|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Mutual Exchange Form |

|  |  |
| --- | --- |
| Reference no: |       |
| Date received:  |       |

 |



|  |  |
| --- | --- |
| Your details | Landlord & current accommodation details |
|

|  |  |
| --- | --- |
| Title |       |
| First name |       |
| Surname |       |
| Date of birth |       |
| N.I. no. |       |
| Telephone |       |
| Mobile |       |
| Email  |       |

 |

|  |  |
| --- | --- |
| Your current address plus postcode |       |
| Landlord name & address |       |
| Size of current accommodation  |       |
| Type of current accommodation |       |

 |

Please give your reason for wishing to exchange:

|  |
| --- |
|       |

Please detail everyone who you want to be housed with you:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First name | Surname | Date of birth | National Insurance No. | Relationship to you | Are they living with you at present? |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

Exchange details

Name & address of person with whom you wish to exchange or what areas you would consider?

|  |
| --- |
|       |

Name & address of landlord.

|  |
| --- |
|       |

|  |  |  |
| --- | --- | --- |
| Size of accommodation | Type of accommodation | Monthly rent  |
|       |       |       |

Declaration

Any false information supplied by an applicant will, apart from liability to legal proceedings, render this application liable to disqualification. If after a house has been let information given on this form or any other accompanying declaration form is proved false, you will be required to quit forthwith, without any legal process. I declare that the details given above are true, to the best of my knowledge.

|  |  |  |  |
| --- | --- | --- | --- |
| Sign |       | Date |       |

|  |
| --- |
| **NOTE:** you are advised not to make any arrangements with regard to your proposed exchange until you have received written permission to move.  |

*The issue of this schedule does not constitute an agreement binding on Tollcross Housing Association.*