# Mutual Exchange Request Form

*Two forms will be given to Karibu Community Homes tenant when a mutual exchange is first requested. Please ensure you give one copy to the person you wish to exchange with and ask them to return the form to us. Please ensure that both yourself and the other tenant involved complete these forms as quickly as possible to ensure a quick response from us.*

*We will try to ensure that we tell you about 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*

*Both parties have the full written permission of the landlord(s) involved*

*Both parties have signed deeds of assignment*

*Both parties have met any conditions of consent*

# Section 1- Your Details

|  |
| --- |
| Address: |
| Postcode: |
| Tel: Mobile: |

# Please give details of everyone included in this application (including yourself)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname | First Name | Gender | Date of Birth | Age | Relationship to tenant |
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**Do all of the above currently live with you on a permanent basis?**  **Y / N**

# If NO please state their name(s) and reason(s) they have been included in this application

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**Is any member of your household pregnant? Y / N**

|  |
| --- |
|  |

# If YES, please state the baby’s due date

|  |
| --- |
| Signed (tenant) Signed (Joint tenant) |
| Date Date |

**Where did you find your Mutual Exchange Partner?**

HomeSwapper

|  |
| --- |
|  |

Other

# Section 2- Details of the person(s) you wish to exchange with

|  |
| --- |
| Title: First Name(s) Surname: |
| Title: First Name(s) Surname: |
| Address: |
| Postcode: |
| Tel: Mobile: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname | First Name | Gender | Date of Birth | Age | Relationship to tenant |
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# Do all of the above currently live with you on a permanent basis? Y / N If NO please state their name(s) and reason(s) they have been included in this application

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**Is any member of your household pregnant? Y / N**

|  |
| --- |
|  |

# If YES, please state the baby’s due date

# Property Details

|  |  |
| --- | --- |
| How many Bedrooms does your current property have? |  |
| What floor are you on? |  |
| Do you have a garden? |  |
| What amenities do you have? |  |
| How much is your rent per week: |  |
| How much is your service charge per week: |  |

**What type of tenancy do you hold?**

Secure

Assured

Fixed Term

Don’t Know

**Note:** Please ensure you read the conditions of the tenancy of the person you wish to exchange with carefully as in most cases you swap homes you also swap rights and conditions of tenancy.

All information given is correct at the time of completion. In signing this form I also consent to disclosure of information (under the Data Protection Act) in regard to my tenancy to another Landlord for the sole purposes of validating this application for Mutual Exchange between myself and the tenant of that Landlord.

|  |
| --- |
| Landlord’s Name : |
| Address: |
|  |
| Postcode: |
| Contact Name |
| Tel: Contact Name: |

|  |
| --- |
| Signed (tenant) Signed (Joint tenant) |
| Date Date |

# *EQUAL OPPORTUNITIES MONITORING FORM*

Name: ………………………………………….. (1st Applicant)

\*\**please note – we ask this for monitoring purposes only to ensure that our lettings procedure is open and accessible to all. This will not be used as part of the decision making process for applications.*

**\*\*Ethnic Origin**:

**White** British  Irish :  Other 

**Mixed** White & Asian  White & Black Caribbean  White & Black African  Other 

**Asian / Asian British** Indian  Pakistani  Bangladeshi.. 

Other 

**Black / Black British** Caribbean  African  Other 

**Chinese / other ethnic group** Chinese  Other 

**Prefer not to say:** 

**\*\*Religion:**

**Christian**  **Muslim**  **Hindu**  **Jewish** 

**Catholic**  **Buddhist**  **Sikh**  **None** 

**Other** (state)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefer not to say** 

**\*\* Sexuality:**

**Hetrosexual**  **Gay**  **Bisexual** 

**Lesbian**  **Transgender**  **Prefer not to say** 

**\*\* Age Range:**

**18 – 25**  **26 – 35**  **36 – 45**  **46 – 55** 

**55+**  **Under 18**  **Age:…36……**

# *EQUAL OPPORTUNITIES MONITORING FORM*

Name: ………………………………………….. (2nd Applicant)

\*\**please note – we ask this for monitoring purposes only to ensure that our lettings procedure is open and accessible to all. This will not be used as part of the decision making process for applications.*

**\*\*Ethnic Origin**:

**White** British  Irish :  Other 

**Mixed** White & Asian  White & Black Caribbean  White & Black African  Other 

**Asian / Asian British** Indian  Pakistani  Bangladeshi.. 

Other 

**Black / Black British** Caribbean  African  Other 

**Chinese / other ethnic group** Chinese  Other 

**Prefer not to say:** 

**\*\*Religion:**

**Christian**  **Muslim**  **Hindu**  **Jewish** 

**Catholic**   **Buddhist**   **Sikh**  **None** 

**Other** (state)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefer not to say** 

**\*\* Sexuality:**

**Hetrosexual**  **Gay**  **Bisexual** 

**Lesbian**  **Transgender**  **Prefer not to say** 

**\*\* Age Range:**

**18 – 25**  **26 – 35**  **36 – 45**  **46 – 55** 

## 55+  Under 18  Age: 60………