

## APPLICATION FOR MUTUAL EXCHANGE

### SEE NOTES OVERLEAF

Once completed, this form should be returned to:

**London Borough of Redbridge  
Housing Management Service  
Orchard Housing Office  
152 Broadmead Road  
Woodford Green  
Essex IG8 0AG**

Your surname: \_\_\_\_\_ Other Names: \_\_\_\_\_

Joint surname ----- Other Names: -----

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No / \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Mobile No: \_\_\_\_\_

Date tenancy of present property commenced: \_\_\_\_\_

Type of property: \_\_\_\_\_ HOUSE / FLAT / MAISONETTE / BUNGALOW

No. of bedrooms: \_\_\_\_\_ Floor: \_\_\_\_\_ Weekly Rent: \_\_\_\_\_

Landlord: \_\_\_\_\_

### **YOUR FAMILY:**

SURNAME	OTHER NAMES	RELATIONSHIP TO YOU	SEX	DATE OF BIRTH

### **ABOUT YOU, YOUR SPOUSE OR PARTNER:**

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Weekly wage: \_\_\_\_\_

Your previous address:

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What pets do you have:

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Your reason for exchange:

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**PERSON WITH WHOM YOU WISH TO EXCHANGE:**

Name:

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Address:

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**If they are not a Redbridge Council Tenant:**

Name and address of Landlord (Council, Housing Association etc) including any reference or contact:

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**TO HELP US:**

Please say how you found the person with whom you wish to exchange:

**(Tick Box)**

Homeswapper		Family	
Friend		Advert	

**We must protect the public funds we handle and we may use any information you have provided to prevent and detect fraud. This may include matching any information we hold about you from other sources including data held on computer records. We may also share this information, for the same purposes, with other organisations.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Privacy notice**

The London Borough of Redbridge uses your personal data captured on this form to process your request for a mutual exchange. We are carrying out this task in the exercise of our official authority. Your personal information will be used by our Housing Management team to process this request. Your information will be retained for six years after the end of your tenancy. If you are concerned about how the council is using your data, please contact our Data Protection Officer via [data.protection@redbridge.gov.uk](mailto:data.protection@redbridge.gov.uk) on 020 8708 3890. More information about your rights is available on our website ([www.redbridge.gov.uk](http://www.redbridge.gov.uk)) , or via the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk))

**Please read attached notes**

## **MUTUAL EXCHANGE NOTES**

You should thoroughly inspect the property you want to move into **before** completing this form.

Once the form is returned a surveyor will inspect your property to check for damage etc.

You should be aware that if there are any defects or alterations you will be required to remedy the defect or the incoming tenant will be expected to accept the property in its current condition and be responsible for future repair to improvements that you have made.

We also recommend you make sure you are happy with not just the property, but also the area – schools, shops, transport etc

You must await the decision from Redbridge Housing, in writing, before arranging to move.

If you are moving to another landlord you should be aware that Tenancy Agreements differ. Make sure you are familiar with those conditions.

A mutual exchange can be refused and we have 42 days to tell you whether or not we intend to refuse or accept your application. The grounds for refusal are covered in Schedule 3 of the Housing Act, 1985 and Schedule 2 (Ground 6) Housing Act 1985. A summary of the reasons for refusal are listed below:

- 1) One party to the proposed exchange is subject to an existing possession order.
- 2) A Notice of Seeking Possession (NOSP) has been served on one or other property under grounds -6; and is still in force or proceedings have commenced.
- 3) The property is substantially larger than that required by the proposed assignee or family.
- 4) The accommodation is not suitable for the needs of the proposed assignee; (i.e. too small)
- 5) Either property in the exchange proposal is tied to a tenant's employment or is a part of a building or complex used for another purpose (i.e. a superintendent's house within a school or cemetery).
- 6) Either of the properties proposed for exchange is owned by a charity and the proposed exchange would conflict with the charity's purposes.
- 7) Either property has been specifically adapted for a physically disabled person and neither the proposed assignee nor a member of their family is so disabled.
- 8) Either property is owned by a Housing Association whose object is to provide housing for people in particular circumstances who would otherwise find it difficult to satisfy their housing need.
- 9) Either property is one of a group of homes let to people with special needs and the neither the proposed assignee nor a member of their family is such a person.
- 10) The tenancy was assigned to the tenant, or to a predecessor in title of his who is a member of his family and is residing in the dwelling-house, by an assignment made by virtue of section 92 assignments by way of exchange) and a premium was paid either in connection with that assignment or the assignment which the tenant or predecessor himself made by virtue of that section.