

Application for Permission to Exchange

Applicant 1



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

Details of person/s proposing to move into your home (Applicant 2)

Name		Telephone	
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			
Has your home had any adaptations due to disabilities			Yes/ No
Have you made any adaptations to your home including your garden			

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. Any rent arrears must be cleared before we will consider your application.
3. RHP does not carry out any internal decorations when customers exchange homes.
4. Tenancies of garages are not included in exchanges and you must make separate arrangements if you currently have a garage.
5. Customers in flats and maisonettes are NOT permitted to keep dogs unless the home has its own private garden.
6. 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.
7. 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: