

MUTUAL EXCHANGE APPLICATION FORM



PLEASE READ OUR MUTUAL EXCHANGE ADVICE LEAFLET
[‘HOW TO SWAP YOUR HOME’](#)
BEFORE COMPLETING THIS FORM

1. Your details (Tenant / Joint Tenant)

Name	Sex	Date of Birth	National Insurance Number

2. Your family details

Name	Sex	Date of Birth	Relationship to tenant

3. Your Pets

(Please provide details of any pets that you have)

Dogs – how many?	Cats – how many?
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Other animals (Please let us know what they are and how many you have)	
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4. Your home

Address _____

_____ Postcode _____

Contact No _____ Email _____

Type and size of property _____

Please tick the box if your home is:

Sheltered accommodation

Adapted for a disabled person

Have you made any alterations to your home? Yes No
(If yes, please give details)

5. Your landlord

Do you rent your home from Alliance Homes? Yes No
(If yes, skip this section and go straight to section 6)
(If no, please provide the following details)

Name of Landlord _____

Address of the office you deal with _____

_____ Postcode _____

Who is the person you deal with there? _____

What is their phone number? _____

6. Property Inspection (Alliance Homes Tenants only)

As part of our consideration of your application, we will carry out an inspection of your home. There could be aspects of this inspection that need to be discussed with the other applicant for this mutual exchange.

This can be done more easily if they are present during the inspection. Would you like us to make arrangements for this?

Yes No

7. Other Information

Do you work for Alliance Homes? Yes No

Do you have a 'close connection' to anyone who works for Alliance Homes or is on the Board?
(Close connection means a relative or good friend) Yes No

Do you owe any money to Alliance Homes?
(We check current rent accounts, former tenant rent accounts and sundry accounts) Yes No

Do you receive support of any kind?
(If yes, please give name & contact details of the person who provides the support) Yes No

Do you consent to us contacting this person? Yes No

Do you rent an Alliance Homes garage?
(If yes, please give address) Yes No

Do you want to keep this garage? Yes No

8. The person who wants to move into your home

Name(s) _____

Address _____

_____ Postcode _____

Contact No _____ Email _____

Type and size of property _____

Landlord _____

9. The home that you want to move into

Do you want to swap directly with the person in section 8? Yes No
(If yes, skip this section and go straight to section 10)
(If no, please provide the following details)

Address _____

_____ Postcode _____

Name(s) _____

Contact No _____ Email _____

Type and size of property _____

Landlord _____

10. Declaration

- The information I / we have provided is correct and complete
- I / we authorise Alliance Homes to seek information from my / our Landlord in support of this application
- I / we have inspected the property I / we have applied for
- I / we understand that if this application is approved I / we would assign my / our current tenancy in exchange for another and, therefore, would have no further interest in the current tenancy
- I / we understand that no arrangements to move should be made before receiving written approval to proceed with the proposed mutual exchange

Signed: _____

Signed: _____
(for a joint tenancy, both tenants must sign)

Dated: _____

Please return this form to either of our offices:

**Alliance Homes
40 Martingale Way
Portishead
BS20 7AW**

**The Information Station
5/6 St Andrews Parade
Weston-super-Mare
BS23 3SS**

Telephone 03000 120 120 if you have any queries

For office use only

			Initials
6 week deadline	/	/	
Starter Tenant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Successor Tenant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Employee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Close Connection?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
PV?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Rent account checked	<input type="checkbox"/> *		
Other accounts checked	<input type="checkbox"/> *		
Rejection letter sent	<input type="checkbox"/> *		
Acknowledgement letter sent	<input type="checkbox"/> *		
Support team informed	<input type="checkbox"/> *		

* tick when action completed

Additional notes	
Date	Note