

Mutual exchange application form



Complete this form if you wish to exchange with another resident. Both parties must complete a separate Metropolitan application form.

We will try to ensure that we tell you our decision within six weeks of receiving this form. Consent is conditional on our receiving all the information we need. You must not exchange properties or make any removal arrangements until:

- 1. Both parties have the full written permission of the landlord(s) involved**
- 2. Both parties have signed deeds of assignment**
- 3. Both parties have met any conditions of consent.**

Name and address

Name (including title):

Address:

.....

..... Post Code:

Tel. No. Home: Work:

Mobile:

Who is your landlord?

Name:

Address:

.....

..... Post Code:

Tel. No.:

Name of Housing Officer:

Your present home

What type of property do you live in?

House: Flat/Bedsit: Bungalow: Maisonette:

How many bedrooms do you have?

Equal opportunities information

How would you describe your ethnic origin? (please tick below)

White: British Irish Other

Mixed: White/Black White/Black White/Asian
Caribbean African Other

Asian/Asian British: Indian Pakistani Bangladeshi
Other

Black/Black British: Caribbean African Other

Chinese/other: Chinese Prefer not
ethnic group Other to say

Do any other members of the household consider themselves to be of a different ethnic origin to the main applicant? Yes: No:

If yes please specify:
.....
.....
.....

Name and address of the person you wish to exchange with

Name (including title):

Address:

..... Post Code:

Tel. No. Home: Work:

Mobile:

What type of property is it?

House: Flat/Bedsit: Bungalow: Maisonette:

How many bedrooms does it have? :

Who is their landlord?

Name:

Address:

..... Post Code:

Tel. No.:

Name of Housing Officer:

STATEMENT

I have inspected the property and understand that the proposed exchange can only be approved subject to the following conditions:

- I accept full responsibility for any defects or damage to the fittings and fixtures which are not due to fair wear and tear.
- I accept full responsibility for any alterations carried out by the outgoing tenant.
- I will rectify any breach in my tenancy agreement, such as payment of outstanding rent arrears.

I declare that I have not accepted any payment in connection with this exchange.

I give permission for Metropolitan/my Landlord* to disclose information to the proposed exchangee's landlord regarding my rent account, any action taken against me in respect of possession proceedings and any breach of tenancy.

** Delete as appropriate*

Signed:
(Applicant)

Date:

Signed:
(Joint Applicant)

Date:

If this is a joint tenancy both tenants must sign



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