



Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Tel No: \_\_\_\_\_

# Mutual Exchange Application Form

**MUTUAL EXCHANGE**  
**IMPORTANT INFORMATION FOR TENANTS**

- The Council will process your application within 42 days of receipt.
- Only Secure tenants have the right to apply for a mutual exchange.
- Prior to approving your exchange an inspection will be made of your property. If the Council approves the exchange you will be notified in writing, and then given a date for you to sign the assignment documents. Normally this will be the date that you move home.
- IF YOU EXCHANGE WITHOUT WRITTEN PERMISSION FROM YOUR LANDLORD YOU WILL BE REQUIRED TO MOVE BACK AT YOUR OWN EXPENSE. IF YOU DO NOT, POSSESSION PROCEEDINGS WILL BE INSTIGATED AGAINST YOU.
- Giving false information can result in you losing your home.
- Both you and the person you are applying to exchange with must intend to reside in your respective properties after the exchange. Should one of you not do so, you will be required to return to your original tenancy.
- The Council can withhold consent to move. For example, if you have Rent Arrears, a Notice of Proceedings for Possession has been served on you, or the Council has obtained a court order against you, or if you are asking to move to accommodation that is not suitable to the needs of your household. The Council will give you written reasons for withholding consent.
- You are advised to thoroughly inspect the property you are moving to, before you move. You will be required to sign a disclaimer that states you understand you are taking the property as it stands in its present condition.
- The Council will not be responsible for any appliances left in the property or sheds in the garden. In addition you should agree with the outgoing tenant in writing what is to be left and what is to be taken. It is too late after you have moved. Thoroughly checking beforehand may stop any misunderstandings later.
- If the property you are moving to or from has a gas supply, to comply with Gas Safety Installation and Use Regulations 1998, the Council is required to disconnect the gas supply before the property is re-occupied and to re-connect the supply for the incoming tenant.
- You are responsible for all internal decoration. The Council will only carry out repairs for which it is responsible. This does not include damage caused by the previous tenant.
- The Council may grant consent for a Mutual Exchange to tenants with current rent arrears if the arrears accrued as a direct result of benefit reductions under the Welfare Reform Regulations and the mutual exchange is to smaller accommodation.

## Housing Services Mutual Exchange Application Form

### 1 About Your Household

Name and address of Tenant and Joint Tenant	
Tenant	
Joint Tenant	

### 2 Who will be moving with you?

Full Name	Date of Birth	Relationship to You

#### 2.1

Please confirm if any of the above are expecting a baby?	
Name	Expected date of Confinement

#### 2.2

Current Accommodation (Please tick)		
Tenant of Cannock Chase Council	H/A Tenant (Please specify which one)	Tenant of Another Council (Please specify which one)

## 2.3

Are you in receipt of Housing Benefit (Please tick)	
Yes	No

## 2.4

Type of Property Currently Occupying (Please tick)				
House	Flat	Bungalow	Bedsit	Maisonette

## 2.5

How many bedrooms in current property (Please tick)					Heating in current property		
1	2	3	4	5	Gas	Electric	Solid Fuel

## 2.6

Does your current accommodation have any adaptations? (Please tick)					
Hand rail	Wet room	Stairlift	Ramp	Pendant alarm	Other

## 3

Details of previous Council Tenancies - YOU MUST ANSWER THIS QUESTION		
Address	Date of Tenancy	Landlord

4

Do you have any pets?	
Type	Number

5

Why do you wish to move? (please tick)	YES		NO	
	Current property too large			
Current property too small				
Downsizing due to bedroom tax				
Problems with neighbours				
To move closer to work				
To give / receive support				

6

Who do you wish to exchange with?	
Name	
Address	
Telephone	
Email	
Landlords name, address & contact details	

7

If you receive support from Organisations please give details?

<b>Name:</b> <b>Agency:</b>	<b>Name:</b> <b>Agency:</b>
<b>Name:</b> <b>Agency:</b>	<b>Name:</b> <b>Agency:</b>

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Please attach the following proofs and tick where applicable

<b>National Insurance Number</b>	
<b>Proof of identity</b>	
<b>Proof of Child benefit award</b>	

### Declaration for Mutual Exchange Application

#### DATA PROTECTION ACT 1998

By signing this document, the applicant agrees that the information they have provided can be retained on computer and/or paper record, that any information they have provided may be disclosed to third parties (e.g. housing association and other local councils) for purposes of processing the application. To assist us in providing you with a comprehensive service and to ensure our records remain as up to date as possible, we would ask you to notify us of any changes to your personal details or circumstances (e.g. change of name or address) as soon as possible. All records will be treated as private and confidential and retained securely.

#### DECLARATION: NOTICE UNDER THE DATA PROTECTION ACT

By signing this declaration, you agree that Cannock Chase District Council may make enquiries, searches and references about your tenancy. You also agree that Cannock Chase District Council may release any information about your tenancy to Housing Association or Local Council who is requesting for a tenancy reference, in order for the mutual exchange to go ahead.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**N.B. If it is a joint tenancy, both applicants should sign.**

Checklist	Date
Registered	
Rent Account Clear/Rent Agreement in Place	
Rent Officer Agrees to Exchange	
Matched bedroom need	
Property inspection complete	
Rent Reference Received	
Mutual Exchange Approved	
Mutual Exchange Refused (include reason)	
Electrical inspection ordered	
Gas inspection ordered	
Date of assignment/Records updated	

Please return completed Application Form to:

Housing Office  
Civic Centre  
Beecroft Road  
Cannock  
Staffordshire  
WS11 1BG

Tel: 01543 462621  
Fax: 01543 464534

Hednesford One Stop Shop  
Library  
Market Street  
Hednesford  
Staffordshire  
WS12 1AD

Rugeley One Stop Shop  
Anson Street  
Rugeley  
Staffordshire  
WS15 2BA

This leaflet can be provided in Braille, on audio cassette tape/disk,  
**large print** and in the following languages on request to  
Cannock Chase Council on 01543 462621.

Bengali, Gujarati, Chinese, Urdu,  
Punjabi and Polish

আপনি অনুরোধ জানালে এই কাগজপত্রগুলোর বাংলা অনুবাদের ব্যবস্থা

如有要求的话我們可將此文件翻譯

द्विभाषी दस्तावेज नमने द्या दस्तावेज नमारी मातम्यातः

Ten dokument jest dostępny na żądanie w twoim języku

? =  01543 462621

Email: [customerservices@cannockchasedc.gov.uk](mailto:customerservices@cannockchasedc.gov.uk)

Updated May 2018