

Mutual Exchange Application Form

Please do not return this form until all the necessary fields have been completed, otherwise this may cause delays with your application. This application form must be completed by the Southern Housing Group resident and the party that wishes to move into the Southern Housing Group property. We will also require on the final page, the name, address and landlord detail of any other parties involved in the exchange.

Part 1: To be completed by Southern Housing Group resident

Lead tenant full name including title:

Date of birth:		Gender:	
National Insurance no.			
Contact Number:			
Email Address:			
Current Address:			

Joint tenant full name including title:

Date of birth:		Gender:	
National Insurance no.			
Contact Number:			
Email Address:			

Our usual method of contact is telephone or email, if this is not your preferred choice please provide preferred method below:

Your Household:

Full name including title	Date of birth	Gender	Relationship to you

Do you have any pets?

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Are all of the above people currently living with you? If not, please explain why:

Is any member of the household pregnant, if so please specify who and their due date:

Your current home, tenancy and needs

How many bedrooms do you have?		Do you have a separate dining room?	
Do you have rent arrears; if so please state how much?		Is any member of your household on the sex offender register?	
Does anyone in the household have a vulnerability, disability or illness?			
Does your home have any aids and adaptations, e.g. walk in shower, grab rails, stair lift etc. <i>We may need to make an assessment on whether your exchange partner is suitable.</i>			

Part 2: To be completed by the incoming resident

Name and contact details for your landlord:			
<u>Lead tenant full name including title:</u>			
Date of birth:		Gender:	
National Insurance no.			
Contact Number:			
Email Address:			
Current Address:			
<u>Joint tenant full name including title:</u>			
Date of birth:		Gender:	
National Insurance no.			
Contact Number:			
Email Address:			

Our usual method of contact is telephone or email, if this is not your preferred choice please provide preferred method below:

Your Household:

Full name including title	Date of birth	Gender	Relationship to you

Do you have any pets?

Are all of the above people currently living with you? If not, please explain why:

Is any member of the household pregnant, if so please specify who and their due date:

Is any member of the household employed or related to anyone working at Southern Housing Group, including board members? Please list name and relationship:

Your current home, tenancy and needs

How many bedrooms do you have?		Do you have a separate dining room?	
Do you have rent arrears; if so please state how much?		Is any member of your household on the sex offender register?	
Does anyone in the household have a vulnerability, disability or illness?			
Does your home have any aids and adaptations, e.g. walk in shower, grab rails, stair lift etc. <i>We may need to make an assessment on whether your exchange partner is suitable.</i>			

Are you currently claiming any benefits? If so, please list what these are:

Are you in employment?

How many households are involved in this mutual exchange? If more than 2, please give details below:

Full name and title:	Address:	Landlord:
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AFFORDABLE RENT TENANCIES ONLY- applicable if you are looking to swap into an Affordable Rent Southern Housing Group home

Do you have the equivalent of one months rent in place as a deposit and are you able to pay one months rent in advance?

Declaration

I confirm that all information supplied is correct and understand that if I have made a false statement, or not disclosed information that may affect my application, that the Group may reject my application or later take action to end the tenancy. I also agree for the Group to contact any person who could support my application and confirm the information I have provided. I understand that this information is for the use of Southern Housing Group only and does not automatically ensure that an offer of accommodation will be made. I accept full responsibility for any defects or damage to the fittings and fixtures which are not due to fair wear and tear. I accept full responsibility for any alterations carried out by the outgoing tenant.

Signature of Southern Housing Group lead tenant:	
Signature of Southern Housing Group joint tenant:	
Signature of incoming lead tenant:	
Signature of incoming joint tenant:	