



## PEMBROKESHIRE COUNTY COUNCIL HOUSING COMMISSIONING

### APPLICATION TO CARRY OUT A MUTUAL EXCHANGE

The Council have received your request to carry out a Mutual Exchange. Before this can be considered you should complete this form. Please return to: **Tenancy Management Team, Housing Commissioning, Social Care and Housing, Pembrokeshire County Council, County Hall, Haverfordwest, Pembrokeshire, SA61 1TP**

#### 1. Details of the Proposed Exchange

Your Name: .....

Your Current Address: .....  
.....  
.....  
.....  
.....POSTCODE.....

Your telephone number: .....Mobile number.....

Your e-mail address .....

Are you a tenant of Pembrokeshire County Council? (Delete as applicable) **YES / NO**

If not who is your current landlord .....

Address of landlord .....

Contact telephone number of landlord .....

Name of any Housing Officer dealing with exchange .....

Name of tenant/s with whom you are exchanging: .....

Address of property you wish to exchange to : .....

.....

.....

.....POSTCODE.....

Their Telephone number (s) .....Mobile number.....

(LA/RSL/RSLOUT)

## 2. Your Household Details

Please enter your name and all of the names of the persons who currently live with you, or with whom you intend to occupy the property you wish to move to. Please select one ethnic grouping for each member of your household.

| <b>Ethnic Groupings</b>              |
|--------------------------------------|
| • White British English              |
| • White British Scottish             |
| • White British Welsh                |
| • White British N Irish              |
| • White British Other                |
| • White Irish                        |
| • White Gypsy Roma                   |
| • Any Other White Background         |
| • Mixed White and Black Caribbean    |
| • Mixed White and Black African      |
| • Mixed White and Asian              |
| • Any Other Mixed Background         |
| • Asian – Indian                     |
| • Asian – Pakistani                  |
| • Asian – Bangladeshi                |
| • Asian – Any Other Asian Background |
| • Black – Caribbean                  |
| • Black – African                    |
| • Black – Any Other Black Background |
| • Chinese                            |

## 2. YOUR HOUSEHOLD DETAILS

| <b>DETAILS OF THE TENANTS WHO WILL BE MOVING AS PART OF THE EXCHANGE</b> |                      |                     |                                  |   |
|--|----------------------|---------------------|----------------------------------|---|
| <b>NAME</b>  | <b>DATE OF BIRTH</b> | <b>RELATIONSHIP</b> | <b>NATIONAL INSURANCE NUMBER</b> | <b>ETHNIC ORIGIN</b><br>(see details above) |
|  |                      |                     |                                  |   |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |

**DETAILS OF OTHER HOUSEHOLD MEMBERS WHO WILL BE MOVING AS PART OF THE EXCHANGE**

| <b>NAME</b> | <b>DATE OF BIRTH</b> | <b>RELATIONSHIP TO TENANT</b> | <b>ETHNIC ORIGIN</b><br>(see details above) |
|-------------|----------------------|-------------------------------|---|
|             |                      |                               |   |
|             |                      |                               |   |
|             |                      |                               |   |
|             |                      |                               |   |
|             |                      |                               |   |
|             |                      |                               |   |

- i) Do any members of your household have a physical disability? **YES / NO**  
If YES , please provide details.

.....

.....

.....

.....

- ii) Please provide details of any pets that you own.

.....

- iii) **For applicants who are not current tenants of Pembrokeshire County Council only:**

Have any members of your household been convicted, cautioned or have proceedings pending for a criminal offence (other than spent convictions), or have been subject to legal proceedings for breaches of tenancy or anti social behaviour.

**YES / NO**

If yes, please provide details.

.....

.....

.....

.....

**3. Your Current Property**

- i) How many bedrooms are in your home? (please tick)

|             |              |                |               |               |
|-------------|--------------|----------------|---------------|---------------|
| One bedroom | Two Bedrooms | Three bedrooms | Four bedrooms | Five bedrooms |
|             |              |                |               |               |

ii) Is your property a: (please tick)

|                  |  |
|------------------|--|
| House (Hou)      |  |
| Bungalow (Bun)   |  |
| Flat (Fla)       |  |
| Bedsit (Bed)     |  |
| Maisonette (Mai) |  |

If your property is a flat or bedsit, what floor is it on? .....

What Type of heating is in the property?

|     |        |     |          |            |
|-----|--------|-----|----------|------------|
| Gas | LP Gas | Oil | Electric | Solid Fuel |
|     |        |     |          |            |

Is the property part of a sheltered housing scheme for the elderly? **YES / NO**

iii) Has your property been specially adapted in any way for a disabled person? (e.g. ramped access, a stair lift, level access shower etc.) Please tick.

|                     |  |
|---------------------|--|
| Ramped Access       |  |
| Stair Lift          |  |
| Level Access Shower |  |
| Hand Rails          |  |
| Adapted Kitchen     |  |
|                     |  |

Other Please provide details of the other adaptations below:

.....  
 .....

iv) Whilst you have been the tenant, have you carried out any alterations or improvements to your home? **YES / NO**  
 Please provide details below

.....  
 .....

## Before you submit this form

Is your rent account clear?

Please note, If you are a tenant of Pembrokeshire County Council, if you have arrears of rent, or other debts from your tenancy you will need clear these before any approval can be given to the exchange

Have you thoroughly checked the property you intend to move into, both inside and out? **YES / NO**

Is the new property acceptable in its current condition? **YES / NO**

**On no account, should you move without the Council first giving consent to do so, and without signing the appropriate paperwork.** If you move without consent from the Council, it may result in eviction proceedings being started, and could invalidate any claim for Housing or Council Tax Benefit, which means you will be liable for the full rate of rent at your current property.

**I confirm that I have thoroughly checked the property to which I want to move to, and I am satisfied to accept it in its present condition.** Any repairs required to a Pembrokeshire County Council property will be carried out within the normal timescales for carrying out works, which are detailed in the tenant's handbook. I understand that the completion of this form does not give me permission to exchange. If the exchange is allowed to proceed, I confirm that I intend to move into the property where I am proposing to exchange, and live there as my sole and principal home.

**I confirm that to the best of my knowledge, the information provided is true and accurate.** I understand that if I give false information (or withhold relevant information) in connection with this exchange, the council may take legal action to gain repossession of the property. I declare that no payment has been made in connection with this proposed exchange.

If I am proposing to exchange with a landlord other than Pembrokeshire County Council, by signing this form I authorise Pembrokeshire County Council to disclose my personal details on this form to that landlord.

Signature .....

Date .....

(Joint Tenant)

Signature.....

Date .....

**What Happens Next?** When both you and the person you are exchanging with, return this form, the Council will consider the application to exchange. A number of checks will take place, which will include an inspection of your property, to ensure that there is no disrepair, unreasonable damage or alterations that have been carried out.

When this has been done the Council will inform you if they are going to approve or refuse the exchange. It is possible they may approve the exchange, but withhold consent for it to proceed, until problems with one tenancy are put right.

To avoid disappointment you should not prepare to move (including booking removal vans) until you have consent from the council. This will be done as soon as we are able, but within a maximum period of 42 days.