

For office use only

M/ex ref no.

APPLICATION TO EXCHANGE DWELLINGS

This application form can be used by a tenant of any social housing provider wishing to exchange dwellings with a Winchester City Council tenant.

This form is also available to download, print and complete or you can complete and submit it on-line on the Transfer and Exchanges page of our website: www.winchester.gov.uk/housing/council-housing-tenants

Please answer all questions as accurately as possible. It is an offence to give false or incomplete information.

Your details

Full name of lead tenant:		Date of birth of lead tenant:	
Full name of joint tenant:		Date of birth of joint tenant:	
Current address & postcode:			
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>			
Telephone numbers:			
Home	Work	Mobile	
Email address:			



Current accommodation

Property type:

House Maisonette Flat Bedsit Bungalow Other (please tick box)

Number of bedrooms:

Does your property have a separate dining room? Yes No

Has your property been adapted to meet the disability needs of a member of your household? Yes No

If 'yes', please provide details of any adaptations and which rooms have been adapted:

Do you have sole use of a garden? Yes No

Full weekly rent: £

Do you rent a garage from Winchester City Council? Yes No

If 'yes', address of garage:

Address

Do you wish to retain the garage? Yes No Not applicable

Your landlord: Winchester City Council Other

If 'other', landlord's name & address:

Full name of landlord:

Address & postcode of landlord:

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Tenancy type: Secure Assured Other

Your household details

Please include all persons in your household who you wish to move with:

Full name	Relationship to tenant/s	Male / female	Date of birth	Currently resident at this address? Yes / No	Weekly income
	Lead tenant				
	Joint tenant (if applicable)				

Details of tenant/s you wish to exchange with

Full name/s of tenant/s:

Address of tenant/s wishing to exchange with:

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Name of landlord of property you wish to exchange into: Winchester City Council Other
 If 'other', name & address of landlord:

Full name of landlord:

Address & postcode of landlord:

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Your reasons for wishing to exchange:

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Your availability for pre-exchange property inspections (WCC tenants only)

Please tick on the table below when you are usually available for an Area Property Surveyor to visit to carry out a property inspection:

	Morning	Afternoon	Avoid morning & afternoon school runs? Yes / No
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Disclaimer

I have seen the accommodation I wish to exchange into and agree to accept it in its present condition. I understand Winchester City Council will not replace or repair any non-standard fixtures or fittings in the property I have applied to exchange into.

Winchester City Council has six weeks (42 days) from the date all applications in your exchange process are received to make a decision as to whether to approve your mutual exchange request. I understand I am not permitted to exchange properties until my application has been approved by Winchester City Council and any other landlord involved in the exchange. If I move without approval, I understand that possession proceedings may begin against me.

I understand and accept, if I have applied to exchange into a property owned by another landlord, Winchester City Council may be required to give a reference regarding the conduct of my tenancy.

Data Protection statement

Under the Data Protection Act 1998, organisations like the Council are required to make sure their customers know that information about them may be kept on record.

The Council, as your landlord, keeps certain information about you and your household on record. This information may be used, for example, to record rent payments, keep track of repairs and calculate Housing Benefit. All the information kept on computer has been registered in accordance with the Data Protection Act.

This authority is under a duty to protect the public funds it administers and, to this end, may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Signed (lead tenant):

Date:

Signed (joint tenant):

Date:

Please return this completed form to:

Housing Services, Winchester City Council, Colebrook Street, Winchester, Hampshire, SO23 9LJ