

**MUTUAL EXCHANGE APPLICATION**  
**To be completed by Wyedean Tenant**



**Please read the notes on the following page before completing this form.**

**Current Address;** \_\_\_\_\_

**Telephone Number / Email Address;** \_\_\_\_\_

**Please list all permanent members of your household;**

<b>Title</b>	<b>Surname</b>	<b>Forenames</b>	<b>Date of Birth</b>	<b>Relationship to Applicant</b>
_____	_____	_____	_____	<i>Applicant</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Do you have a dog?** \_\_\_\_\_

**Please state the name and address of the person(s) you wish to exchange with, along with the name and address of their landlord;**

**Name(s);** \_\_\_\_\_

**Address;** \_\_\_\_\_

\_\_\_\_\_

**Name and Address of Landlord:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please enclose with this application a letter signed by the person(s) with which you wish to exchange, confirming that they have viewed your home and are happy to exchange with you.**

**Please continue over the page**

**Please give the reasons why you wish to exchange;**

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**Please read these important notes before signing below.**

**An exchange will not normally be approved in the following circumstances.**

- **If there are rent arrears. Please note it is illegal for money to exchange hands between the two parties exchanging.**
- **Where the home will become overcrowded or underoccupied.**
- **Where there is a breach of the existing tenancy agreement.**
- **If there are any legal proceedings underway in respect of the existing tenancy.**

**I HAVE READ THE NOTES WHICH ACCOMPANY THIS APPLICATION.**

**I UNDERSTAND THAT APPLYING FOR AN EXCHANGE DOES NOT IMPLY THAT I WILL AUTOMATICALLY BE ENTITLED TO THE OFFER OF A NEW HOME.**

**ANY INFORMATION GIVEN THAT IS KNOWINGLY FALSE WILL RESULT IN MY APPLICATION BEING REFUSED. THE TENANCY OF ANY HOME OBTAINED THROUGH THE USE OF FALSE INFORMATION MAY BE REVOKED.**

**Signed; \_\_\_\_\_**

**Please return this form to;**

**Wyedean Housing Association  
11 St John Street  
Coleford  
Glos  
GL16 8AP**

**01594 838000  
office@wyedean.org  
www.wyedean.org**