

APPLICATION FOR MUTUAL EXCHANGE

- You are required to pay upon applying for an exchange, gas and electric checks to your property. The current costs are: Gas Check £45.00 Electric Check £93.00
- If both parties who wish to exchange are SSHA or MMHA tenants, payment for gas/electric checks are required for each property.
- If the exchange application is withdrawn or abandoned by either party or SSHA/MMHA and the gas or electric checks have been completed **no refund** will be issued.

This form will not be accepted unless the above fees have been paid.

PART A

TO BE COMPLETED IN FULL BY THE SSHA/MMHA TENANT(S)

Name(s): (1) D.O.B.

Name(s): (2) D.O.B.

Address: Postcode:

Tel No: Home:.....Mobile: Other:.....

Tenancy start date at address : Type of Tenancy.....

Property Type : Number of bedrooms:

List any adaptations in the property :

Number of persons in the household: Adults: Children:

Occupants to be housed with you:

Name D.O.B. / / Relationship to Tenant

Name D.O.B. / / Relationship to Tenant

Name D.O.B. / / Relationship to Tenant

Name D.O.B. / / Relationship to Tenant

Name D.O.B. / / Relationship to Tenant

Reasons for exchange:

PART B

TO BE COMPLETED IN FULL BY THE TENANT(S) WITH WHOM THE EXCHANGE IS PROPOSED

Name(s): (1) D.O.B

Name(s): (2) D.O.B

Address:.....

..... Postcode:.....

Telephone Number: Home:..... Mobile/Work:

Work / Other:.....

Name and address of landlord:

Housing Officer Name: Telephone Number :.....

Tenancy start date at address:..... Type of Tenancy:

Property Type : Number of Bedrooms:

List any adaptations you require:

Full weekly rent: £..... Rent Frequency: 48 / 52 weeks

Number of persons in household: Adults: Children:

Occupants to be housed with you:

Name D.O.B. / / Relationship to Tenant

Name D.O.B. / / Relationship to Tenant

Name D.O.B. / / Relationship to Tenant

Name D.O.B. / / Relationship to Tenant

Name D.O.B. / / Relationship to Tenant

Name D.O.B. / / Relationship to Tenant

Reasons for proposed exchange:

DECLARATION

- 1 In the event of SSHA/MMHA agreeing to the exchange requested, I agree to inform SSHA/MMHA immediately of any change in circumstances which in any way affects the information given on this application form.
- 2 On the understanding that SSHA/MMHA will inspect the property before approval is given for the exchange; I/we are fully aware that the exchange property (s) will be accepted by me in its present state of repair and decoration and that SSHA/MMHA will not carry out or assist me with the costs of decoration.
- 3 I/we understand that if any fixtures and fittings in the property have been broken or removed by the tenant with whom I am exchanging I/we shall be liable for the cost of repair and/or reinstatement once I/we have taken on the responsibility for the property. That I/we must also ensure that any fixtures and fittings which remain in the property by the outgoing tenant(s) and that I/we are responsible for their condition in the future.
- 4 I/we also understand that should the exchange of properties be obtained through providing false or misleading information SSHA/MMHA tenant(s) is/are liable to eviction and that SSHA/MMHA may take tenancy action.
- 5 **If the exchange application is withdrawn or abandoned by either party or SSHA/MMHA and the gas or electric checks have been completed no refund will be issued.**

PART D TO BE COMPLETED BY ALL OF THE APPLICANTS

Please ensure if you are joint tenants **both** parties sign the form.

I/We have read, understand and accept the above declaration:

APPLICANT(S) IN PART 'A'

Name: Signature: Date:

Name: Signature: Date:

APPLICANT(S) IN PART 'B'

Name: Signature: Date:

Name: Signature: Date:

NOTES:

- 1. Permission in writing to the tenant(s) is required from the Landlord(s) of both properties; SSHA/MMHA approval of the date of exchange and the signing of the appropriate Tenancy Agreement are necessary before any exchange is undertaken.
- 2. A decision regarding this application to mutually exchange properties will be given within 42 days from the time that the application, completed with all relevant information, is received by SSHA/MMHA.

WHAT TO DO WHEN YOU FIND A MUTUAL EXCHANGE

- It is a condition of a Mutual Exchange that you accept responsibility for the exchange property in its existing condition. SSHA/MMHA will not assist with any decorating costs and **may refuse to undertake certain repairs other than to fulfil their repairing obligations as a Landlord.**
- You should, therefore, visit each others homes before you agree to an exchange and carry out a **thorough inspection** of the property to ensure you are satisfied with its condition.
- Before the exchange can proceed a property inspection by SSHA/MMHA is required. During this inspection we will look at the following, Condition of walls, doors, ceilings, skirting boards, architrave, fire surrounds, kitchen and bathroom fixtures and fittings. Gardens and outbuildings, etc. You will be required to move furniture so all the above can be inspected.
- If you and another tenant agree that you wish to exchange homes, you must both complete an application form to your Landlord(s).
- You are recommended to find out the rent and council tax that will be applicable to you on moving into the property. We also recommend check the availability of school placements in the local area.
- You will need SSHA/MMHA's written agreement before the move can take place. Permission can be refused in certain circumstances.
- You are reminded to make sure you know which fixtures and fittings belong to SSHA/MMHA and that they are left in their proper place. Also, if you agree with the outgoing tenants that any other items (such as carpets, etc.) are to be left for you.
- In view of the deregulation of providers of both gas and electric you are strongly recommended to find out from the outgoing tenant(s) the name, address and telephone number of their suppliers so that you can notify the companies if you wish to continue receiving their supplies.
- At the time of exchange you should make sure that readings of the Gas, Electricity and Water meters have been taken by the supply companies and that you have arranged for a supply in your name with a provider.
- Where the meters are pre-payment / card meters you should arrange for the supply in your name with a provider.
- It is your responsibility to exchange all relevant on the date of the exchange with the incoming tenant.
- After the exchange has taken place if any rubbish or belongings are left in the property or garden then these will be removed and recharged to the outgoing tenant.