

Application for Permission to Exchange

Applicant 2



Your Details

Name			
Address			
Telephone No		Email	

Your Household Details (including yourself)

First Name	Surname	Date of birth	Relationship to you	Gender
				m/f
				m/f
				m/f
				m/f
				m/f
				m/f

Please provide evidence with this application form for each household member listed above.

Evidence must be dated within the last year and can include utility bill, child benefit letter, child maintenance letter, tax credit award letter or council tax notice.

Your application will not be processed unless these have been received.

Details of person/s proposing to move into your home (Applicant 1)

Name		Telephone	
Name of joint tenant if applicable			
Address			
Landlord			
Landlord address			

Their Household Details

First Name	Surname	Date of birth	Relationship	Gender
				m/f
				m/f
				m/f
				m/f
				m/f
				m/f

If this is a three-way exchange please provide details of the home you are proposing to move to (leave blank if this is a two-way exchange only)

Name	
Address	
Landlord	
Landlord address	

Your Home Details

Property type	House <input type="checkbox"/> Flat <input type="checkbox"/> Maisonette <input type="checkbox"/> Bungalow <input type="checkbox"/>		
Floor Level (if applicable)		Number of bedrooms	
Number of living rooms		Do you have a garden?	Yes/ No
What is your current rent	£	Do you have any arrears	
Details of any pets			
Do any members of your household receive additional support from agencies including; social services, medical professionals or	Yes/ No		

other support agencies?	
If yes, please provide details	
What type of tenancy do you have?	
When did your tenancy start?	
Have you ever received a Notice of Seeking Possession?	Yes/ No
If yes, please provide details	
Has your home had any adaptations due to disabilities	Yes/ No
If yes, please provide details	
Do you feel you require any additional support?	Yes/ No
If yes, please provide details	
Name of next of kin	
Address of next of kin	
Contact number for next of kin	

Please note:

1. By completing this application you are not receiving RHP's agreement to go ahead with the proposed exchange. You must wait to receive permission in writing before the exchange can take place. You should not make arrangements to move until you receive RHP's written permission and the agreement of your exchange partner.
2. The mutual exchange process will not start until all applicants 'Permission to Exchange' forms have been received by RHP.

3. Applicant 2 household members evidence must be received with their application or within 10 days of the application being received by RHP.
4. Any rent arrears must be cleared before we will consider your application.
5. RHP does not carry out any internal decorations when customers exchange homes.
6. Tenancies of garages are not included in exchanges and you must make separate arrangements if you currently have a garage.
7. Customers in flats and maisonettes are NOT permitted to keep dogs unless the home has its own private garden.
8. If you currently have the preserved right to buy your home, by completing an exchange, you may lose this right. Instead you will only have the right to acquire. You should seek advice on this if you are unsure.
9. If you give false information in order to obtain permission to exchange, RHP will have grounds for taking action to recover possession of your home through the county court.

Declaration:

I hereby apply for permission to exchange tenancies. I confirm that if RHP gives permission for this exchange to go ahead, no monetary or other consideration will be offered or accepted by either party.

Signed:

Date: