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| **APPLICATION FORM FOR MUTUAL EXCHANGE** | Icon  Description automatically generated |

**BEFORE YOU COMPLETE THIS FORM, PLEASE READ THE IMPORTANT INFORMATION ON THE PAGE(S) ATTACHED. PLEASE LET US KNOW IF YOU REQUIRE ANY ASSISTANCE IN COMPLETING THE FORM**

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| --- | --- | --- | --- | --- | --- | --- |
| FULL NAME OF TENANT Mr/Mrs/Ms/Miss | | | |  | | |
| JOINT TENANT (if applicable) Mr/Mrs/Ms/Miss | | | |  | | |
| YOUR ADDRESS | |  | | | | |
|  | | | Postcode | | |  |
| Tel No. Home |  | | Work | |  | |
| Mobile |  | | Email | |  | |

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| Please give the name and address of the tenant you wish to exchange with |
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| Please give the name and address of their landlord |
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| Please give reason you wish to exchange | | | |
| Need larger property |  | Need smaller property |  |
| Health reasons |  | Neighbour problems |  |
| Nearer friends / relatives |  | To be closer to schools/work |  |
| Other | | | |

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| How long have you lived at your present address? | | | | | | |  | |
| Total no. of rooms in your present accommodation (including bathroom, livingroom, kitchen)? | | | | | | |  | |
| No of bedrooms in your current accommodation? | | | Double | | |  | Single |  |
|  | | | | | | | | |
| Does your current property have any adaptations? | | | | | | | | |
| Adaptations    If yes, please provide details including date of installation | | | | | | | | |
| If you have lived in your house for less than 5 years, please list where you have lived during the last 5 years (*none HfL tenant*) | | | | | | | | |
|  | Address | Dates from | | Dates to | Name and Address of Landlord  or did you own the property? | | | |
| 1 |  |  | |  |  | | | |
| 2 |  |  | |  |  | | | |
| 3 |  |  | |  |  | | | |
| 4 |  |  | |  |  | | | |

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| Give details of all persons (including partner) presently occupying the accommodation.  YOU SHOULD ALSO INCLUDE YOUR OWN PERSONAL DETAILS | | | | | | |
| Full Name | Relationship  to applicant | Address | Age | Date of Birth | | |
|  | Self |  |  |  |  |  |
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| Reason you wish to exchange | | | |
| Need larger property |  | Need smaller property |  |
| Health reasons |  | Neighbour problems |  |
| Nearer friends / relatives |  | To be closer to schools/work |  |
| Other | | | |

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| Do you have any pets you intend to bring with you? If yes, please give details.  Please note that Homes for Life require written consent is required for keeping pets | 🖵 Yes 🖵 No |
| Details of pets to be brought : | |

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| Has any person on this application been the subject of an YES / NO anti-social behaviour order (ASBO) or under S19 of the Crime and Disorder Act 1998, on or after 30/9/02? | | 🖵 Yes 🖵 No |
| If yes, which person was this? |  | |
| Is anyone on this form Registered under the Sexual Offences Act 2003? | | 🖵 Yes 🖵 No |
| If yes, which person was this? |  | |

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| What is the proposed start date: date for this change? | Start date: |  |
| **WHAT WE DO WITH YOUR PERSONAL DATA:**  Under current Data Protection legislation, the information you provide will be used for the purpose of checking and assessing your Change of Household Composition request and is necessary to support your allocation of a tenancy at the property identified on this application. In making enquiries in connection with this Change of Household Composition application, your information may also be shared with other agencies such as current/former landlord; Department for Work and Pensions; doctor or health visitor.  Further general information about how Homes for Life Housing Partnership processes your personal data can be found on our website ‘www.homesforlife.co.uk/’ under the link “Privacy Notice”, which can be found on our home page. If you do not have internet access, a hard copy is available on request.  **DECLARATION:** I DECLARE THE PARTICULARS GIVEN BY ME ON THIS FORM ARE TRUE IN ALL RESPECTS.  **PLEASE NOTE WE CANNOT PROCESS YOUR APPLICATION UNLESS YOU HAVE SIGNED THIS SECTION**  I/we agree to Homes for Life Partnership seeking tenancy references from my/our landlord and where necessary and previous landlord I/we had.  Signature of applicant ...................................................... Date ...........................................  Name (Block Capitals)......................................................  Signature of joint applicant............................................... Date ...........................................  Name (Block Capitals)...................................................... | | |

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| **FOR OFFICIAL USE ONLY** | | | |
| Date Inspected |  | MO/HO |  |
| Mandated Works Outstanding | |  | |
| Present Accommodation passed: 🖵 Yes 🖵 No | | | |
| EPC Required: 🖵 Yes 🖵 No | | | |
| Approved/Refused: Signature: | | | |
| Date: | | Customer No. | |
| Comments: | | | |

Homes for Life Housing Partnership

57 Market Street, Haddington, East Lothian, EH41 3JG

Tel: 01620 829300 Email: [info@homesforlife.co.uk](mailto:info@homesforlife.co.uk)

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| **HOUSE EXCHANGES** |

As a Homes for Life tenant you can apply for an exchange with another Homes for Life tenant, a council tenant or housing association or co-op tenant anywhere in Britain. You cannot exchange with a tenant of a private landlord. •

**CAN ANYONE EXCHANGE?**

Yes, as long as you and they meet the above criteria and the move would not result in under occupation or overcrowding of the property. •

**I WANT TO EXCHANGE, HOW DO I GO ABOUT IT?**

First, you need to find someone who wants to exchange with you with You can register free of charge with House Exchange at www.houseexchange.org.uk and once registered can search for a suitable exchange on their website.

**I HAVE SOMEONE WHO WANTS TO EXCHANGE, WHAT NOW?**

Two exchange application forms must be obtained from us as your Landlord; one for your details and one for the person you are proposing to exchange with. The other person’s landlord will also require each of you to complete an application form. The application process will not commence until all forms are received by both landlords.

WHEN CAN I MOVE? If your application is approved, you will both be informed in writing and given a date when you can move house. Your new landlord will also write to confirm their approval and confirm the agreed moving date. Any unauthorised moves will result in the exchange being cancelled and you will be required to return to your old address.

**WHAT IF MY EXCHANGE IS REFUSED?**

We will write to explain to both you and the prospective exchanging tenant the reasons why. Exchanges will be considered which lead to the same or better overall use of the two properties.

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| **METHOD OF ASSESSMENT** |

When your exchange request is assessed the following points are considered: •

You, as a Homes for Life tenant will have to pass a Maintenance Officer/Housing Officer Inspection prior to any approval. The exchanging tenant will be visited by our Housing Officer and tenancy references obtained. • Both tenancies should have clear rent accounts and have been conducted in a satisfactory manner. You will accept the properties in their present state of repair and decoration.

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| **PLEASE REMEMBER**  Do not move until you have received written confirmation of your official moving date. All approved exchanges will be subject to the condition that in the event of either party concerned not moving in or not living in the property for at least six months, the exchange is cancelled and you will both be required to move back. |