

# Mutual Exchange Application

## OFFICE USE - DMS

Filing system: **Person**

PIN:

DOC type: **Mexapp**

Route to: **RSLettings**

- » Each household must complete an application form.
- » If three households wish to exchange their properties please list all three addresses on the form.
- » Please note you will not be given permission to exchange unless you have a clear rent account.
- » Please return all application forms together to:  
Sheffield City Council, Housing Services, PO BOX 5967, Sheffield, S2 9GH
- » For further information or advice and assistance on how to exchange your property contact the Call Centres on either 205 3333 or 293 0000

## Your details

Name Title

Date of birth National insurance number

Telephone Email

Address

Postcode Who is your landlord?

Property type Number of bedrooms

Preferred language of communication

Support agency information/ additional requirements

## Joint applicant details *(if applicable)*

Name Title

Date of birth National insurance number

Telephone Email

*Continued overleaf*



**Please give details of all members of your household who will be moving with you**

	Relationship to you (if any)	First Name(s)	Surname or Family Name	Sex	Date of birth	Telephone (adults only)	Current occupant of the property?
1							Yes No
2							Yes No
3							Yes No
4							Yes No
5							Yes No
6							Yes No
7							Yes No
8							Yes No
9							Yes No
10							Yes No
11							Yes No
12							Yes No

**More about you**

Yes No

Are you an employee of Sheffield City Council

Are you a member of Sheffield City Council

Do you have a cat or dog?

## Details of your property

Yes No

a) Have any adaptations been made to your property?

If yes, please provide details:

b) Do you have a gas supply?

If yes, please provide name of supplier:

Is there a pre-payment meter?

## Details of the person/people you wish to exchange with (Option 1)

Name	Telephone	
Address		
Landlord	Property Type	Number of bedrooms

## Details of the person/people you wish to exchange with (Option 2)

Name	Telephone	
Address		
Landlord	Property Type	Number of bedrooms

Where did you find your Mutual Exchange (e.g. Homeswapper, Friends and family etc) ?

## Declaration

I/we declare that the information given in this form is a true and accurate statement.

I/we have read and understood the information on this form and in the Mutual Exchange leaflet including the time scales I/we can expect and the conditions I/we must meet.

I/we agree to allow access for a full visual inspection of my current home as part of the Mutual Exchange process and understand that by delaying this inspection I/we may cause delays in the Mutual Exchange process being completed.

I/we confirm that money and/or gifts should not be exchanged with the other party/parties for the purposes of Mutual Exchange

I/we have viewed the property of the tenant I wish to exchange with and I/we understand that the property is 'taken as seen'.

I/we intend to move into the property should the exchange be agreed.

I/we agree not to move into the property until the exchange is agreed and I/we sign the necessary Deed of Assignment.

I/we agree that Sheffield City Council can, where necessary, share my personal information with the other party/parties landlord/s in accordance with the General Data Protection Regulations and I/we authorise Sheffield City Council to make any necessary enquiries to check the information given is correct and accurate.

**WARNING.** The information you provide in this form must be accurate. If any information that you provide is incorrect or false, you will be in breach of your tenancy and are at risk of eviction. You could still be evicted even if the exchange has gone ahead.

**Signed**

*(Applicant)*

**Date**

**Signed**

*(Joint Applicant)*

**Date**

**Email your completed form to [formsmex@sheffield.gov.uk](mailto:formsmex@sheffield.gov.uk)**

**This document can be supplied in alternative formats,  
please contact 0114 293 0000**

Sheffield City Council  
Lettings Team  
Tel: 0114 293 0000 or 205 3333  
[www.sheffield.gov.uk/councilhousing](http://www.sheffield.gov.uk/councilhousing)