

## Mutual Exchange Request Form



### Your Details

<b>Main Tenant:</b>		<b>Joint Tenant:</b>	
<b>Address:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Property Type:</b>		<b>Bedrooms:</b>	

Do you have active housing application?*	Yes		No	
If so, please provide your application number:				
Are you registered on the House Exchange website?	Yes		No	
Is your current tenancy under occupied?	Yes		No	
Is your current tenancy overcrowded?	Yes		No	
Please confirm how many bedroom you are under occupied or overcrowded by				
Other reasons for applying for Mutual Exchange (Please specify):				

\*All Mutual Exchange Applicants should have a Leeds Homes application registered. If you haven't got a registered application, please submit a completed form and original copies of identification to your neighbourhood housing office or One Stop Centre

What is your current weekly rent charge?				
Do you have any rent arrears?	Yes		No	
If so, please state your current balance and any details of existing arrangements to pay the arrears:				

<b>Do you have any outstanding repairs in your current home?</b>	<b>Yes</b>		<b>No</b>	
If so, please specify:				
<b>Have you carried out any DIY in your current home?</b>	<b>Yes</b>		<b>No</b>	
If so, please provide further information:				

App. (i)a.

### Details of Tenant You Are Exchanging With (Two Way)

<b>Tenant's Name:</b>			
<b>Address:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Landlord Name:</b>			
<b>Address/Contact Details:</b>			
<b>Property Type:</b>		<b>Bedrooms:</b>	

### Details of Tenant You Are Exchanging With (Three Way)

<b>Tenant's Name:</b>			
<b>Address:</b>			
<b>Telephone Number:</b>			
<b>Email Address:</b>			
<b>Landlord Name:</b>			
<b>Address/Contact Details:</b>			
<b>Property Type:</b>		<b>Bedrooms:</b>	

### How did you find the details of the other party/parties?

House Exchange:		Through friends/family	
Persons known to you		Recommended by LCC Staff	
Other (Please specify)			

App. (i)a.

**I hearby confirm:**

- I have viewed the property of the tenant I wish to exchange with and I am happy with its current condition
- I agree to allow access for a full visual inspection of my current home as part of the Mutual Exchange Process\*
- I agree to allow access for a Surveyor to complete an Energy Performance Survey of my current home\*
- I confirm that money or gifts will/have **not** be exchanged with the exchanging party/parties for the purpose of the Mutual Exchange\*\*
- I understand that delays in providing information when requested may cause a delay in the Mutual Exchange being progressed
- I understand that I must not move into the property of the tenant I am exchanging with until the legal assignment paperwork has been completed\*\*\*
- I agree to any of my necessary personal information being shared with the proposed assignee and their landlord in accordance with the Data Protection Act

\* Delays in allowing access may cause delays in the Mutual Exchange procedure being completed.

\*\* Receiving/giving money or gifts for the purpose of the Mutual Exchange will be treated as tenancy fraud and could result in the loss of your tenancy.

\*\*\* Exchanging without the legal assignment paperwork being completed will result in possession proceedings against you and there is no guarantee you will be allowed to return to your original tenancy

**By completing and submitting this request for Mutual Exchange, I can confirm I agree with the statements above and I am complying with the terms and conditions of my Tenancy Agreement:**

<b>Name of Main Tenant (PRINT):</b>	
<b>Signature:</b>	
<b>Date:</b>	

<b>Name of Joint Tenant (PRINT):</b>	
<b>Signature:</b>	
<b>Date:</b>	

**Internal Use Only**

Date Request Received:		Registered on LHR			
Received By:		If not, issue form	Yes		No
Seibel Enquiry Reference:		Date EPC Ordered:			
Logged By:		Allocated to:			
Date Acknowledgement Sent:		Date Allocated:			
Checklist Attached?	Yes		No		