

# MUTUAL EXCHANGE APPLICATION FORM

Please use this form if you have found someone you want to exchange homes with. If you are applying for a move to an empty property, you need a Application to Register for Transfer form instead.

Please try to complete the form as fully as possible; some of the information may be requested by the landlord of the property you hope to be moving to, if you are not exchanging with another Russet Homes tenant. If you have any questions I hope the information sheet "Exchanging Tenancies" will be useful. Alternatively you are welcome to contact staff at either of our regional housing offices - the telephone number is at the end of this form.

## 1 ABOUT YOU AND YOUR FAMILY

Please give details of all those currently living with you.

	Surname	First names	Relationship to tenant	Date of birth
1	.....	.....	TENANT	.....
2	.....	.....	.....	.....
3	.....	.....	.....	.....
4	.....	.....	.....	.....
5	.....	.....	.....	.....
6	.....	.....	.....	.....
7	.....	.....	.....	.....
8	.....	.....	.....	.....

If any of the above are not living with you at the moment, please say why and give details of where they are living.

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If any person included on this application is expecting a baby please say who and when the baby is due.

## 2 ABOUT YOUR PRESENT HOME

Please give details of your current accommodation:

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone no \_\_\_\_\_

Is it a House  Flat or maisonette  Bungalow  Other

If other please specify \_\_\_\_\_

How many bedrooms are there in your present home? \_\_\_\_\_

How many living rooms are there in your present home? \_\_\_\_\_

Who is your landlord? Name \_\_\_\_\_

Please give your landlord's address if you are not presently a tenant of Russet Homes \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If you or any member of your household rents a garage from Russet Homes, please give the address

As it is not possible to transfer a rented garage to the person you are exchanging with, do you wish to retain the garage tenancy after you have moved?

Yes  No

### 3 ABOUT THE MUTUAL EXCHANGE

Please give details of who you wish to exchange with:

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone no \_\_\_\_\_

Is it a House

Flat or maisonette

Bungalow

Other

If other please specify \_\_\_\_\_

How many bedrooms does the property have? \_\_\_\_\_

Who is their landlord? \_\_\_\_\_

Name \_\_\_\_\_

Please give their landlord's address if they are not presently a tenant of Russet Homes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 4 OTHER DETAILS

Please give brief reasons why you want to exchange homes:  
\_\_\_\_\_  
\_\_\_\_\_

How did you find your exchange?

Homeswap scheme

Card at Regional Office

Private advertising

Other (please specify) \_\_\_\_\_

In whose name do you want the tenancy, if the exchange is approved?  
\_\_\_\_\_  
\_\_\_\_\_

### 5 DECLARATION

I understand that my application for exchange will be dealt with according to the Right to Exchange provisions as contained in my tenancy agreement (tenants other than Russet Homes - as applicable). I have read the attached information sheet "Exchanging Tenancies" and understand Russet Homes may:

a) Agree to the exchange

b) Refuse permission to exchange on one of the nine grounds listed in "Exchanging Tenancies"

c) Agree to the exchange on condition that

i) Any outstanding rent is paid in full, and

ii) All tenancy conditions are complied with

**Signature of tenant** \_\_\_\_\_

Date \_\_\_\_\_

**Signature of tenant (if applicable)** \_\_\_\_\_

Date \_\_\_\_\_

**Signature of tenant (if applicable)** \_\_\_\_\_

Date \_\_\_\_\_

Please return this form to:

*Russet Homes,  
Basted House, Harrison Road,  
Borough Green, Sevenoaks,  
Kent. TN15 8PB*

If you want advice or guidance, please contact staff at one of our regional offices. The telephone number for both offices is 01732 780999. Please telephone us if you don't receive an acknowledgement within 28 days of the return of your application.

Don't forget to keep the "Exchanging Tenancies" Information Sheet for your own reference.

## 6 EQUAL OPPORTUNITIES MONITORING

"We are committed to the development and promotion of equal opportunities for all including positive steps to deal with any inequality where these are appropriate and necessary. Nobody should be disadvantaged on grounds of:

- *Race, colour, nationality, national or ethnic origins, language or accent*
- *Race, colour, nationality, national or ethnic origins, language or accent*
- *Gender, sexuality or marital status*
- *Age, disability, or domestic circumstances*
- *Any other reason that cannot be shown to be justified."*

To assist in the implementation of our policy and ensure that there is genuine equality of opportunity in access to housing, the Association is collecting data, which will be used for monitoring purposes only. Completion of this part of the form is voluntary but your submission would be greatly appreciated. Please place a tick in the appropriate box for all questions and turn over for the sections on the back.

### What is your ethnic group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

#### A. White

- British  
 Irish  
 Traveller (including Romany Gypsy)  
 Any other background – please specify

#### B. Mixed

- White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any other Mixed background – please specify

#### C. Asian or Asian British

- Indian  
 Pakistani  
 Bangladeshi  
 Any other Asian background

#### D. Black or Black British

- Caribbean  
 African  
 Any other Black background

#### E. Chinese or other ethnic group

- Chinese  
 Any other – please specify

### What is your first language?

\_\_\_\_\_

Do you need an interpreter or translator?

Yes  No

Name/ contact details of any person able to act as an interpreter/translator

\_\_\_\_\_

\_\_\_\_\_ Tel. \_\_\_\_\_

(if the answer is 'no-one, we can provide this service)

**About your health:**

Do you or does anyone in your household have a longstanding illness, disability or infirmity?  
(‘Longstanding’ means anything that has troubled anyone over a period of time or that is likely to do so).

Please tick one box only

Yes  No

If so, please give details:

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**This form is available in Audio form or  
in large print format upon request**

Please contact us on 01732 780999 if you need help completing this form.

可供語言... (烏爾都語、孟加拉語、粵語)。  
來函請以貴語言告知所需。

آرڈو میں دستیاب ہے۔  
براه کرم ہمیں اپنی زبان میں لکھ کر اپنی ضروریات بتائیے۔

বাংলা ভাষাতে পাওয়া যায়।

দয়াকরে আপনার ভাষাতে আমাদেরকে লিখে জানান যে আপনার কি দরকার।