

Mutual Exchange Application

All parties must complete a form

Address : _____

_____ Telephone Number _____

	Name	Sex	Date of birth	Relationship
Tenant				
Joint tenant				
All other Household Members				

Weekly rent: _____ Date tenancy commenced: _____

Do you receive Housing Benefit? Yes / No

Number of bedrooms: _____ Number of living rooms: _____

Other rooms: _____

If you rent a Council garage, please state address: _____

Are you on our waiting list? Yes / No Reference number: _____

Reasons for exchange: _____

Name and address of person with whom you wish to exchange: _____

Name and address of their landlord

I certify that I have viewed the property to which I intend to exchange and agree to accept the property in its present condition and in particular the standard of cleanliness and decoration.

I acknowledge that the Council has 42 days in which to deal with this exchange and agree to any application for accommodation I have made to South Holland District Council being cancelled.

I certify that I have read the notes overleaf and that the particulars given on this form are correct.

You must not agree to exchange properties without the Council's permission.

Signed: _____

Date: _____

Joint tenant: _____

Date: _____

As a secure tenant you have the right to exchange with another secure tenant anywhere in England and Wales provided you and the other tenant have written consent from your respective landlords.

Consent to exchange can only be withheld on the following grounds:

1. Where a Court Order has been made giving possession of the tenant's dwelling to the Council.
2. Where a Notice of Seeking Possession has been served on the tenant.
3. Where the tenant's dwelling is substantially larger than is reasonably needed by the person with whom the tenant proposes exchanging his tenancy.
4. Where the tenant's dwelling would be too small for the needs of the person with whom the tenant proposes exchanging his tenancy.
5. Where the dwelling had been let to a tenant who was an employee of the landlord and the dwelling is within the boundaries of an operational building or within a cemetery.
6. Where the landlord is a registered charity and the exchange would result in the new tenant's occupation conflicting with the purposes of the charity.
7. Where the dwelling is designed or adapted to suit the needs of a physically handicapped person and the exchange would result in it being occupied by someone without those needs.
8. Where the landlord is a Housing Association or Housing Trust, which caters for people with special needs and the exchange would result in the dwelling being occupied by someone without those needs.
9. Where the dwelling is in a group of dwellings let to people with special needs near some special facility (for example an old people's club) and the exchange would result in the dwelling being occupied by someone without those needs.
- 10. Neither party to an exchange should move until the Council has given written permission.**

Where the rent lawfully due from the tenant has not been paid or an obligation of the tenancy has been broken or not performed, consent may be given subject to a condition requiring the tenant to pay the outstanding rent, remedy the breach or perform the obligation.

If upon exchange there is any damage to property or fixtures and fittings attributable to the outgoing tenant the Council may carry out the necessary work and recover the reasonable costs for the work.

Please complete and return this form to:

Housing Services
South Holland District Council
Council Offices, Priory Road
Spalding
Lincs PE11 2XE

Telephone number: 01775 761161
Fax number: 01775 723496