

**MUTUAL EXCHANGE APPLICATION**  
 (Slough Borough Council Tenant)

**This is an application only. Formal consent to move must be obtained from the council.  
 One form by each incoming and outgoing tenant must be completed.**

**Tenant Details**

**Address and Postcode:**

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**Contact Details:**

Home Telephone	
Mobile	
Work	
Email	

**Occupant details:**

Occupant	First Name	Surname	Sex	NI Number
Tenant 1				
Joint Tenant 2				

**Other household members to be included**

Relationship e.g son	First Name	Surname	NI Number	*Moving with you? Yes/No

\*If anyone is not moving with you please give reasons, forwarding address, and confirm that they will have already vacated before the move takes place.

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Details of anyone not listed above who also wants to move with you, their current address, and their reasons.

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Has your property been adapted to suit any special requirements? If yes, described works

### About your property:

#### Type of property (tick)

Flat / Maisonette

House

Bungalow

What floor

Number of living rooms	Number of double bedrooms	Number of single bedrooms	Tenancy Type (tick)	Weekly Rent	Pets – type and how many
			Secure		
			Secure Fixed Term*		
			Assured Fixed Term*		
			Assured		
			Affordable		
			Other		

If a fixed term tenancy how long was it granted for and how long is left?

### Other Information

Do you have any support workers or Social Service involvement?

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel number / Contact details: \_\_\_\_\_

Do you have a clear rent account? If no, how much do you owe?

### Why are you moving? (tick)

Need more bedrooms

Need less bedrooms

Change in benefits

Other give details

### Where did you find this exchange?

Word of mouth

Shop window

Exchange website

Other give details

Please turn over the page

<b>Tenant Details</b>
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**Who are you exchanging with?**

1	Name  Address  Post code	Contact details	State Landlord address, and full contact details
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**If this is a multiple exchange, who else is involved?**

2	Name  Address  Post code	Contact details	State Landlord address, and full contact details
3	Also part of the exchange: Name  Address  Post code	Contact details	State Landlord address, and full contact details
4	Also part of the exchange: Name  Address  Post code	Contact details	State Landlord address, and full contact details

*I/We confirm that I/We understand I/We take on the property as seen, and the Council will not be financially or otherwise liable for issues such as the condition of the property, decoration, rubbish or identified at the inspection stage. I/We agree that information about me/us can be shared between the landlords involved or, where necessary, between other statutory agencies, or partners of the council. Where required I/We consent to a credit check to prevent fraud.*

Tenant 1 Signed: ..... Date:.....

Tenant 2 Signed: ..... Date:.....

If the tenancy is in joint names, both of you must sign above.

**Office Use Only:** Exchange      Agreed                       Refused

Signed ..... Date:.....

Neighbourhood Housing Officer name:.....

Approved by Neighbourhood Tenancy Team Leader

Signed ..... Date:.....

**MUTUAL EXCHANGE APPLICATION**  
 (Incoming tenant)

**This is an application only. Formal consent to move must be obtained from the council.  
 One form by each incoming and outgoing tenant must be completed.**

**Tenant Details**

**Address and Postcode:**

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**Contact Details:**

Home Telephone	
Mobile	
Work	
Email	

**Occupant details:**

Occupant	First Name	Surname	Sex	NI Number
Tenant 1				
Joint Tenant 2				

**Other household members to be included**

Relationship e.g son	First Name	Surname	NI Number	*Moving with you? Yes/No

\*If anyone is not moving with you please give reasons, forwarding address, and confirm that they will have already vacated before the move takes place.

Details of anyone not listed above who also wants to move with you, their current address, and their reasons.

Has your property been adapted to suit any special requirements? If yes, described works

**About your property:**

**Type of property (tick)**

Flat / Maisonette

House

Bungalow

What floor

Number of living rooms	Number of double bedrooms	Number of single bedrooms	Tenancy Type (tick)	Weekly Rent	Pets – type and how many
			Secure		
			Secure Fixed Term*		
			Assured Fixed Term*		
			Assured		
			Affordable		
			Other		

If a fixed term tenancy how long was it granted for and how long is left?

**Other Information**

Do you have any support workers or Social Service involvement?

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel number / Contact details: \_\_\_\_\_

Do you have a clear rent account? If no, how much do you owe?

**Why are you moving? (tick)**

Need more bedrooms

Need less bedrooms

Change in benefits

Other give details

**Where did you find this exchange?**

Word of mouth

Shop window

Exchange website

Other give details

Please turn over the page

<b>Tenant Details</b>
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**Who are you exchanging with?**

1	Name	Contact details	State Landlord address, and full contact details
	Address		
		Post code	

**If this is a multiple exchange, who else is involved?**

2	Name	Contact details	State Landlord address, and full contact details
	Address		
		Post code	
3	Also part of the exchange: Name	Contact details	State Landlord address, and full contact details
	Address		
		Post code	
4	Also part of the exchange: Name	Contact details	State Landlord address, and full contact details
	Address		
		Post code	

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Tenant 1 Signed: ..... Date:.....

Tenant 2 Signed: ..... Date:.....

If the tenancy is in joint names, both of you must sign above.

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