

APPLICATION FOR PERMISSION TO CARRY OUT A MUTUAL EXCHANGE

1. Your details

	Mr/Mrs/ Miss/Ms	Full Name	National Insurance Number
Tenant			
Joint tenant (if any)			
Address			
Daytime telephone number			
Type of property and no of bedrooms			
Garage address (if any)			
Name of landlord			
Landlord's address			
Landlord's telephone number			
Reasons for exchange			

2. Please give full details of ALL PERSONS to be housed

First Name	Last Name	Date of Birth	Relationship to tenant	Disability? Yes/No	Wheelchair? Yes/No
Is anyone in your household currently pregnant? Yes/No			If Yes, when is the baby due?		
Any Pets? Please specify					

3. I/We wish to exchange tenancies with the following (give details below)

	Mr/Mrs/ Miss/Ms	Full Name	National Insurance Number
Tenant			
Joint tenant (if any)			
Address			
Daytime telephone number			
Type of property and no of bedrooms			
Garage address (if any)			
Name of landlord			
Landlord's address			
Landlord's telephone number			

RULES REGARDING MUTUAL EXCHANGES

1. Mutual exchanges shall not take place until approval in writing has been given by the Association and the necessary Assignment documentation has been signed.
2. Rent accounts shall be cleared at the time of the exchange.
3. The property must be maintained to a satisfactory standard.
4. The property you exchange to will be taken as seen. It must be clearly understood that the Association will not be held responsible for the decorative condition, repair or replacement of any rechargeable item in either property. Furthermore, when you vacate the property to which you now propose to move, you will be responsible for the cost of any repairs, replacements or reinstatements arising from unauthorised alterations carried out by the tenants with whom you exchanged. It is therefore to your advantage to ensure that any repairs etc required, in the property you are moving to, are completed before you agreed to move in.
5. Where both parties hold garage tenancies let separately to their dwellings, it must not be assumed that the garages will be exchanged along with the property. Both parties must make a separate application to the Association in writing to exchange such garages.

You should also make sure you have read the Association's leaflet about mutual exchanges "Swapping Your Home" and that you understand the mutual exchange conditions in that leaflet.

Ethnic Origin of household as defined by applicant				✓ one only
White	British	Irish	Other	
Mixed	White and Black Caribbean		White and Black African	
Asian or Asian British	Indian	Pakistani	Bangladeshi	Other
Black or Black British	Caribbean	African	Other	
Chinese or other ethnic Group	Chinese		Other	
Other	Gypsy	Irish Traveller	Other	
Refused				

DECLARATION

I/We declare that:

- ◆ All the information given on this form is true.
- ◆ /We have read and understood the rules relating to mutual exchange.
- ◆ I/We understand that the information given on this form will be used on computer records.

Signed: _____ Date: _____
 Signed:* _____ Date: _____

* In the case of a joint tenancy both tenants must sign the declaration.

Please state where you heard about this mutual exchange: _____

TENANTS' PRESERVED RIGHTS

"Protected tenants" will retain their Preserved Right to Buy when they complete a mutual exchange within the Association's stock or with a Kingfisher Housing Association tenant. Protected tenants are those who were previously tenants of Basingstoke and Deane Borough Council who became tenants of Oakfern or Kingfisher Housing Association on completion of the transfer on 20 March 1995.

These rights are not extended if a tenant moves into property owned by any other landlord. Please note assured tenants do not have the Right to Buy. If you have any queries please check with your Neighbourhood Co-ordinator before you proceed with an exchange.

Please return to: Sentinel Housing Association, 56 Kingsclere Road, Basingstoke, Hampshire, RG21 6XG.