

Formal Application to Exchange to Landlord

PERSONAL DETAILS

Tenants name Date of birth

Joint Tenants name Date of birth

Address

Postcode Tel number

Mobile Email address

YOUR CURRENT
ACCOMMODATION

Type and size of present home

Has the property and adaptations? (i.e. shower, stairlift)

Name and address of landlord

Tel number Is your rent account up to date?

HOUSEHOLD
DETAILS

Surname	First name	Relationship	Date of birth

EXCHANGE PARTNER - PERSONAL DETAILS

Tenants name Date of birth

Joint Tenants name Date of birth

Address

Postcode Tel number

Mobile Email address

YOUR CURRENT
ACCOMMODATION

Type and size of present home

Has the property and adaptations? (i.e. shower, stairlift)

Name and address of landlord

Tel number Is your rent account up to date?

HOUSEHOLD
DETAILS

Surname	First name	Relationship	Date of birth

Before applying for permission to exchange, you should arrange to view the property. You should find out whether the other tenant intends removing any fixtures and fittings. Make sure the property is going to fit your requirements. Only then should this form be completed and returned to your current landlord. No mutual exchange can be carried out without the WRITTEN CONSENT of the councilor your housing provider.

TENANT(S) SIGNATURE

Date