

Application for Mutual Exchange

Please read the notes overleaf carefully and sign the declaration.

Name and address:

Telephone Number.

Name and address of family with whom you wish to exchange:

Name and address of their landlord:

Details of your family (including yourself)

Full name	Dob	Sex	Relationship to Tenant

Are you registered on council's waiting list? Yes/No

Housing application no. (if known)

Reason for exchange (please state any special circumstances)

.....
.....
List any improvements you have made e.g. Heating appliances etc.

.....
In the case of a dwelling not owned by the chesterfield borough council, applicants must obtain prior permission from the landlord before the exchange can be approved.

Arrangements for visit

Declaration and conditions of exchange

1. The information that I/we have given is correct in every detail.
2. If the exchange is approved I/we undertake to occupy the other dwelling involved in the exchange.
3. I/We will NOT make arrangements for removal unless I/we receive specific approval in writing that the exchange may proceed.
4. You MUST be satisfied that the condition and space of the dwelling into which you wish to move is entirely suitable.

Signed

Signed Date

Mutual Exchanges

The Chesterfield Borough Council will give consideration to a request from any of their secure tenants wishing to arrange an exchange of dwellings by mutual agreement with another secure tenant of the Borough Council or another local housing authority, or person holding a form of tenure in the private sector.

The Council will only approve a request to mutually exchange upon being satisfied that the following conditions apply in respect of all the parties involved:

The present rent is being paid satisfactorily.

The Conditions of the current tenancy are being complied with, particularly in relation to the care of the property and the avoidance of nuisance to neighbours.

Neither tenant is obliged to give up possession as a secure tenant under a Court Order or is involved in possession proceedings for the dwelling-house of which either is a secure tenant.

The occupation of the new dwelling will not cause overcrowding or a serious degree of under-occupation.

The extent of the accommodation afforded is reasonably suited to the needs of the proposed assignee and his family.

The arrangements proposed will not lead to occupation of a dwelling-house provided for special needs by a household containing a person without those special requirements.

Any necessary approval from another local housing authority, housing association or private landlord has been obtained.

Applications for mutual exchanges should be submitted to the Housing Services, Town Hall, Chesterfield, S40 1LP.

