



CONFIDENTIAL

OFFICE USE

Received

South Western Housing Society Ltd.

Eligible YES\NO

**Eastbridge House
Pill Road
Rooksbridge
BS26 2TN**

Tel: 01934 750780

MUTUAL EXCHANGE APPLICATION

1. Please do not move until you have received written approval from the Society. You may lose your tenancy if you do. Tenants should allow approximately 6 weeks for the mutual exchange to take place once this form is completed and returned to the Society.
2. You are asked to complete this form when you wish to carry out a mutual exchange with another tenant. Legally this is done by a Deed of Assignment. This is a legal process where you give up the tenancy of your home and become the tenant of some else's home. When you do this you take on all the rights and responsibilities of their tenancy.
3. As you would expect, the Right to Assign your tenancy is subject to conditions set by Parliament.

The Housing Act 1985 actually spells out the grounds on which the Society may refuse permission. These are:

- i. Where a Court Order has been made giving possession of either dwelling to the landlord;
- ii. Where a Notice of Seeking Possession has been served on either the tenant or the person to whom the tenant proposes assigning his tenancy;
- iii. Where the tenant's dwelling is substantially larger than is reasonably needed by the person to whom proposes assigning his tenancy;
- iv. Where the tenant's dwelling would be too small for the needs of the person to whom the tenant proposes assigning his tenancy;

- v. 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 else without those needs;
- vi. 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.

4. Under the Society's Policy transfer requests will not be considered if:

- a) The permission of the landlord has not been obtained;
- b) There are rent arrears on either side;
- c) The incoming tenant would either overcrowd or substantially under occupy the property;
- d) The property is specialist housing (i.e. sheltered housing or wheelchair housing) for which the incoming tenant is not suitable;
- e) Either tenant has a received a Notice of Seeking Possession;
- f) The application is not a genuine exchange or is fraudulent.

5. It is important that you are aware of your responsibilities when "taking over" someone else's tenancy. You may face a large bill at a date in the future if you do not double check what you are taking on, for example, maintenance or replacement of a conservatory or greenhouse or any gifted items.

6. Additions, Alterations, Improvements

Please list all additions, alterations and improvements carried out since your tenancy commenced, including those by the previous tenant if you succeeded to the tenancy.

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It is the Society's policy to carry out an inspection of your present and proposed home before any decision can be made in respect of this application.

7. If it comes to light that you have given or received a financial inducement in order to obtain an exchange, then the Society may apply to evict you.

8. Please provide details of all people living in your current home: -

SURNAME	FIRST NAMES	RELATIONSHIP TO TENANT	DATE OF BIRTH

Is anyone listed an expectant mother? If so, give date of confinement

.....

Is everyone moving? (Yes\No) – if No, please give details:

.....

.....

9. Please provide details of any pets

.....

DETAILS OF THE PERSONS YOU WISH TO EXCHANGE WITH

10. Name.....

Address.....

.....

.....

Contact Number.....

Name, Address and Contact Number of their Landlord

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.....

.....

Please provide details of all people wishing to move into your current home.		
Name	Date of Birth	Relationship to tenant

11. Do they have any pets? Please provide details

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12. What are your reasons for wanting to Exchange?

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ADDITIONAL INFORMATION

a) Please indicate by ticking one of the boxes below where you obtained details concerning the other party to this exchange.

Society's own Exchange list	
Other, i.e. shop, newspaper, etc	

b) Please use this space to make any additional comments that you consider important.

13. Please supply details of dates and times you are normally at home for an officer to visit.

	Monday	Tuesday	Wednesday	Thursday	Friday
Am					
Pm					

14. Equal Opportunities Policy

The Society has a policy that no-one will receive less favourable treatment than another with regard to access to housing, quality of housing or service delivery on the grounds of sex, marital status, racial origin, disability, sexual orientation or political or religious beliefs.

Thank you for your assistance.

Declaration

We\I declare that the information provided on this form is correct. We\I have read and understood the notes.

Signature(s) (1)

(2)

Current Address:

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.....
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Please Note:

The information given on this form is necessary for the proper conduct of the Society's exchange list and allocation functions. It will be processed and may be used for statistical purposes.

Please return the completed form to:

SWHS Ltd.
Eastbridge House
Pill Road
Rooksbridge
BS26 2TN

Please return this form promptly in the envelope provided to avoid delays in processing your application.

"Personal information you provide us will be processed in accordance with our privacy policy"