

## Mutual Exchange Application Form

Tenants wishing to mutual exchange must agree to the following conditions.

All parties to the exchange must complete a separate application form with their details.

- ❖ Where another landlord is involved, your details will be sent to the landlord of the property you want to move to, to advise them how you have conducted your tenancy. Where another landlord is involved both landlords must give permission for the exchange to take place.
- ❖ By law we must advise you of our decision within 6 weeks of receipt of the completed application forms from all parties involved.
- ❖ Your terms and conditions of tenancy and rights may change because of the exchange. You should therefore check this before agreeing to exchange.
- ❖ You accept the property concerned in its present condition and are satisfied by your own inspection that the decoration and fittings for which the tenant is liable are in good order.

**You must not exchange properties until you have our written permission for the exchange to go ahead. If you move without permission, you may lose your rights to both properties.**

**All completed forms to be returned to:**

PHA Homes Ltd  
32 Dragon Street  
Petersfield  
Hampshire GU31 4JJ

Or via:

**Telephone:** 01730 263589

**Email:** [admin@phahomes.co.uk](mailto:admin@phahomes.co.uk)

**PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS**

**1. YOUR PERSONAL DETAILS** (*incoming tenant*)

<b>Tenant One</b>	<b>Tenant Two (if joint tenancy)</b>
Title:	Title:
First Name:	First Name:
Last name:	Last name:
Previous names:	Previous names:
Gender:	Gender:
Date of Birth:	Date of Birth:
NI number:	NI number:
Mobile number:	Mobile number:
Home contact number:	Home contact number:
Email address:	Email address:
Current address:	Current address:
Current Landlord name:	
Current Landlord address:	
Current Landlord contact details:	

**2. HOUSEHOLD INFORMATION** (*incoming tenant*)

Please tell us about anybody else that lives with you on a full-time basis (e.g. children).  
 (For anybody else who needs housing but does not live with you currently please provide their details **with supporting evidence** as to why they would need to move in with you).

<b>Title</b>	<b>Full name</b>	<b>Date of Birth</b>	<b>Gender (F/M)</b>	<b>Relationship to you</b>	<b>Additional information including disabilities</b>

Title	Full name	Date of Birth	Gender (F/M)	Relationship to you	Additional information including disabilities

**3. YOUR CURRENT TENANCY DETAILS** *(incoming tenant)*

*Please refer to your current tenancy agreement or landlord for this information.*

3.1 How long have you been at your current property?

Under 1 year     1-5 years     5-10years     10+ years

3.2 What type of property do you currently live in?

House     Bungalow     Flat     If a flat, which floor: \_\_\_\_\_

3.3 How many bedrooms do you currently have?

Bedsit     1 bed     2 bed     3 bed     4 bed

3.4 Which type of tenancy do you currently have?

Assured     Secure     Starter     Fixed term     Assured shorthold

3.5 Is your tenancy a joint tenancy?

Yes     No

3.6 Are you or anyone in the household pregnant?

Yes     No     If yes, please provide due date \_\_\_\_\_

3.7 Do you have any pets?

Yes     No     If yes, please provide details: -  
 \_\_\_\_\_  
 \_\_\_\_\_

3.7 Does your current home have any disabled adaptations?

Yes     No     If yes, please provide details: -  
 \_\_\_\_\_  
 \_\_\_\_\_

3.8 Do you or anyone in your household have any support needs? Please provide contact details of support, e.g. GP, social worker, CPN, Mental Health support worker, Occupational therapist, etc. **This information MUST be provided**, and we may contact them to ensure the accommodation is suitable and adequate support it in place for you.

---

---

---

---

3.9 Why do you want to move?

---

---

---

#### 4. TENANCY BREACHES (*incoming tenant*)

4.1 Do you currently have any rent arrears?

Yes       No       If yes, how much: £ \_\_\_\_\_

4.2 Have you or anyone in your household been subject to any legal action? E.g. an anti-social behaviour contract, had a Notice served on you at any point, or been subject to an anti-social behaviour or gas injunction?

