

Mutual exchange application form



Section 1: Your address

Name	
Address	
Landlord	

Section 2: Address and details of the person you wish to exchange with

Name	
Address	
Landlord's name and address	

To be completed by secure tenant

Do you or any of your household work for Nottingham City Homes / Nottingham City Council? Yes No

If yes, please provide details (including name, position, and relationship)

Your details

Tenant (first name)	
Tenant (last name)	
Joint tenant (first name)	
Joint tenant (last name)	
Contact details	
Home telephone	
Work telephone	
Mobile telephone	
E Mail address	
National insurance number – tenant	
National insurance number – joint tenant	

Details of your household

Please give details of all people who will be living permanently with YOU when you move.

Sex: male or female	First name	Last name	Date of birth (DD/MM/YY)	Relationship to you	Ethnicity (see options below)

Your property details

What property type do you live in? (please tick appropriate box)	House <input type="checkbox"/>	Bungalow <input type="checkbox"/>
	Flat <input type="checkbox"/>	Maisonette <input type="checkbox"/>
	Sheltered housing <input type="checkbox"/>	
Number of bedrooms		
When did your tenancy begin?		
Do you have any rent arrears? If yes please provide details		
Have you made any alterations to the property? (if yes please give details)		
Are you disabled? (please give details)		
Any adaptations to the property? (If yes please provide information and adaptations/requirements and details of Occupational Therapist).		
Do you or any member of the household require support? (if yes a Needs Assessment will be carried out)		
Do you rent a garage from Nottingham City Homes? If yes please provide address and amount of any arrears.		
Do you have any pets?		
Do you receive garden assistance?		
Do you have a community alarm or house alarm?		

Details of your previous homes. Please list your previous addresses over the last five years

Have you previously held a council tenancy? (you must answer this question)
Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes' please provide the date(s) and address(s) of your council tenancy / tenancies:
1.
2.
3.
4.

Details of the proposed household

This is the person(s) details you wish to exchange with.

Sex: male or female	First name	Last name	Date of birth (DD/MM/YY)	Relationship to you	Ethnicity (see options below)

What property type do they live in? (please tick appropriate box)	House <input type="checkbox"/>	Bungalow <input type="checkbox"/>
	Flat <input type="checkbox"/>	Maisonette <input type="checkbox"/>
	Sheltered housing <input type="checkbox"/>	
Number of bedrooms		



Ethnicity

White British
White Irish
Gypsy / Traveller
Other white background (please state)
White and black Caribbean
White and black African
White and Asian
Other mixed background (please state)
Pakistani
Indian
Bangladeshi
Other Asian background (please state)
Caribbean
African
Other black back (please state)
Chinese
Any other (please state)
Prefer not to say

Declaration

I/We state that the information given on this application form is true in every respect and understand any false statement will lead to the cancellation of this application. I hereby give permission for my details to be disclosed to proposed landlords.

Tenant:	Date:
Joint tenant:	Date:

