



## Mutual Exchange of Tenancy Standard Application Form

### Part 1

|   |  |
|---|--|
| Name of Person(s) Applying to Exchange: |  |
| Property Address:                       |  |
| Telephone No:                           |  |
| Date Tenancy Started:                   |  |
| Property Details:                       | Type of House: _____<br>Size of House: _____<br>Adaptations: _____<br>Type of Heating: _____ |

| Details of Other People Living in the House |               |                           |
|---|---------------|---------------------------|
| Name  | Date of Birth | Relationship to Applicant |
|   |               |                           |
|   |               |                           |
|   |               |                           |
|   |               |                           |
|   |               |                           |
|   |               |                           |

|   |  |
|---|--|
| Is this house the matrimonial home?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, has your spouse consented to this transaction?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If no, the spouse's consent will be required to protect the spouse's occupancy rights. Discuss appropriate methods of contacting the spouse to seek consent to the transaction. |  |

## Part 2

|  |  |
|--|--|
| Name(s) of Other Person(s) Applying to Exchange: |  |
| Property Address:                                |  |
| Date Tenancy Started:                            |  |
| Property Details:                                | Type of House: _____<br>Size of House: _____<br>Adaptations: _____<br>Type of Heating: _____ |

| Details of Other People Moving with the Tenant |               |                           |
|--|---------------|---------------------------|
| Name   | Date of Birth | Relationship to Applicant |
|  |               |                           |
|  |               |                           |
|  |               |                           |
|  |               |                           |
|  |               |                           |
|  |               |                           |

|  |  |
|--|--|
| Is this house the matrimonial home?                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, has your spouse consented to this transaction? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Reason for applying for an exchange?                   |  |

If no, the spouse's consent will be required to protect the spouse's occupancy rights. Discuss appropriate methods of contacting the spouse to seek consent to the transaction.

|                                   |  |
|-----------------------------------|--|
| <b>Applicant Signature:</b>       |  |
| <b>Applicant Signature:</b>       |  |
| <b>Date:</b>                      |  |
| <b>Housing Officer Signature:</b> |  |
| <b>Date:</b>                      |  |

## For Office Use Only – Standard Checklist

|  |  |
|--|--|
| Is a Notice of Proceedings in force?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, is it reasonable to refuse a mutual exchange request?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, specify reasons why  |  |
| Is an Order for Recovery of Possession in force?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, refuse request to exchange.  |  |
| Is house provided by the Association for the Tenant's employment?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, refuse request to exchange.  |  |
| Is house designed/adapted for occupation by person whose special needs require such accommodation?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, refuse exchange unless person exchanging has special needs for which the house has been designed or adapted.   |  |
| Is the house substantially larger than that required by the Tenant and the Tenant's family?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, refuse exchange.   |  |
| Is the accommodation unsuited to the Tenant's needs, or the needs of the Tenant's family?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, refuse exchange.   |  |
| Would consenting to the request result in statutory overcrowding?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If there is another landlord involved, check if it is a fully Mutual Co-operative Association. In such cases, the Tenant must be both a Tenant and a Member of the Co-operative when the exchange takes place. |  |

|                                   |                            |
|-----------------------------------|----------------------------|
| <b>Application Approved</b>       | <b>Application Refused</b> |
| <b>Housing Officer Signature:</b> |                            |
| <b>Date:</b>                      |                            |

|  |
|--|
| <b>If application is refused, has Applicant been advised of appeal rights?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|