

APPLICATION FOR A MUTUAL EXCHANGE

Your details:

Mr/Mrs/Miss/Ms	Surname		Forenames		DOB
Mr/Mrs/Miss/Ms	Surname		Forenames		DOB
Address					
Telephone Nos	Home		Work/Mobile		

Details of household members moving with you:

Surname	Forenames	DOB	Relationship to tenant

Is anybody listed above pregnant?

Yes	No
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Details of your current property:

Type (please circle)	House	Flat (which floor?)	Bungalow	Other (please provide details below)
Number of bedrooms				
Is the property adapted in any way?	Yes	No	Details	
Further details				

Details of the person/s you wish to exchange with:

Mr/Mrs/Miss/Ms	Surname		Forenames		DOB
Current Address					
Telephone Numbers	Home		Work/Mobile		

Details of all their family and household members moving with them:

Surname	Forenames	DOB	Relationship to Tenant

Details of their landlord:

Name of Landlord	
Address	
Telephone Number	

Details of their tenancy:

Start Date of Tenancy			
Type of Tenancy (please circle)	Introductory	Secure	Other

Details of their current property:

Type (please circle)	House	Flat (which floor?)	Bungalow	Other (please provide details below)
Number of bedrooms				
Is the property adapted in any way?	Yes	No	Details	
Further details				

OTHER INFORMATION:

Please provide details of any pets:

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Are either party related to a Shropshire Towns & Rural Housing Employee or Shropshire Councillor?

Yes	No
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If yes please provide details below

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Further information in support of your application:

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Each applicant must accept full responsibility for the correctness of all the information given on the application form and/or at interview and for informing the Housing Officer of every change of circumstances. IF A FURTHER EXCHANGE IS COMPLETED ON THE BASIS OF INFORMATION WHICH TURNS OUT TO BE FALSE, THE COUNCIL MAY APPLY TO THE COURT FOR POSSESSION OF THE PROPERTY AND EVICT THE TENANT.

DECLARATION:

I have read the above statement and I accept and understand the requirement to give honest and accurate information and the consequences for not doing so if my application is accepted.

I certify, that to the best of my knowledge, the information I have given on this pro-forma is true. I will advise the Council in writing of any change of circumstances as soon as I am able.

Signed by applicant(s)	
Print Name	
Date	
Signed by applicant(s) you are exchanging with	
Print Name	
Date	

Please return this completed form to your local Housing Office:

Shropshire Towns & Rural Housing, Castle View, Arthur Street, Oswestry, Shropshire SY11 1JR	Shropshire Towns & Rural Housing, Canern Brook, Stanley Lane, Bridgnorth, Shropshire WV16 4SE
Telephone 0333 32 12 200	

Information about you and your tenancy is recorded on our internal system. Only Shropshire Towns and Rural Housing staff can access this and will only access information about you and your tenancy for relevant purposes.

In order to provide you with the best possible service we may at times be required to share your information with the both internal and external departments, partners and organisations, and you can find further details in our full Privacy Notice at <http://www.starhousing.org.uk/about-us/accessing-information/>

Guidance Notes – please keep these for your reference

Tenancy checks shall be carried out for both parties to assess whether or not consent can be given. Consent may only be refused on certain grounds which are stated in the 1985 Housing Act Schedule 3 as detailed below.

- The tenant or the proposed assignee is subject to a possession order or a suspended possession order.
- A notice seeking possession is in force the tenant or the proposed assignee under Grounds 1-6 of Schedule of the 1985 Act or possession have begun against either party.
- Section 192 of the Housing Act 2004, amends Schedule 3 to the Housing Act 1985 by inserting a new ground 2A which allows a landlord to withhold consent to a mutual exchange of a secure tenancy if a specified type of injunction, a demotion order, an anti-social behaviour order or a possession order granted on the grounds of nuisance is in force or if court action to obtain such an order is pending.
- The accommodation is substantially larger than is reasonably required by the proposed assignee, example where 2 or more bedrooms are being unused.
- The extent of the accommodation is not reasonable for the needs
- The landlord is a charity and the proposed assignee's occupation would conflict with the objectives of the charity.
- The dwelling forms part of, or is attached to a building which is held for non housing purposes, or is situated in a cemetery and was let to the tenant, or his/her predecessor in connection with their employment with the landlord, or with a local authority, or new town corporation, Housing Action Trust, Development board for Rural Wales, or the Governors of a grant aid school.
- The dwelling is designed to make suitable for a physically disabled person and if the exchange took place no such person would be living in the dwelling.
- The landlord is a Housing Association or a Housing Trust which provides accommodation only for persons whose circumstances, (other than financial circumstances) make it especially difficult for them to satisfy their housing needs and if the exchange took place there would be no such person living in the dwelling. E.g. People with learning difficulties
- The dwelling is one of a group which is let to persons with special needs and a social service or special facility is provided close by in order to assist the tenant/s- if the exchange took place there would be no such person with special needs living in the dwelling. E.g. a care package is available to the tenant of this particular scheme.
- The dwelling is the subject of a Management Agreement where the manager is a Housing Association of which at least half the members are tenants subject to an agreement, and at least half of the tenants of the dwelling are members of the association, and also that proposed assignee is not such a member nor is willing to become one.