

CORNWALL
HOUSING

Application for mutual exchange of property



PART OF THE
CORSERV GROUP
A CORNWALL
COUNCIL COMPANY

cornwallhousing.org.uk

Mutual exchange safety advice notes

Please read notes thoroughly

Cornwall Housing advises you to thoroughly inspect the premises to which you wish to move as you will automatically accept the property in its present state and condition.

Safety advice when visiting a property

Do:

- try to view the property in daylight;
- if possible, take someone with you;
- if you cannot take someone with you, leave details of where you are going, the time of the viewing and the name of the person you are meeting with a friend or relative;
- ask the person you are meeting if there will be someone else at the property when you are viewing;
- carry a personal alarm and have it in an easily accessible place;
- take your mobile phone with you – leaving it on and in a safe and easily accessible place;
- use your mobile to let someone know that you have arrived at the viewing and ask them to ring you if they have not heard from you after a set time;
- if you feel something is not right at the viewing, make your excuses and leave straight away.

Don't:

- accept a lift before or after the viewing from the person you are meeting.

Safety advice when someone is visiting your property

Do:

- try to make sure someone is with you during the viewing;
- ask the person viewing your property if there is someone else coming with them and, if so, ask who it is;
- let a friend, neighbour or relative know that someone is coming to view your home and give them the name, address and telephone number of the person and also the time of the viewing;
- let the person viewing your home know that someone will be dropping in to see you during the viewing and arrange for someone to do so;
- if you feel something is not right, phone your arranged friend, neighbour or relative and ask if they can come round immediately.

Don't:

- give out any unnecessary personal details.

Please note: The application cannot be progressed until **all** the completed forms have been received.

Name:	
Address & post code:	
Email:	Telephone:

Type of property:	Number of bedrooms:
Date tenancy started:	Joint or sole tenancy:
Type of tenancy: (e.g. secure/assigned/introductory/fixed term)	
Is the property you live in presently adapted for disabled use? Yes ☐ No ☐	
If yes, details:	
Do you or your family need a disabled adapted property? Yes ☐ No ☐	
If yes, details:	

Name:

Address:

Postcode:

Telephone:

[illegible]

Personal details

Is anyone on your application pregnant?

Yes

☐

No

☐

If yes, please give the date the baby is due and enclose a certificate of confinement.

Date due:

Other information

Do you have rent arrears?

☐

How much?

Do you have any pets?

☐

Number and type:

Do you (or anyone on this application) have any criminal convictions (including pending)?

☐

Details and date(s):

Do you (or anyone on this application) have support from other agencies?

☐

Name, address and contact details:

Details of exchange

Name of person with whom you wish to exchange:

Address:

Name, address and telephone number of the landlord:

Reasons for requesting mutual exchange:

I certify the above to be true and correct in all aspects and I understand that investigations may be carried out to verify the information given. I agree to accept the property in its present state and condition. I have read and understood the notes attached to this application.

Signed:

Tenant

Print name:

Signed:

Joint tenant

Print name:

Date:

Return form to:

Cornwall Housing Ltd, Chy Trevail, Beacon Technology Park, Bodmin PL31 2FR

Any information given may be retained on computer or in our records. It will be used by Cornwall Housing for the specific purposes for which it was collected and any other relevant purposes including Government anti fraud data matching - especially Benefits, Council Tax NNDR, Housing, Salaries, Employment, Pensions and Members' Allowances. It will not be exchanged or sold to any third party. Anonymous information may be used for statistical purposes.