



HOUSING – APPLICATION FOR MUTUAL EXCHANGE

This form should be completed and signed by both tenants applying to exchange. If your exchange involves more than two tenancies, please request a multiple exchange form.

Please answer ALL questions and when completed return to Tenancy Services, Sutton Housing Partnership, Sutton Gate, 1 Carshalton Road, Sutton, Surrey, SM1 4LE

PLEASE NOTE THAT ANY OUTSTANDING RENT OR OTHER CHARGES SHOULD BE PAID IN FULL BEFORE APPLYING FOR AN EXCHANGE. If rent or other charges remain outstanding, the exchange is likely to be refused or delayed whilst payment is made.

PLEASE ALSO NOTE that if you have carried out any alterations to your property, you will be recharged any costs we incur in bringing these alterations up to an acceptable standard and the exchange may also be *refused*.

FIRST TENANT

Tenant's Surname	Mr/Mrs/Miss
Tenant's First Name.....	
If a joint tenancy, Joint Tenant's Surname..... Mr/Mrs/Miss	
Joint Tenant's First Name.....	
Address	Tel No. Home
.....	Work.....
.....	Mobile.....
House/Flat/Maisonette/Bungalow.....	
No. of Bedrooms.....	
Tenancy Start Date	No. of Living Rooms.....
Previous Address	

DETAILS OF PERSONS (including yourself) for whom accommodation is required

Surname	Other Names	Relationship to Applicant	Date of Birth
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.....
.....
.....

REASON FOR REQUESTING EXCHANGE

How did you find your exchange?.....

DATE **SIGNATURE OF TENANT**

SIGNATURE OF JOINT TENANT.....

SECOND TENANT

Tenant's Surname Mr/Mrs/Miss

Tenant's First Name.....

If a joint tenancy, Joint Tenant's Surname..... Mr/Mrs/Miss

Joint Tenant's First Name.....

Address

Tel No. Home

Work.....

Name & Address of Landlord
(if not London Borough of Sutton)

Mobile.....

House/Flat/Maisonette/Bungalow.....

No. of Bedrooms.....

No. of Living Rooms.....

Tenancy Start Date

Previous Address

DETAILS OF PERSONS (including yourself) for whom accommodation is required

Surname

Other Names

Relationship
to Applicant

Date of Birth

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REASON FOR REQUESTING EXCHANGE

How did you find your exchange?

DATE **SIGNATURE OF TENANT**

SIGNATURE OF JOINT TENANT.....