A logo for a housing association

Description automatically generated

**Mutual Exchange Application Form – CVHA Tenants**

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| * **All applicants must sign their own form – written consent must be obtained before a mutual exchange can proceed.** * **Forms for all parties must be submitted together.** * **Forms must also be submitted to all providers at the same time.** |

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| **Tenancy Details** | | | | |
| Name:  (Main and Joint Tenant) | |  | | |
| Present Address: | |  | | |
| Contact Number |  | | Email address |  |
| House Type and Size: | |  | | |
| Adaptations: | |  | | |

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| **Household Composition** – List everyone residing at the property including yourself | | | |
| **NAME** | **DATE OF BIRTH** | **RELATIONSHIP** | **DATE OF ENTRY** |
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| **Please give reasons as to why you wish to exchange:** |
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| **Details of tenants with whom you wish to exchange:** | |
| Name |  |
| Address |  |
| Property Type and Size |  |
| Adaptations |  |
| Landlord and Landlord contact details |  |

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| **Declaration**  I/we have read the conditions under which I/we may be allowed to exchange houses and agree to be bound by them. I/we further agree that in the event of a breach of the conditions by any one of the parties this application will become null, and void and the remaining tenant(s) may be required to move back to the address formerly occupied. | | | |
| Tenant signature |  | Date |  |
| Joint Tenant signature |  | Date |  |

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| **To be completed by authorised personnel** | | | | |
| Date application received to CVHA | |  | | |
| Name and designation |  | | Date |  |