Yes       No       If      yes,      please      provide      details:      -

---

---

4.3 Have you or anyone in your household been investigated for causing Anti-Social Behaviour or nuisance?

Yes       No       If      yes,      please      provide      details:      -

---

---

4.4 Do you or anyone in your household have any criminal convictions?

Yes       No       If      yes,      please      provide      details:      -

---

---

4.5 Do you or anyone in your household have any forthcoming Court dates?

Yes       No       If      yes,      please      provide      details:      -

---

---

4.6 Are there any other breaches of tenancy that you have committed?

Yes  No  If yes, please provide details: -

---

---

**5. EQUAL OPPORTUNITIES** (*incoming tenant*)

5.1 The information given is to ensure through monitoring that housing is provided on an equal basis to all, irrespective of religion, race or sex. This information is confidential and will not affect your request.

5.2 Please tick which group

Asian or Asian British (Pakistan, Bangladeshi, Indian, Sri Lankan), Chinese, Vietnamese, Malaysian, Thai, Japanese)	<input type="checkbox"/>
Black, African, Caribbean or black British	<input type="checkbox"/>
White British (English, Welsh, Scottish, Northern Irish, Gypsy, Romany or Traveller)	<input type="checkbox"/>
Mixed or multiple ethnic groups	<input type="checkbox"/>
Other (please specify if you wish)	<input type="checkbox"/>
I prefer not to say	<input type="checkbox"/>

**6. OUTGOING TENANT**

6.1 Please provide details of the PHA Homes tenant you are looking to exchange with.

Full name(s):

Full address:

Contact phone number:

**Continues on next sheet**

**7. STATEMENT AND DECLARATION** (*incoming tenant*)

7.1 I/We have thoroughly inspected the property and understand the proposed exchange can only be approved subject to the following conditions.

- That I/We accept it in its present condition
- That I/We accept full responsibility for any defects or damage to fittings or fixtures which are not due to fair wear and tear.
- That I/We put right any breach in my Tenancy Agreement, such as payment of outstanding rent arrears.

The above information I/we have given is true and complete and I declare that I/We have not paid or received any money for this exchange. I/We understand that my/our application may be rejected or I/We may have possession proceedings commenced against me/us if I/We have given false or misleading information, or because of information I/We have not provided, I/we understand that the tenancy may be terminated.

7.2 Are you related to or associated with any person employed by PHA Homes?

YES  NO  If yes please provide details:

---

7.3 I/We understand the information supplied by me/us will be used by the Association to help provide a housing management service to assist with sustaining your tenancy and maintaining the property as per landlord responsibility.

7.4 In addition to the Association staff and contractors, I/We agree that Association staff may also share the information provided with outside agencies (e.g. police, local authority, DWP, Housing Benefit, social services, etc), where this is for the proposes of the Associations legitimate interests as a provider of social housing or is otherwise permitted under the Data Protection Act 1988.

7.5 I/We give consent to the processing of the information and any further information provided throughout my/our tenancy and consent to its disclosure to be necessary for the purposes of providing a housing service or disclosure is otherwise permitted under the Data Protection Act 1988.

**Incoming tenant(s):**

<b>Tenant One</b>	<b>Tenant Two (if joint tenancy)</b>
Signed:	Signed:
Print name:	Print name:
Date:	Date:

7.6 By signing this application form I/we understand the terms and conditions of this mutual exchange request. I/we understand that under the Localism Act 2011, this will act as the required deed of surrender.

**Outgoing tenant(s):**

<b>Tenant One</b>	<b>Tenant Two (if joint tenancy)</b>
Signed:	Signed:
Print name:	Print name:
Date:	Date:

**FOR INTERNAL USE ONLY  
PROPERTY INSPECTION RECORD**

Property Address:

Date property Inspected:

Inspected by:

<b>AREA</b>	<b>DEFECTS</b>	<b>COMMENTS</b>
Living room		
Dining room		
Kitchen		
Downstairs WC		
Hall, stairs & landing		
Bedroom 1		
Bedroom 2		
Bedroom 3		
Bedroom 4		
Bathroom		

AREA	DEFECTS	COMMENTS
Loft space		
Rear garden		
Front garden		

**FOR PHA OFFICE USE ONLY:**

Mutual Exchange Approved/Not Approved: (If not approved reasons must be given)

---



---



---

Signed:  
Date:

Housing Assistant

Authorised:  
Date:

Housing Manager