Logo, company name

Description automatically generated

**Mutual exchange application form**

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| --- |
| **Please complete and provide all of the information we have asked for – any missing information may delay approval of your application. Remember to sign and date the form. If there are joint tenants, they must also sign the application. A form must be complete for each party wishing to exchange.** |

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| **1. Applicant / Tenant Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **First name:** | |  | | | | |  | |  | | | **Mr** | | | |  | **Mrs** | | |  | | | **Miss** | | | |  | | **Ms** |
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| **Surname:** | |  | | | | | | | | |  | | **Date of Birth:** | | | | | | | |  | | | | | | | | |
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| **Your Address:** | |  | | | | | | | | | | | | | **Flat:** | | | | |  | | | | | | |
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| **Home Tel No:** | |  | | | | **Daytime Tel No:** | | | | | | | | |  | | | | | | | | | | | | | | |
| **Email:** | |  | | | |  | | | | | | | | |  | | | | | | | | | | | | | | |
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| **Are you a joint tenant? (consent must be given by other joint tenant)** | | | | | | | | | | | | | | | | | | |  | | | **Yes** | | |  | | | **No** | |
| *If YES, Please provide the details of any Joint Tenant below* | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
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| **First name:** |  | | | | | | |  | | | | | | **Date of Birth:** | | | | | |  | | | | | | | | | |
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| **Surname:** |  | | | | | | |  | | | | | |  | | | | |  | | | | |
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| **2. Household Composition** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Please list below everyone, including yourself, who lives in your house.* | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
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| **First Name** | | | **Surname** | | **Gender** | | | | | **Date of Birth** | | | | | | | | | **Relationship to Applicant** | | | | | | | | | | |
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| **If you have children included, do they live with you all the time?** | | | | | | | | | | | | | | | | | | |  | | **Yes** | | | | |  | | **No** | |
|  | |  | |  | | | | | |  | | | | | | | | |  | | | | | | | | | | |
| **If any member of your household is expecting a baby please tell us when the baby is due** | | | | | | | | | | | | | | | | | | **Date:** | | |  | | | | | | | | |
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| **3. About your present home?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **What floor do you live on?** *(Ground, 1st, 2nd etc)* | | | | | | | | | |  | | | | | | |  | | | **Is the property accessed by Stairs or a Lift?** | | | | | | | | | | | | | | | | | | | |  | | | | | | |
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| **How many bedrooms do you have?** | | | | | | | | | | |  | | | | | |  | | |  | | | | | | | | | | | | | | | | | | | | |  | | | | | |
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| **Do you have a garden?** | | | | | |  | | | **Yes** | | | |  | | | | | **No** | | | | ***If YES, is it* Private** | | | | | | | | | | | |  | | ***Or* Shared?** | | | | | | | |  | | |
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| **Has your house been specially adapted for medical reasons?** **If YES, Please provide the details below:** | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | **Yes** | | | | |  | | **No** | | | | | | |  | | | |
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| **4. Why do you wish to exchange your house?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **When do you wish the Exchange to take place?** | | | | | | | | | | | | | |  | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | |
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| **5. Who do you wish to exchange with?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Name:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Address:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Tel No(s):** |  | | | | | | | | | | | | | | |  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
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| **6. Who is their landlord?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Name:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Address:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Tel No:** |  | | | | | | | | | | | | | | |
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| **7. Is anyone who is listed on this application related to any member of Linthouse Housing Association staff or committee?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | **Yes** | | | |  | | | | **No** | | | | | | | (If YES, please give details below) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Name:** |  | | | | | | | | | | | | | | | | | | | | | | |  | |  | | **Mr** | | | |  | **Mrs** | | |  | | **Miss** | | | |  | | | **Ms** | |
| **Position with LHA (staff or committee):** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Relationship to You:** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **8. Statement** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **I understand that to the best of my knowledge the details I have given on this application form are true and correct**  **I understand that any false or misleading information or withholding relevant information, now and at any time, may result in Linthouse Housing Association, taking court action to terminate the tenancy and recover possession of the property.**  **We give permission to Linthouse Housing Association to make any necessary enquiries in connection with my application for housing to verify the circumstances stated on the form** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **Applicant signature :** |  | **Date:** |  |
|  |  |  |  |
| **Joint tenant signature :** |  | **Date:** |  |