

Office use only	
Date of application received	
Date of inspection visit	
Debt check	
Date other landlord reference received	
Date permission refused/granted	
Proposed assignment date	



Canterbury City Council mutual exchange application form

- Both parties must complete a separate application form
- By law we must tell you our decision within 42 calendar days of receiving application forms from you and the person you are looking to exchange with. Please bear this in mind when planning your moving date
- All applications for mutual exchanges will be considered unless
 - the property is much too small or too big for the incoming tenant, or
 - if it is specially adapted for the elderly or disabled
- If your request to exchange is agreed you must accept your new home 'as seen'. Canterbury City Council will only carry out repairs for which it is legally responsible. We will not carry out any decorations or undertake any work arising from a tenant's neglect or damage
- If you have any rent arrears, or any other outstanding housing debts to Canterbury City Council, these must be paid before the exchange can take place
- You must not exchange properties, or make any removal arrangements, until you have our written permission for the exchange to go ahead
- As a result of the exchange your terms and condition of tenancy and rights may change. You should therefore check this before agreeing to exchange
- You will be required to provide some proof of identification when you sign for your new tenancy.

If you need any help filling in this form please contact your local office.

Please return the completed form to:

**Canterbury City Council Offices
Military Road
Canterbury
CT1 1YW**

Your details

	Main Tenant	Joint tenant (if applicable)
Mr/Mrs/Miss/Ms		
First name(s)		
Last name		
Date of birth		
Nl number		
Current address		
Postcode		
Home phone number		
Work phone number		
Mobile phone number		

Your household details

First names(s)	Last name	Sex	Date of birth	Relationship to you	Is this person living with you now? Yes or No

If anyone listed above is pregnant please give her name and date the baby is due. Please enclose a copy of the maternity certificate

Do you have any pets? ☐ Yes ☐ No

If yes please give details:

How much rent do you currently pay each week

Are you in receipt of Housing Benefit ☐ Yes ☐ No

Details of your present accommodation

Please tick the appropriate box to show what type of accommodation you live in (please tick the appropriate box)

☐ House ☐ Maisonette ☐ Flat ☐ Bungalow ☐ Bedsit ☐ Sheltered Unit

Floor level, if applicable ☐ Ground ☐ First ☐ Second ☐ Above 2nd

Number of Bedrooms ☐ One ☐ Two ☐ Three ☐ Four

Do you or any member of your family have any physical disabilities? ☐ Yes ☐ No
If yes please give name (s) and details of any disability

Is your property adapted for the disabled? ☐ Yes ☐ No
If yes what is/are the adaptation(s) for example grab rail, shower, ramps?

Do you rent a garage from Canterbury City Council? ☐ Yes ☐ No

If the exchange involves three or more families, state names and addresses of the other tenants concerned

Details of the household you wish to exchange with

Surname

First Names

Address

Post code

Number of bedrooms in their property

Number of adults

Number of children

Home phone number

Mobile phone number

E mail address

Details of your current landlord if not Canterbury City Council

Name

Address

Phone number

E-mail

Declaration- please read carefully before signing

I/We hereby certify that:

- (a) I authorise and give consent to Canterbury City Council to disclose information from my tenancy records as requested by my prospective landlord
- (b) As a tenant of another landlord I give Canterbury City Council permission to seek information from my tenancy records
- (c) To my knowledge my/our rent account is clear of arrears
- (d) I/we have inspected the property I/we wish to move to and accept it in its present condition
- (e) I/we accept that any false information provided by me/us in this application may result in the application being refused and in any tenancy granted being terminated
- (f) We will not carry out the exchange until we have received written permission and the deed of assignment has been signed

For joint tenants both tenants must sign

Applicant's signature

Print name

Date

Joint applicant's signature

Print name

Date