



Ref no.....

### REQUEST FOR MUTUAL EXCHANGE

Tenants name..... date of birth.....  
 Joint tenants name..... date of birth.....  
 Address .....  
 .....  
 ..... Postcode.....  
 Daytime contact number..... Mobile.....  
 Type of present home..... No of bedrooms.....  
 Has the property any adaptations (ie shower, stairlift).....  
 Name and Address of current Landlord.....  
 ..... Phone number.....  
 Is your rent account up to date.....

### COMPOSITION OF YOUR HOUSEHOLD

| Surname | First name | Relationship to you | Date of birth | Ethnicity |
|---------|------------|---------------------|---------------|-----------|
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### EXCHANGE PARTNER

Tenants name..... Joint tenant.....  
 Address .....  
 .....  
 ..... Postcode.....  
 Type of current property..... No of bedrooms.....  
 Name and Address of current Landlord.....  
 ..... Telephone number.....

### COMPOSITION OF EXCHANGE PARTNERS HOUSEHOLD

| Surname | First name | Relationship to you | Date of birth | Ethnicity |
|---------|------------|---------------------|---------------|-----------|
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**IMPORTANT** Before you apply for permission to exchange, carefully inspect the other dwelling. Ask if any fixtures and fittings are to be removed. Make sure the property is going to suit your requirements. Only then should this form be completed and returned to your current landlord. No mutual exchange can be carried out without the WRITTEN CONSENT of the council or your housing provider.

TENANT(S) SIGNATURE..... Date.....