

# APPLICATION TO MUTUALLY EXCHANGE

(FOR USE WHEN YOU HAVE AN EXCHANGE PARTNER)

PLEASE PRINT TWO COPIES OF THIS FORM



PLEASE COMPLETE AND RETURN TO: LONDON BOROUGH OF NEWHAM,  
 LETTINGS AGENCY, BRIDGE HOUSE, 320 HIGH STREET, STRATFORD, LONDON, E15 1EP

TITLE: MR/MRS/MISS/MS (Please delete appropriate) NAME:

ADDRESS:

POST CODE:

TELEPHONE:

MOBILE:

Are you a Newham Council Tenant? Y/N

Are you a joint tenant? Y/N

If no, please give name and address of your landlord

Do you occupy a House  Flat  Maisonette  Bungalow

If Flat / Maisonette, what level do you live on?

Is there a lift? Y/N

How many bedrooms are there?

Do you have any pets? Y/N

If yes, please give details

Reasons for proposed exchange?

## FAMILY

List the names of every member of your family, including you.

| Surname | First Name | Relationship | Date of Birth |
|---------|------------|--------------|---------------|
|         |            | Tenant       |               |
|         |            |              |               |
|         |            |              |               |
|         |            |              |               |
|         |            |              |               |
|         |            |              |               |
|         |            |              |               |

## EXCHANGE PARTNER

Name of person you wish to exchange with.

Address of the person you wish to exchange with

## CONDITIONS OF EXCHANGE

- 1) I undertake to supply CORRECT information in every detail and NOT TO CONCEAL any information or knowingly make any false statements.
- 2) I undertake NOT TO offer financial or any other inducement or reward to the other person(s) I have applied to exchange property with.
- 3) I undertake to make NO arrangements for moving until I receive WRITTEN PERMISSION from the Council AND any other LANDLORD involved.
- 4) I undertake to take up residence with my family in the exchanged property.
- 5) I understand that the Council will not be responsible for any repairs, decorations or other items which are deemed to be the tenants responsibility according to the Council's conditions of tenancy.
- 6) I understand that if any one or more of the above conditions are broken by me or the other person(s) in this exchange, the Council will institute such LEGAL proceedings deemed necessary, INCLUDING RECOVERY FROM ME OF POSSESSION OF THE EXCHANGED PROPERTY.

I declare that I have read and fully understood the conditions above and agree to be fully bound by them.

Signature (1): \_\_\_\_\_ 2) \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ (Block Capitals)

If you have a joint tenancy both tenants must sign the form.

| <b>EQUAL OPPORTUNITIES/MONITORING</b>   |  |  |
|---|--|--|
| <b>This council has a policy of equal opportunities aimed at treating all applicants for housing fairly, irrespective of race, colour, ethnic or national origin. In order that we can monitor the impact of our aim, please circle below your ethnic origin.</b> |  |  |
| <b>White</b><br><b>BR</b> British<br><b>IR</b> Irish<br><b>OE</b> Other European<br><b>WN</b> Other   | <b>Black or Black British</b><br><b>CW</b> Caribbean<br><b>AF</b> African<br><b>OB</b> Other | <b>Asian or Asian British</b><br><b>AI</b> Indian<br><b>AP</b> Pakistani<br><b>AB</b> Bangladeshi<br><b>AO</b> Other |
| <b>Mixed</b><br><b>WC</b> White & Black Caribbean<br><b>WA</b> White & Black African<br><b>WS</b> White & Asian<br><b>OM</b> Other  | <b>Chinese</b><br><b>AC</b> Chinese  | <b>Other</b><br><b>OC</b> Please write in:   |
| <b>How did you find your exchange partner?</b>  |  |  |
| <b>ELLC Website</b> <input type="checkbox"/> <span style="margin-left: 150px;"><b>Homeswapper Website</b> <input type="checkbox"/></span>   |  |  |
| <b>Other</b> <input type="checkbox"/> <b>please state</b>   |  |  |