



## Mutual Exchange

- Now that you have found someone to swap with, simply complete this form and return it to Charnwood Borough Council at the Council Offices, Southfields Road, Loughborough.
  
- We need a form for yourself and the person you wish to swap with.
  
- Our aim is to provide you with a decision as soon as possible but it must be within 42 days of receiving your application.
  
- If you are a Charnwood Borough Council tenant we will need to inspect your property.
  
- Please read the notes below before completing your application in full... it will help us to deal with your application quickly and help your move go smoothly...

### Things you should do:

- Always visit the property you wish to swap with more than once and try to vary the time of day you visit.

- Make sure your rent is paid and kept up to date.
- Ensure any and all repairs to your home have been reported and you have written permission for all your alterations.
- Reach an agreement with the person you wish to swap with about fixtures and fittings – what you intend to take or leave behind ...

### **Things you MUST NOT do:**

- You must not swap before your exchange has been approved in writing and you have completed the paperwork with your Tenancy & Estate Management Officer.
- Do not book removals or pay for any services until this approval has been given.

### **Things you should know:**

- If you are not a secure or an assured tenant the law states that you cannot exchange with anyone else.
- If the proposed swap is between a Council tenant and a Housing Association tenant, it is important to know that you will probably have a different type of tenancy with slightly different rights once you have swapped.

- Exchanges carried out without permission can lead to your eviction.
- Your application to swap can be refused on specific legal grounds and you will be advised what these are if your exchange is refused.
- Your application can be approved subject to certain conditions. These conditions, which you will be advised of in writing, must be met before you move.



**DETAILS OF YOUR PROPERTY:**

Property Type:		Floor Level:	
No. Bedrooms:		No. of Living Rooms:	
Residential Warden:	Yes/No	Central Alarm System:	Yes/No
Adapted for Disabled?	Yes/No		

**YOUR CURRENT LANDLORDS DETAILS:**

<b>Name:</b>
<b>Address:</b>
<b>Housing Officer:</b>
<b>Phone Number:</b>



**DETAILS OF THEIR PROPERTY:**

Property Type:		Floor Level:	
No. Bedrooms:		No. of Living Rooms:	
Residential Warden:	Yes/No	Central Alarm System:	Yes/No
Adapted for Disabled?		Yes/No	

**THEIR LANDLORDS DETAILS:**

Name:
Address:
Housing Officer:
Phone Number:

Do you or anyone that is going to live with you following the mutual exchange, have any special medical needs?

Yes/No

If Yes, give details.....

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Do you or anyone that is going to live with you have any pets?

Yes/No

If Yes, please give details .....

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Have you or anyone living with you made any alterations to the property?

Yes/No

If Yes, please give details .....

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- I declare to the best of my knowledge that the information contained in this form is correct.
- I understand that if I give a false statement that results in Charnwood Borough Council consenting to the proposed mutual exchange, Charnwood Borough Council may seek to recover possession of the property.
- I authorise and request my current landlord (whose details are given above) to provide Charnwood Borough Council with any information that it requests concerning my current tenancy.

Signed: .....

Date: .....

Signed: .....

Date: .....



**FOR OFFICE USE ONLY:****TENANCY CHECKS**

Secure	Yes/No
Rent Arrears (Attach rent print)	Yes/No Amount £
Notice served/ possession proceedings	Yes/No Details:
Under occupied	Yes/No Number of rooms:
Over occupied	Yes/No Number of rooms:
Tied Accommodation	Yes/No
Specially adapted	Yes/No Details:
Sheltered Accommodation	Yes/No Details:
Anti-social behaviour ASBO/Injunction/demotion	Yes/No Details:
Other breaches of tenancy	Yes/No Details: