/>	N/A
			M <input type="checkbox"/> F <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			M <input type="checkbox"/> F <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			M <input type="checkbox"/> F <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			M <input type="checkbox"/> F <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			M <input type="checkbox"/> F <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Applicant 2

Tenant (and joint tenant) name(s)			
Home telephone		Mobile or work telephone	
Email address			
Are you married or in a civil partnership? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, you need to sign a consent form			
Why do you want to exchange?			
Do you have any pets? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details			

Applicant 2's Property

Address			
Postcode			
Landlord		No of bedrooms	
Heating type	Gas <input type="checkbox"/> Electric <input type="checkbox"/>	House type eg flat, house, multi-storey	
Have you made any alterations to your property? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, give details of the alterations			
Does your property have any features to help you access facilities within your home eg level access shower, a ramp or adaptations for a wheelchair? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please give details of the features			

Please list all the people who are moving with Applicant 2

Name	Relationship to Applicant 2	Date of birth	Gender	Living apart?
	Applicant 2		M <input type="checkbox"/> F <input type="checkbox"/>	N/A
			M <input type="checkbox"/> F <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			M <input type="checkbox"/> F <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			M <input type="checkbox"/> F <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			M <input type="checkbox"/> F <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			M <input type="checkbox"/> F <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Declaration

I confirm that the details I have given on this application form are true and accurate.

I give permission for my landlord to provide a tenancy reference to the proposed exchangee's landlord.

I understand the following conditions apply to mutual exchange.

1. Each landlord has its own mutual exchange policy and its own reasons for refusing mutual exchanges. You should check with your own landlord what their policy is.
2. I need to inspect the house that I want to exchange into and make sure it is in an acceptable condition and that all fixtures and fittings etc are left intact.
3. The landlords will not incur any expenses in connection with a mutual exchange other than normal repairs, which are the landlord's responsibility.
4. My house will be inspected by my landlord and any repairs identified as being a result of my carelessness or negligence will need to be repaired at my expense prior to the exchange being approved.
5. The landlord is not responsible for the maintenance of any non-standard fixture or fitting that the incoming tenant wants to keep.

Signatures of Applicant(s) 1	Date

Signatures of Applicant(s) 2	Date