**Mutual Exchange Application Form**

Please answer the following questions and return this form to Futures Housing Group as soon as possible. Please be aware that we cannot begin to process the exchange application request until both you and your exchange partner have each returned a completed application form to each respective landlord.

You will need to provide proof of identify and although photographic ID such as your passport or driving licence is preferred, we can accept your current tenancy agreement and your birth certificate.

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| **Section 1 – Where You Live Now** | | | | | | | |
| Address | | | | | Date moved in | | Number of bedrooms |
| Type of Accommodation | House | Bungalow | Flat | | Maisonette | | Bedsit |
| Type of Tenancy Agreement | | Secure | | Assured | | Assured Shorthold | |
| Current Landlord | |  | | | | | |
| Landlords Address | |  | | | | | |
| Landlords Telephone Number | |  | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 2 - About You** | | | | | | | |
| Title | First Name | | | Surname | | | |
| Date of Birth | Gender | | | National Insurance Number | | | |
| Contact Number | Landline | | | Mobile | | | |
| Email Address |  | | | | | | |
| Have you been known by another name? | No | Yes – if so, what was your previous name? | | |  | |
| **Joint tenant details (if applicable)** | | | | | | | |
| Title | First Name | | | Surname | | | |
| Date of Birth | Gender | | | National Insurance Number | | | |
| Contact Number | Landline | | | Mobile | | | |
| Email Address |  | | | | | | |
| Relationship to you |  | | | | | | |
| Have they been known by another name? | No | | Yes – if so, what was their previous name? | | |  | |
| **Section 3 - Other people who live with you (Please continue on a separate sheet if necessary)** | | | | | | | |
| Title | First Name | | | Surname | | | |
| Date of Birth | National Insurance Number | | | | | | |
| Gender | Relationship to you | | | | | | |
| Title | First Name | | | Surname | | | |
| Date of Birth | National Insurance Number | | | | | | |
| Gender | Relationship to you | | | | | | |
| Title | First Name | | | Surname | | | |
| Date of Birth | National Insurance Number | | | | | | |
| Gender | Relationship to you | | | | | | |

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| **Section 4 – Support Needs** | | |
| Are you or a household member supported by anyone to help you live independently? | Yes | No |
| Do you have any adaptations in your current home? | Yes | No |
| Do you need adaptations in your future home? | Yes | No |

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| **Section 5 – Person you are wanting to exchange with.** | | | | | | | | | | | | |
| Title | | First Name | | | | | | | Surname | | | |
| Contact Number | | Landline | | | | | | | Mobile | | | |
| Email Address | |  | | | | | | | | | | |
| Address | | | | | | | | | | | | |
| Type of accommodation | House | | | Bungalow | Flat | | Other | | | Number of Bedrooms | |  |
| Do you know what type of Tenancy Agreement they have? | | | | | | No | | Secure | | Assured Shorthold | | Assured |
| **Please Note:** Different tenancies can give you different rights and it is important that you understand what there will be before you agree to exchange tenancies. | | | | | | | | | | | | |
| Name of Landlord | | |  | | | | | | | | | |
| Address of Landlord | | |  | | | | | | | | | |
| Name of Housing Officer | | |  | | | Landlords Contact Number | | | | |  | |

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| **Section 6 – Declaration.** | |
| **Please read the following before signing and returning this form to us.**  I/We declare that the information given on this application form is correct and understand that it is a breach of tenancy to knowingly or recklessly make a statement which is false or to with-hold information, which could lead to Court action being taken and that I/We could lose our home.  I/We will advise you of any changes in circumstances which occur whilst my/our application is being processed.  By completing this form, I/We give consent for you to apply for references and/or information for the purposes of assessing my/our needs and eligibility for Mutual Exchange, and any other information that Futures Housing Group may require during the course of this application and any future tenancy I may be granted. I/We also understand that we will be required to provide proof of identity to Futures Housing Group.  I/We understand that it is my/our responsibility to check the property that I/We wish to move to is suitable for my needs. I/We will be accepting the property in the condition it is in at the point the tenancies are assigned and that any non-standard items I have signed for will be My/Our responsibility. I/We understand that if the property has more bedrooms than you need and you submit a claim for Housing Benefit, you may be responsible for part payment of the total weekly rent. If you claim Universal Credit, you are responsible for all paying your rent direct to your landlord.  I/We understand that I cannot move home until a Deed of Assignment has been signed by both parties. | |
| Applicant Signature | Date |
| Joint Applicant Signature | Date |