

# Mutual Exchange Request Form



**South  
Cambridgeshire  
District Council**

## Tenant's information

Tenant's Name		Date of Birth		NI Number	
Joint Tenant's Name		Date of Birth		NI Number	
Address					
Home Telephone		Mobile Number			
Type & Size of Present Home (e.g. 3 Bed House)		Has the property had any adaptations? (e.g. level access shower, stairlift etc.)			
Do you receive Housing Benefit?		Is your rent account up to date?		What is your current tenancy type (e.g. Secure, Flexible etc.)	

## Other members of your household

Surname	First Name	Relationship	Date of Birth

## Exchange tenant's information

Tenant's Name		Date of Birth		NI Number	
Joint Tenant's Name		Date of Birth		NI Number	
Address					
Home Telephone		Mobile Number			
Type & Size of Present Home (e.g. 3 Bed House)		Has the property had any adaptations? (e.g. level access shower, stairlift etc.)			
Do you receive Housing Benefit?		Is your rent account up to date?		What is your current tenancy type (e.g. Secure, Flexible etc.)	

## Other members of exchange tenant's household

Surname	First Name	Relationship	Date of Birth

## Exchange tenant's landlord information

Landlord	
Address	
Telephone Number	

## Signatures

### Important - Please read before signing.

Before you apply for permission to exchange, carefully inspect the property you wish to exchange to (*please refer to our mutual exchange leaflet or ask a member of staff for tips on staying safe when arranging a viewing*). Ask if any fixtures and fittings are to be removed, make sure the property is going to be suitable for your requirements. Only once completely satisfied with the details of the exchange should you fill out this request form and return it to South Cambridgeshire District Council. Please include anything that you feel may support your application when sending this request form in to us.

No mutual exchange can be carried out without the written consent of the council.

By signing this form, you give South Cambridgeshire District Council permission to write a reference to the landlord of the exchange property, you recognise that each adult (*over 18*) in the household will be asked for photo identification and that the information you have provided may be verified with partners and other agencies before an exchange is permitted to help detect and prevent fraud.

By signing you are declaring that all the information you have provided is true and correct to the best of your knowledge and that you have not withheld any information that may be relevant to your application. You are also declaring that you will advise South Cambridgeshire District Council of any change in circumstances that may affect your application.

Tenant's Name		Signature	
Joint Tenant's Name (if applicable)		Signature	

Exchange Tenant's Name		Signature	
Exchange Joint Tenant's Name (if applicable)		Signature	

Please return this completed form to South Cambridgeshire District Council, if you have any questions please feel free to contact us on 03450 450 051.

Please ensure that all fields have been filled in, as any forms that are incomplete will have to be returned to the sender.