Birmingham City Council

Application for a Mutual Exchange

This form is for tenants of Birmingham City Council who have already found someone to exchange homes with.

The information you provide is confidential and is subject to the requirements of the Data Protection Act 1998. This personal data will be held and processed by Birmingham City Council to enable the assessment of need and, in particular, the provision of services for which you may be eligible.

However, this authority is under a duty to protect the public funds it collects and administers and any data may be used to prevent fraud or the misuse of resources.

The personal details you provide may be shared with certain external agencies that assist in the assessment and/or provision of services and also as part of any statutory duties requiring such a disclosure.

You may request a copy of your personal information by sending a written request to the Data Protection Officer, Birmingham City Council, Performance and Support, PO Box 16590, Birmingham, B2 2JE.

Current tenant	To exchange with
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Home phone:	Home phone:
Mobile phone:	Mobile phone:
Do you have a disability? ☐ Yes ☐ No	Name and address of their landlord:
If yes, please give details:	
Why do you want to exchange homes?	
Signature: _____	
Date: _____	
Any other relevant information:	

Birmingham City Council

Present home type: ☐ house ☐ maisonette ☐ flat ☐ bungalow

Number of bedrooms: **Start date of your tenancy:**

Please give details of all the people who currently live with you:

Full name	Sex	Age	Relationship to applicant

Undertaking to be signed by the tenant

I have read, understood and agree to comply with the following conditions:

a) I must not exchange properties until notified by the local housing office.
b) I have viewed the property requested and agree to accept it in its present condition. No decoration or alteration will be undertaken and no expense incurred by Birmingham City Council as a result of this exchange.
c) I am prepared to replace at my own expense any cracked or broken glass, cracked washbasin or any broken fittings, fixtures or lost keys or pay the cost of any damage to the premises other than that caused by ordinary wear and tear.

Date: _____ **Signed:** _____

Signed: _____

(joint tenant, if applicable)

For Office Use Only

Date rent accounts checked

Out Completed Satisfactory ☐ Not satisfactory ☐

Visit

Tenancy file checked

Landlord's agreement obtained

Exchange: ☐ **Approved** ☐ **Refused**

Date tenant notified

Date of assignment

Refusal Reasons: Arrears ☐

New property too small ☐

New property too large ☐

Adaptations ☐

Specialist property – ie sheltered ☐

Breach of Tenancy Condition – ie ASB ☐

Date applicant notified

Name of manager making decision

Signature: _____