

Part A - Details of the tenant applying for a mutual exchange

Names of all tenants	1.
	2.
Your address	
Date of birth	1.
	2.
Phone number and email address	
Homesearch membership number (if registered)	

Details of all persons who will move with you.

Please include expected children and their expected birth date

Name	Date of birth	Male / Female	Relationship to tenant

Detail of any pets	
Do you have permission to keep these pets?	

About your present home

Type of home		If apartment, what floor level	
Number of bedrooms			
Details of any adaptations			
Have you carried out any improvements?			
Did you get permission for these improvements?			

Reasons for your mutual exchange request

Part B - Details of the person you want to exchange with

Name(s)	1.
	2.
Address	
Date of birth	1.
	2.
Phone number and email address	
Type of home (house or apartment)	
How many bedrooms?	

Who is their landlord?

Are they Vico Homes tenants?	Yes / No
If not a Vico Homes tenant who is their landlord?	
The landlords address	
Who is their Housing Officer?	

I have read and understood the important information included in this form.

All the information I have given is true and I declare that I have not paid or received any money for to facilitate this exchange. I understand that Vico Homes may reject my application or seek to evict me if I deliberately give false or incomplete information.

By completing this application I agree to Vico Homes sharing my tenancy information with the exchange landlord (if a non Vico Homes property).

Signed (tenant 1)		Dated	
Signed (tenant 2)		Dated	

Please return the completed form to:

One our hubs:

Vico Homes Hub, 2 Bull Ring, Wakefield, WF1 1HA

Pontefract Hub, 1 Horsefair, Pontefract, WF8 1PE

By email: estatesupport@vicohomes.co.uk

By post: Vico Homes, Estates, Merefield House, Whistler Drive, Castleford, WF10 5HX

Important information

- 1 If you are an Assured Shorthold Tenant you do not have the right to assign by way of exchange (Mutual Exchange).
- 2 The exchange must **not** be carried out before you get permission from Vico Homes.
- 3 Conditions may be attached to Vico Homes' permission if you have broken your conditions of tenancy. If you are in rent arrears you will have to repay your arrears first.
- 4 If you move to the other home without getting proper permission for the exchange, Vico Homes won't allow you to stay in the new home.
- 5 It is your responsibility to inspect the home you wish to move to. Vico Homes will only accept responsibility for repairs which are our responsibility to carry out.
- 6 If you are exchanging with another registered social landlord you should get a written letter of approval from their landlord and submit it with this application.
- 7 Vico Homes won't approve any request for an assignment by way of exchange where any financial inducement has been offered to either party.

Reasons why Vico Homes may refuse an exchange

1. Either the incoming or outgoing tenant is subject to an order for possession or a court order relating to antisocial behaviour.
2. Either the incoming or outgoing tenancy is subject to a current Notice of Seeking Possession or possession proceedings have started. This only applies if possession is sought on one or more of the following grounds.
 - (a) Non-payment of rent or for breaking a tenancy condition.
 - (b) Nuisance or annoyance to neighbours, or using the home for immoral or illegal purposes.
 - (c) Neglect or waste of the home or shared areas.
 - (d) Damage to the landlord's furniture.
 - (e) Obtaining the tenancy by a false statement.
 - (f) Carrying out an exchange which has involved the payment of a premium.

3. The home of the outgoing tenant is larger than is reasonably required by the incoming tenant.
4. The character of the outgoing tenant's home isn't reasonably suitable to the needs of the incoming tenant.
5. The home is let by Vico Homes for employment reasons such as a service tenancy.
6. Where occupation by the incoming tenant would conflict with our charitable aims.
7. The home has been specially adapted for the use of a physically disabled person and there would be nobody living there who required these features.
8. The accommodation is provided for people with special needs and after the exchange there would be no person living there who needed the scheme.
9. The home is one with a social service or special needs facility provided close by to help meet the needs of the tenant and after the exchange there would be no person living there who had those needs.