

NFDC Use Only:

Tenure _____
 Property Type _____
 Bedrooms _____
 Adaptations _____
 Ten Start Date _____
 Rent Arrears _____

MUTUAL EXCHANGE APPLICATION FORM

SECTION ONE – YOUR PERSONAL DETAILS

Full name & Date of Birth of lead tenant

Full name & Date of Birth of joint tenant

Name:
DOB:

Name:
DOB:

Current address

Postcode

Contact details

Home telephone

Work telephone

Mobile No

Email address

SECTION TWO – YOUR CURRENT PROPERTY DETAILS

Property type: House Bungalow Flat Other

Number of bedrooms in current property

Your Landlord: NFDC Other *If 'other' please complete landlord details below*

Full name of Landlord

Address & Telephone number of Landlord

SECTION THREE - YOUR HOUSEHOLD DETAILS

For children under 16:

Proof of child benefit is required (*document to show name, date of birth and address for each child*)

For children over 16:

Proof that child lives with you is required (e.g. their bank statement, a college letter). Please note the *document must be less than 12 months old and show the name and address of each child.*

Mr / Mrs/ Miss / Ms	First Name	Surname	Date of Birth	Relationship to Tenant

SECTION FOUR – DETAILS OF WHO YOU WANT TO EXCHANGE WITH

Full name (Mr / Mrs / Miss / Ms)

Their address	
Postcode	
Their Landlord: NFDC <input type="checkbox"/> Other <input type="checkbox"/> <i>If 'other' please complete landlord details below</i>	
Full name of Landlord	Address of Landlord
Landlord contact details	
Name	Phone number
Email address	

SECTION FIVE – DECLARATION AND SIGNATURE	
<ul style="list-style-type: none"> • I confirm that I have seen the property I wish to exchange with and agree to accept it in its current condition. • I confirm that I will not exchange properties until the agreed date given by NFDC. • I have included necessary proof for all children and non-dependents living at my property. • I understand that NFDC: <ul style="list-style-type: none"> ○ Will carry out a maintenance inspection of the property (if it is a NFDC property). ○ Will carry out their statutory repair responsibilities for fair wear and tear items only. ○ Do not accept liability for other items such as vandalism, misuse, alterations, decoration or colour scheme etc. ○ Will provide a maintenance report to the person moving into the NFDC property. ○ May forward my details to my new landlord. 	
Signed (lead tenant)	Date
Signed (joint tenant) if applicable	Date

PLEASE CHECK THAT YOU HAVE COMPLETED ALL SECTIONS OF THE FORM AND ATTACH OR ENCLOSE ANY RELEVANT PROOFS NECESSARY.

Please note: Incomplete forms will be returned and this will delay the mutual exchange process.

Return this form and any accompanying documents to:-

Neighbourhood and Tenancy Management Team
Housing Services, New Forest District Council, Appletree Court,
Beaulieu Road, Lyndhurst, Hampshire, SO43 7PA

