

APPLICATION FOR A MUTUAL EXCHANGE

Applicant's details:
Name:
Address:
Telephone no:

Household details:				
Surname	Forenames	Gender M/F	Date of birth	Relationship to applicant
Pets Please list any pets that will be moving with you (include any cats, dogs, caged animals, fish, birds, etc) PLEASE NOTE: Since April 2016, it is a legal requirement to microchip all dogs. If you have a dog, their microchip number must be included in these details.				

Details of present accommodation (tick relevant types):			
House	Flat	Bungalow	Studio flat
Ground Floor Flat	First floor flat	Second floor flat	Other
No. of bedrooms:		Tenancy start date: / /	
Type of tenancy: Assured		Secure	
Do you have a parking space that you pay Broadland separately for?		Yes	No
Are you in receipt of income support or housing benefit:		Yes	No
If yes, please state amount:		I/S £.....	H/B £.....

Please be aware that 1 month's rent in advance will be required for a Mutual Exchange. If you are in receipt of full housing benefit, a payment plan may be arranged. Please discuss this with the Neighbourhood Officer during your interview.

Details of current landlord:
Name:
Address:
Telephone no:
Details of tenant you wish to exchange with:
Name:
Address:
Telephone no:

Please give your reason for requesting a mutual exchange:

.....

Was your exchange through House Exchange? Yes/No (please delete as applicable)

Signature of applicant Date.....

**Please return form to
Broadland Housing Association, NCFC, South Stand, Carrow Road, Norwich, NR1 1HU**

PLEASE PASS TO MUTUAL EXCHANGE PARTNER FOR COMPLETION

APPLICATION FOR A MUTUAL EXCHANGE



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Name:

Address:

Telephone no:

Household details:

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Ground Floor Flat	First floor flat	Second floor flat	Other
No. of bedrooms:	Tenancy start date: / /		
Type of tenancy:	Assured	Secure	
Are you in receipt of income support or housing benefit:	Yes	No	
If yes, please state amount:	I/S £.....	H/B £.....	

PLEASE BE AWARE THAT 1 MONTHS RENT IN ADVANCE WILL BE REQUIRED FOR A MUTUAL EXCHANGE. IF YOU ARE IN RECEIPT OF FULL HOUSING BENEFIT, A PAYMENT PLAN MAY BE ARRANGED. PLEASE DISCUSS THIS WITH THE NEIGHBOURHOOD OFFICER DURING YOUR INTERVIEW.

Details of current landlord:

Name:

Address:

Telephone no:

Details of tenant you wish to exchange with:

Name:

Address:

Telephone no:

Please give your reason for requesting a mutual exchange:

.....

Was your exchange through House Exchange? Yes/No (please delete as applicable)

If yes – did you become aware of House Exchange through BHA Office/Friend/Advert in local press/Other (please delete as applicable or state here)

Signature of applicant Date.....

**Please return form to
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