

Mutual Exchange Application Form

Please complete this form in BLOCK CAPITALS and return to your Housing Manager.



45 Westminster Bridge Road
London SE1 7JB

Tel: 020 7928 7811

1. Personal Details

Surname

Title (Mr, Mrs, Ms, Miss)

First Name

Address

Postcode

Telephone (day)

Type of Tenancy Secure

 Assured

 Assured Shorthold

OFFICE USE ONLY - Lettings Dept.

Date Application Form and ME3 sent

EM report completed

Date ME4 (letter to other landlord sent)

Date Application Form received

Lettings report completed (See Page 4)

Decision Accept Reject

Date of decision

Rejection: ME5 sent to applicant and landlord

Acceptance: ME6 sent to applicant, estate manager and landlord

PRTB RTA

2. Other permanent members of your household (including joint tenant)

Surname	First name	Sex	Date of birth	Relationship to Tenant
2				
3				
4				
5				
6				

3. Details of Person(s) with whom exchange is proposed

Surname

Initials Title(Mr, Mrs, Ms, Miss)

Full Address

Post Code

Telephone No. (work) (home)

4. Details of proposed exchange partner's current landlord

Name of current Landlord

Address of current Landlord

5. How did you find your proposed exchange partner?

Home Swap Xtra Scheme Exchange Event Peabody Exchange Scheme

Newspaper or press Local Advert eg. shop Other

Friends/Family contact Housing Office

6. Why do you wish to exchange?

Overcrowded Harassment/Violence Work/Study

Health Near Schools Friends/Support

7. Ethnic Origin of your Household

Please identify your household's ethnic origin by ticking one box only.

a) White British Irish Other

b) Mixed White & Black Caribbean White & Black African

White & Asian Other

c) Asian or Asian British

Indian Pakistani Bangladeshi Other

d) Black or Black British

Caribbean African Other

e) Chinese or other ethnic groups

 Chinese Other

f) Question Refused

8. Your Signature

I/We declare that the information supplied by me/us in connection with this application for housing is correct to the best of my/our knowledge. I/We will inform Peabody Trust immediately if there is a change in my/our circumstances.

Signed by Applicant Date

Signed by Sole/Joint Date

OFFICE USE ONLY - Housing Manager's Report

Property Reference Number

1. *Date completed application form received from tenant*

2. *Are the details on the application form correct?*

Yes

No

Tenancy Details

3. *Current weekly net rent*

4. *Is the Tenancy:*

Assured Shorthold

Assured

Secured

5. *Date of Commencement of Tenancy*

6. *Is the rent account*

Clear

Arrears

7. *If there are arrears please give details below (e.g. HB problems, steps being taken including date of service of any NSP, NTQ, Court Action etc.)*

Accommodation Details

8. *General condition of Dwelling:* *Excellent*

Good

Fair

Poor

9. *Any fittings damaged?*

Yes

No

If YES, please give details below

10. *Has the tenant been advised of Responsibility for repairs?*

Yes

No

11. *Has the tenant make any alterations to the dwelling?*

Yes

No

If YES, please give details below

12. *Was approval given for the alterations?*

Yes

No

If YES, please give details below

13. *If reinstatement of original fittings, or other works is required has the tenant been advised to discuss with proposed exchange partner?*

Yes

No

14. *Property Details*

- House/Maisonnette
- Flat
- Floor Level
- Mobility Standard
- Garden
- No. of Bedrooms
- No. of Living rooms
- Other Information
(Give details below)

Bedroom Measurements	
1	m ²
2	m ²
3	m ²
4	m ²
5	m ²

Lift Yes No

15. *Date of Inspection by Housing Manager*

16. *Any other Comments (including any other tenancy problems)*

Signed Date
Housing Manager

OFFICE USE ONLY - Lettings Officer Report