

MUTUAL EXCHANGE APPLICATION FORM



South Holland District Council

All parties must complete a form - You must not agree to exchange properties without the Council's permission.

Address: _____
 _____ Telephone Number _____

	Name	Sex	Date of birth	Relationship
Tenant				
Joint tenant				
All other Household Members.				

Weekly rent: _____ Date tenancy commenced: _____

Do you receive Housing Benefit or UC Housing Costs? Yes / No

Number of bedrooms: _____ Number of living rooms: _____

Other rooms: _____

If you rent a Council garage, please state address: _____

Are you on our waiting list? Yes / No Reference number: _____

Reasons for exchange: _____

Does your property have adaptations? E.g. wetroom, ramps for wheelchair Yes / No

Are you moving for medical reasons? Yes / No

If yes, are you likely to require adaptations to be made to your new home for medical reasons? E.g. wetroom, ramps for wheelchair. What adaptations do you need?

Adaptations are not guaranteed – please discuss this with us before proceeding.

Name and address of person with whom you wish to exchange: _____

Name and address of their landlord: _____

I certify that I have viewed the property to which I intend to exchange and agree to accept the property in its present condition and in particular the standard of cleanliness and decoration.

I acknowledge that the Council has 42 days in which to deal with this exchange and agree to any application for accommodation I have made to South Holland District Council being cancelled. I will not move house until a gas and electric check has been completed and am aware that the 42 day timescale is for SHDC to approve/reject the application, not a deadline for the move to be completed.

I certify that I have read the notes overleaf and that the particulars given on this form are correct.

You must not agree to exchange properties without the Council's permission.

Signed: _____ Date: _____

Joint tenant: _____ Date: _____

As a secure tenant you have the right to exchange with another secure tenant anywhere in England and Wales provided you and the other tenant have written consent from your respective landlords.

Consent to exchange can only be withheld on the following grounds:

1. Where a Court Order has been made giving possession of the tenant's dwelling to the Council.
2. Where a Notice of Seeking Possession has been served on the tenant.
3. Where the tenant's dwelling is substantially larger than is reasonably needed by the person with whom the tenant proposes exchanging his tenancy.
4. Where the tenant's dwelling would be too small for the needs of the person with whom the tenant proposes exchanging his tenancy.
5. Where the dwelling had been let to a tenant who was an employee of the landlord and the dwelling is within the boundaries of an operational building or within a cemetery.
6. Where the landlord is a registered charity and the exchange would result in the new tenant's occupation conflicting with the purposes of the charity.
7. 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 without those needs.
8. Where the landlord is a Housing Association or Housing Trust, which caters for people with special needs, and the exchange would result in the dwelling being occupied by someone without those needs.
9. 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.
- 10. Neither party to an exchange should move until the Council has given written permission.**

All repairs must be reported and completed before an exchange can go ahead. Please report repairs now to avoid delaying your move. You can report repairs by calling the Housing Repairs Team on 01775 761161.

Where the rent lawfully due from the tenant has not been paid or an obligation of the tenancy has been broken or not performed, consent may be given subject to a condition requiring the tenant to pay the outstanding rent, remedy the breach or perform the obligation.

If upon exchange there is any damage to property or fixtures and fittings attributable to the outgoing tenant the Council may carry out the necessary work and recover the reasonable costs for the work.

Please complete and return this form to:

Housing Services
South Holland District Council
Council Offices, Priory Road
Spalding
Lincs PE11 2XE

Telephone number: 01775 761161

Email estatemangement@sholland.gov.uk