

Application for Mutual Exchange

**Thank you for your interest in our Mutual Exchange Scheme.
Before you apply, please read the following:**

1. TENANCY CHECKS

To find out if you are eligible for mutual exchange we will check the following:

- Your tenancy type - certain tenancy types do not have right to exchange
- Your household make-up
- Your rent account – this must remain clear throughout the application
- Any breaches in your tenancy agreement, such as ASB or condition of property
- Our local lettings policy

2. GAS/ELECTRIC CHECK PAYMENTS

- When you apply for an exchange you need to pay for gas and electric check at your home. They currently cost: Gas check £42.50, Electric Check £83.00.
- We cannot accept your application until these fees are paid and your rent account has a clear balance.
- If the person you are looking to exchange with is also a Fortis Living tenant, they will need to pay for the checks in their home too.
- These fees are not refundable once the checks have been completed, even if the application is withdrawn or abandoned.

3. EXCHANGE AGREEMENT

Before the exchange can take place:

- We need to give our written permission as your landlord. The landlord of the tenant you are looking to exchange with will need to give written permission too.
- We also need to approve the date of exchange and the appropriate Tenancy Agreement will need to be signed.
- We will make and decision

We will make a decision on your application to mutually exchange within 42 day from the time of your completed application being received.

All information submitted in this application will be held in accordance with our Data Protection Policy.

PART A: YOUR DETAILS:

TENANT 1		TENANT 2	
Name:		Name:	
Forenames:		Forenames:	
Date of Birth:		Date of Birth:	
Tel:		Tel:	

DETAILS OF HOUSEHOLD MEMBERS MOVING WITH YOU:

SURNAME	FORENAMES	DATE OF BIRTH	RELATIONSHIP TO TENANT

DETAILS OF YOUR CURRENT HOME:

ADDRESS				
HOME TYPE (circle)	House	Flat (& floor?)	Bungalow	Other (details please)
No OF BEDROOMS				
IS THE HOME ADAPTED?	Yes	No	<i>Details please:</i>	
YOUR TENANCY REFERENCE NUMBER:			YOUR FULL WEEKLY RENT:	
TENANCY TYPE:			TENANCY START DATE:	

IF YOU KEEP PETS LEASE TELL US WHAT TYPE AND HOW MANY...

Dog		Fish	
Cat		Insects and spiders	
Other small animals		Snakes and reptiles	
Small birds		Chickens	

PLEASE TELL US WHY YOU ARE APPLYING FOR A MUTUAL EXCHANGE

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OFFICE USE ONLY:

Matrix Checked:		Communications ref no:	
Rent balance:		Checked by:	
Gas/Electric payments made:		Date:	

PART B: DETAILS OF THE PERSON YOU WANT TO EXCHANGE WITH

TENANT 1		TENANT 2	
Name:		Name:	
Forenames:		Forenames:	
Date of Birth:		Date of Birth:	
Tel:		Tel:	

DETAILS OF HOUSEHOLD MEMBERS MOVING WITH YOU:

SURNAME	FORENAMES	DATE OF BIRTH	RELATIONSHIP TO TENANT

DETAILS OF YOUR CURRENT HOME:

ADDRESS				
HOME TYPE (circle)	House	Flat (& floor?)	Bungalow	Other (details please)
No OF BEDROOMS				
IS THE HOME ADAPTED?	Yes	No	<i>Details please:</i>	
YOUR TENANCY REFERENCE NUMBER:			YOUR FULL WEEKLY RENT:	
TENANCY TYPE:			TENANCY START DATE:	

IF YOU KEEP PETS LEASE TELL US WHAT TYPE AND HOW MANY...

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PLEASE TELL US WHY YOU ARE APPLYING FOR A MUTUAL EXCHANGE

OFFICE USE ONLY:

Matrix Checked:		Communications ref no:	
Rent balance:		Checked by:	
Gas/Electric payments made:		Date:	

DECLARATION: (please read carefully before signing)

- In the event of Fortis Living agreeing to the exchange requested, I/we hereby certify that no monetary or other consideration will be tendered or accepted by either party.
- I/we will inform Fortis Living immediately of any change in circumstances which affects in any way, the information given on this application form.
- Fortis Living will inspect the property before approval is given for an exchange. With this in mind I/we will accept the exchange property in its present state of repair and decoration. I understand Fortis Living will not carry out or assist me with moving costs or the costs of decoration.
- I/we understand that if any fixtures and fittings in the property have been broken or removed by the tenant with whom I am exchanging I/we shall be liable for the cost of repair and/or re-instatement when I/we have taken on the responsibility for the property.
- I also understand that I/we are responsible for any fixtures and fittings in the property at the time of exchange and for their condition in the future.
- I/we also understand that should the exchange of properties be obtained through providing false or misleading information I/we are liable to eviction and that Fortis Living may take action through the court to achieve this.
- If the exchange application is withdrawn or cancelled by either party or Fortis Living and the gas or electric checks have been completed no refund will be issued.

TO BE COMPLETED BY BOTH PARTIES

I have read the above declaration and I accept and understand the requirement to give honest and accurate information and the consequences for not doing so if my application is accepted. I certify, that to the best of my knowledge, the information I have given is true. I will advise Fortis Living in writing of any change of circumstances.

SIGNED BY APPLICANT (S):		SIGNED BY APPLICANT(S) YOU ARE EXCHANGING WITH:	
SIGNATURE:		SIGNATURE:	
PRINT NAME:		PRINT NAME:	
DATE:		DATE:	

Return this form to: **Where**