

Application for Mutual Exchange

Please complete this form in full to enable us to process your application. If you do not know any of the details for the person you are exchange with, please ask them so you can complete the form.

Things you need to know

You must have written permission from all landlords to exchange.

- Do not make plans to move until this has been agreed by Paradigm.
- If you move without permission we will ask you to move back.
- Paradigm have 42 days to assess and write to you with a decision.

We may refuse your exchange

These are the most common reasons for refusing an exchange:

- If you have been served a Notice of Seeking Possession within the last 12 months.
- If we have started possession proceedings against your home
- If a relevant order is in force against you or a member of your household, such as an Anti-Social Behaviour order, Anti-Social Behaviour Injunction or a Demotion Order.
- If you have breached your tenancy (we may ask you to resolve the breach before exchanging)
- If by allowing the exchange to take place you would be under occupying by one or more bedrooms, or significantly over occupying.
- If the property is classed as supported accommodation and the household moving in would not be entitled for that type of property.
- If the property has been adapted for a disabled person and is not suitable for the person with whom you want to exchange.

Other things to consider

Check what type of tenancy you will get. If you have an assured or secure tenancy and you swap with someone with a fixed term tenancy, you may lose some rights and security.

Is your rent account in credit? If you are in arrears we may approve the exchange on the condition the rent arrears are paid immediately.

Inspecting the property. We will inspect the property to check the condition, we will let you know if there is any repairs you or the incoming resident would be responsible for. You need to inspect the property you are moving to before filling in this application to check you are happy to accept it in its current condition.

Right to Buy. If you have the Right to Buy in your current tenancy, you may lose this if you exchange with someone who does not have the same rights.

Do not offer money to exchange. Never offer or accept money from someone else to exchange, including paying off someone else's rent arrears. This is against the law and the exchange will be cancelled immediately.

Withdrawing the application. Any party in the exchange can withdraw the application at any time. Paradigm is not responsible for any loss or inconvenience incurred.

About You

Tenants Name	
Joint Tenants Name	
Address including postcode	

Main Contact Number:	
Alternative Contact Number:	
Email address:	

Your Household - please give details of everyone who lives with you

Name	Date of Birth	Male / Female	Relationship to tenant	National Insurance No
			Tenant	

Your Property

Size / type of property	(e.g. 2 bedroom first floor flat)
Parking arrangements	Permits / Allocated Parking / other:
Do you have any pets?	Yes / No details:
Does your property have any disabled adaptations?	
How many households are involved in this exchange?	2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

Tell us about the people you want to exchange with

Details of the household who want to move into your property

Tenants Name	
Joint Tenants Name	
Address including postcode	
Tenancy Type	Assured <input type="checkbox"/> Secure <input type="checkbox"/> Fixed Term <input type="checkbox"/> Start Date:
Contact Number:	
Email address:	

Who lives with them - please give details of everyone would move into your property

Name	Date of Birth	Male / Female	Relationship to tenant	National Insurance No
			Tenant	

Their property information and landlord

Size / type of property	(e.g. 2 bedroom first floor flat)
Do they have any pets?	Yes / No details:
Landlord name (if not Paradigm)	
Landlord Address and telephone number	
Housing Officer name and contact details	

Details of the property you want to move to (if different from previous page)

Tenants Name	
Joint Tenants Name	
Address including postcode	
Main Contact Number:	
Email address:	

Size / type of property	(e.g. 2 bedroom first floor flat)
Landlord name (if not Paradigm)	
Landlord Address and telephone number	
Housing Officer name and contact details	

Declaration

I/We declare that the information supplied in connection with this application is correct to the best of my/our knowledge.

I/We give permission for Paradigm to disclose information about the tenancy, including information about the rent account, property condition and how the tenancy has been conducted, to the landlord of the property I/we want to move to.

I/We declare that I/we have not accepted any payment or incentive in connection with this exchange application.

I/We know that filling in this form is not an acceptance to the mutual exchange.

Signed		Date	
Print Name			

If you have a joint tenancy you must both sign this form

Signed		Date	
Print Name			