

Leicestershire Rural Housing Association Ltd
Whitwick Business Centre, Stenson Road, Coalville, Leicestershire, LE67 4JP
Tel: 01530 278080 Fax: 01530 278086

APPLICATION FOR MUTUAL EXCHANGE

Each applicant in the proposed mutual exchange will need to complete a copy of this form.

Tenants Name: _____
Address: _____

Telephone Number: _____
Property Type: _____
No of Bedrooms: _____

Name of Landlord: _____
Address of Landlord: _____

Name & Address of Person you wish to exchange with:

In the event of more than two households being involved, please give details:

(a) Your Family Details

Relationship to Tenant	First Names	Surname	Age	Date of Birth	Address if different from Tenant	Visitors Comments

If child is expected, please give approximate date: _____

(b) Do you live in accommodation especially built for the elderly? Yes or No

(c) Does your accommodation have any adaptations making it suitable for a disabled person?
Yes or No

If yes, please give details: _____

Is any member of your family registered disabled with Social Services? Yes or No

(d) Do you have any pets? Yes or No

OFFICIAL USE ONLY

Tenant: Secured Assured
Weekly Rent: _____
Balance: _____
Property Type: _____
Floor: _____
Rechargeables: _____
Court Costs: _____

If yes , please give details: _____
Reasons for requesting an Exchange: _____

Please confirm how the Exchange was found:

Tenants Exchange Scheme

Councils Exchange Book

Other

Please specify: _____

Please note that you will only be required to accept the property as you find it, and that no redecoration, re-glazing or repairs, other than those which would be done in the normal way, will be carried out.

The Exchange can only be considered and approved if all the following conditions are met:

1. **Rent Account is clear, NO ARREARS.**
2. **Any unauthorised alterations to the property have been remedied.**
3. **No Overcrowding or Under –Occupation will result.**
4. **A strong local connection to the village you are applying for**
5. **Parties must not Exchange tenancies without written approval and consent of the department.**

I have read the above conditions. To the best of my knowledge all information given by me on this form is true.

Signed: _____ (Tenant) Date: _____

Please return to:

Leicestershire Rural Housing Association Ltd
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Stenson Road
Coalville
Leicestershire
LE67 4JP

FOR OFFICIAL USE ONLY:

PROPERTY SURVEY

	Condition	Work Required
Kitchen		
Dining Room		
Living Room		
Bedroom 1		
2		
3		
Bathroom		
W/C		
Hall / Landing / Stairs		
Garden		

Other Comments: _____

Signed: _____

Date: _____