



Mutual exchange application form

Please complete and return this application form, if you wish to carry out a mutual exchange.

Both swap partners must complete a separate application form.

Send completed forms to Shian Housing Association Ltd, 76 Mare Street, Hackney, London E8 3SG.

We require your consent prior to sharing your details with any 3rd party organisation in relation to this request.

We will make our decision based on the information we receive from you and your swap partner/s. We will aim to give you a decision within four to six weeks of getting this form.

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

- you have the **full written permission of the landlord(s) involved**
- both landlords have provided tenancy references
- both parties have agreed the terms and conditions of their new tenancy agreement(s)
- both parties have met any conditions of the consent, and
- both parties agree with the terms of the Deed of Assignment.

Name and address

	Main tenant	Joint tenant (if any)
Title: (eg Mr/Mrs/ Miss/Ms)		
Name(s):		
Address:		
Tel no. home:		
Tel no. work:		
Mobile:		
Email:		

You and your family members

Please give details about yourself and everyone in your household

Surname	First Name	Male/Female	Date of birth	Relationship to main applicant

Are you or anyone in the above list pregnant? YES/NO

If yes, when is the baby due?

Your present home

What type of property do you live in?

House [] Flat [] Maisonette [] Bungalow []

If you live in a flat or maisonette which level do you live on?

Is there a lift?

How many bedrooms do you have?

Any other features (garden/car park etc):

Do you have any pets? If so give details:

(NB: Shian HA Ltd does not allow tenants to keep dogs. Tenants may keep other pets providing they obtain written consent from us first).

Your landlord details

Name:	
Address:	
Telephone:	
Email:	
Housing Officer (if known)	

Reason why you want to exchange

Please explain below:

Details of the person you want to exchange with

	Main tenant	Joint tenant (if any)
Title: (eg. Mr/Mrs/ Miss/Ms)		
Name(s):		
Address:		
Tel no. home:		
Tel no. work:		
Mobile:		
Email:		

The property you want to move to

House [] Flat [] Maisonette [] Bungalow []

If flat/maisonette which level? Lift: Yes/No How many bedrooms does it have?

Any other features (garden/car park):

Landlord details

Name:	
Address:	
Telephone:	
Email:	
Housing Officer (if known)	

How did you find out about this exchange?

I/we* have inspected the above property and understand that the proposed exchange can only be approved subject to the following conditions:

I/we* accept full responsibility for any defects or damage to the fittings and fixtures which are not due to fair wear and tear;

I/we* accept full responsibility for any alterations carried out by the outgoing tenant;

I/we* will rectify any breach in my/our* tenancy agreement, such as payment of outstanding rent arrears, rechargeable repairs or any other debt.

(*delete as appropriate)

DECLARATION

I/we* declare that I/we* have not accepted any payment in connection with this exchange. I /we* give permission for Shian HA Ltd/my landlord* to disclose information to Shian HA Ltd/the proposed exchangee's landlord* regarding my rent account, any action taken against me in respect of possession proceedings, and in respect of breach of conditions of tenancy, for the purpose of enabling a decision to be made about accepting this application to exchange.

I/we* certify that the information I/we* have given is true and complete. I/we* understand that Shian Housing Association Ltd may seek to evict me/us*, if I/we* deliberately give false information.

(*delete as appropriate)

Signature:	Date:
Name:	
Joint applicant (if applicable)	
Signature:	Date:
Name:	

