

Mutual Exchange Application Form

Please read and complete all sections of this form carefully. Please strike through any sections that do not apply. If you need help completing this form, please contact us. A form must be completed for each property involved in the exchange.

Your details					
Name (tenant)					
Name (Joint tenant)					
Address					
Contact telephone number					
Email					
Tenancy start date (Non MDDC tenants only)					
Current tenancy type (Non MDDC tenants only)					
Please put your details on the line that says "applicant" and list all those who you wish to be housed with you					
Surname	First name(s)	Sex (M/F)	Relationship to applicant	Date of birth	National Insurance Number
			Applicant		

Are you or anyone moving with you, pregnant? YES/NO

If YES, please tell us who and the date the baby is due _____

Property details

Is your property a: (please tick)

House	Bungalow	Flat	Maisonette	Bedsit
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If you live in a flat, what floor do you live on? _____

How many bedrooms do you have? _____

Is there a gas meter in your property? YES/NO

Do you live in sheltered or supported accommodation? YES/NO

Do you have a garden? YES/NO

If yes, is it shared? YES/NO

Do you rent a garage? YES/NO

If yes, please give garage address _____

Do you have any pets? YES/NO

If yes, what pets do you have?

Alterations

Have you made any structural changes or improvements to your home? YES/NO

This includes taking down a wall, building an extension, replacing the kitchen or bathroom, gas fire, light fittings, shower, fence, shed, decking, etc.

If yes, please give details

Is your property adapted for the disabled? YES/NO

If yes, what are the adaptation(s)? These could be grab rails, a walk in shower, an extension, a ramp, stair lift, etc.

Do you need any adaptations made to the property you are swapping into?
YES/NO

If yes, please give details of your needs:

List any fixtures and fittings you have provided which you intend to leave, such as carpets, light fittings, gas fire, shower, etc.

Details of the person you want to swap with	Details of their landlord, if not Mid Devon District Council
Name:	Name:
Address:	Address:
Telephone:	
Number of adults:	Telephone:
Number of children:	

Please give us details of the property you are proposing to exchange to (e.g., 3-bedroom house with garage):

Please give details of why you want to move:

Declaration to be signed by applicant(s)

Please read the following declaration very carefully, and make sure you fully understand it before signing the application.

1. I will not exchange accommodation unless I receive permission from Mid Devon District Council in writing and have signed the exchange paperwork. I understand that if I do I will be required to move back to my previous address and pay back any loss of rent to Mid Devon District Council.
2. If the exchange is approved, I understand that this will be on the condition that any rent due on my current home is paid in full and that the property is left in a clean and tidy condition.
3. I accept that Mid Devon District Council will recharge any costs for the repair or replacement of damaged fixtures and fittings. I will thoroughly check the

property that I want to move into to make sure that all the fixtures and fittings are in good working order and free of damage.

4. I have inspected the home that I want to move into and I agree that if the exchange is approved I will accept the property in its existing condition. I will also accept liability for all items, which are the responsibility of the tenant even those not made good by the tenant moving out.
5. If the property has a gas supply, a disconnection and safety check needs to be carried out on the day I move. I understand that if this is on a weekend or outside office hours then I will be charged for these visits up to a maximum of £100.
6. I understand that Mid Devon District Council requires its tenants to pay their rent weekly in advance on the Monday.
7. Should either party to the exchange decide to end their existing tenancy and not move to the other property, the exchange will be treated as cancelled. The second party must then remain at their original address and not move into the other property. Should they do so, they will be required to move back to their previous address and pay back any loss of rent to Mid Devon District Council.
8. No exchange will be permitted if it means a home will become overcrowded or under-occupied. Mid Devon District Council is prepared to allow under-occupation by one bedroom in excess of needs, however, if you are in receipt of housing benefit this may affect your benefit entitlement.
9. I declare that the information provided is complete and true.

I have read and understood the above declaration.

Tenant's signature

Signed _____ Date _____

Joint tenant's signature, if applicable

Signed _____ Date _____

Please return this completed application form to:

Mid Devon District Council
Phoenix House
Phoenix Lane
Tiverton
Devon
EX16 6PP

If you would like more information, or would like help filling in this form, please call your neighbourhood officer on 01884 255255.