
Mutual Exchange application form

This form is to be completed by **all** parties who wish to move by way of Mutual Exchange. All forms should be completed, signed and dated by the tenant/s and sent together or handed in at Thrive Homes' office, Westside, London Rd, Hemel Hempstead HP3 9TD

Several investigations and checks will need to be carried out with reference to your property and tenancy, and part of this process will include a visit from Thrive Homes to ensure there are no DIY repairs to be rectified. Any repairs identified must be completed prior to exchange taking place.

All Mutual Exchanges will have a decision made within **six weeks** of receiving your completed forms. We will do our utmost to carry out the necessary checks as quickly as possible.

If you require any further information, please contact the Customer Solutions Team on 0800 917 6077.

TENANTS REQUESTING A MUTUAL EXCHANGE MUST UNDER NO CIRCUMSTANCES MOVE BEFORE THEY HAVE RECEIVED WRITTEN PERMISSION TO DO SO AND THE DATE AGREED BY THE ASSOCIATION. ANY MOVES THAT TAKE PLACE BEFORE BEING AGREED MAY RESULT IN LEGAL ACTION.

MUTUAL EXCHANGE OF TENANCIES

Full name(s) of Tenants:

Present Address:

.....

..... Post Code:

Contact Telephone No:

Email Address:

National Insurance Number(s) of Tenant(s)

Landlord.....

PRESENT ACCOMODATION:

Number of Bedrooms: Number of Living Rooms:

Please tick: House Studio Flat/Bedsit
 Bungalow Sheltered Accommodation
 Maisonette Elderly Person's Dwelling (60+)
 Flat If flat, what floor level

Has your property had any of the following adaptations? Yes No

Details/Type of adaptation	What adaptations are already installed in the property?	What adaptations are required in a new property?
Stairlift		
Through-floor lift		
Level access shower		
Over bath shower		
External steplift		
Ramps for access to and from the property		
Wheelchair adapted property (lower kitchen units, doorways widened etc)		
Disabled parking bay		
Door entry system		
Ceiling hoist		
Ground floor bedroom		
Ground floor bathroom		
Walk-in bath		
Scooter store		
Lever taps		
Grab rails		

Can permission to exchange be refused?

- Yes, if either exchange partners are in rent arrears.
- Yes, if either exchange partner has breached their tenancy conditions and/or if action has been taken to seek possession of property.
- Yes, if either exchange partner does not pass a pre-void inspection.
- Moves which result in substantial overcrowding or under-occupation will not be approved.
- Permission will also be refused if an exchange would result in a property specially designed or adapted for a disabled or elderly person being occupied by someone without similar needs.
- Yes, if you are on licence or are not an Assured or Secure tenant.
- Yes, if you or a member of your family have a history of anti-social behaviour

Can I apply again for an exchange at a later date?

There is not a limit on the number of times a tenant completes a mutual exchange providing prior permission is always given by Thrive Homes

I/We have read the above conditions and agree to abide by them should my/our application for an exchange be accepted. Please return this completed form to the Customer Solutions Team at the address below

I/We give permission to Thrive Homes/ my Landlord* to disclose to the proposed exchangee’s landlord, information regarding my rent account, any action taken against me in possession proceedings, and any breach of tenancy that relates to me.

***Delete as appropriate**

Tenant(s) Signed: **Date:**

Tenant 1

Signed: **Date:**

Tenant 2 (if applicable)

We, Thrive Homes acknowledge that your personal data is being collected on this form. For more information please refer to our privacy notice at www.thrivehomes.org.uk/privacy-notice

Please tell us how you found your exchange partner, by ticking the appropriate box:

- | | | | |
|---------------------|--------------------------|-------------------------|--------------------------|
| Word of mouth | <input type="checkbox"/> | Advertisement boards | <input type="checkbox"/> |
| Friends & family | <input type="checkbox"/> | Customer Solutions Team | <input type="checkbox"/> |
| Online @homeswapper | <input type="checkbox"/> | Other | <input type="checkbox"/> |

Please state:

Return to: Customer Solutions Team

Westside
London Rd
Hemel Hempstead
HP3 9TD
0800 917 6077

PARTICULARS OF TENANT(S) WITH WHOM YOU WISH TO EXCHANGE:

If this is a 3 way exchange, please state the details of the property you wish to move into:

Full name(s):
.....
Address:
.....
..... Postcode:

Has the tenant who wishes to exchange with you ever held a tenancy with Three Rivers District Council or Thrive Homes? Yes No

If so, give details:

Full names, address and telephone number of landlord of tenants with whom you wish to exchange (if other than Thrive Homes):

.....
.....

TENANTS REQUESTING A MUTUAL EXCHANGE MUST READ THE FOLLOWING CONDITIONS AND WAIT FOR WRITTEN PERMISSION FROM THE ASSOCIATION BEFORE A MOVE MAY TAKE PLACE

If my application is approved, are any conditions made?

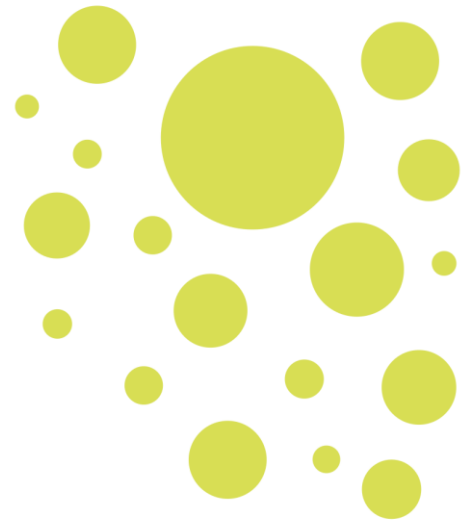
Yes. The main conditions are that the move is made entirely at the tenant’s expense and each accepts the property, garden, shed and garage in its present condition without calling upon the Association to do any decorating as though the tenancy was unbroken. Any outstanding repairs will be done within routine maintenance timescales.

All persons resident at the address from which an application is made will move with the tenant should a mutual exchange be arranged.

Tenants should make their own arrangements with the outgoing tenant as to who is responsible for any damage or chargeable items under the Conditions of Tenancy. NO FIXTURES OR FITTINGS may be removed by the outgoing tenant without the prior knowledge and consent of the Association and ingoing tenant. The property should be checked for gas/electricity points as the Association is not responsible for providing them.

The onus will be on the outgoing tenant to notify the incoming tenant of any known defects with the property, any ongoing problems such as subsidence which is being monitored, or any capital works which they have been told are due to take place. Alternatively, the incoming tenant can make a written request for any such details to be passed to them prior to the exchange taking place.

Tenancies will be made by way of assignment or surrender and regrant dependent on tenancies of all parties.



Thrive Homes information is available in **large print** on our website and spoken word translation. Please contact us free on 0800 917 6077 to discuss how we can help you. We want to ensure our services are fair and accessible. If you know anyone who may need this type of help and support please tell us.

Thrive Homes Limited
Westside, London Rd
Hemel Hempstead
HP3 9TD
Telephone: 0800 917 6077
enquiries@thrivehomes.org.uk
www.thrivehomes.org.uk

