

## Bushbury Hill Management Board



### Mutual Exchange Request

Name of Tenant/s: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone Number/s: \_\_\_\_\_

National Insurance Number/s: \_\_\_\_\_  
\_\_\_\_\_

#### Household Details (including yourself):

Name	Sex (M or F)	Date of Birth	Relationship to Tenant

Property Type: House  Flat  Bungalow  Maisonette

Bedrooms: 1 2 3 4 5

Floor level if Flat:

Any Special adaptations to property \_\_\_\_\_  
\_\_\_\_\_

Reasons for wanting to move: \_\_\_\_\_  
\_\_\_\_\_

#### Details of tenant/s you want to Exchange with:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

#### Landlords Name and Address:

\_\_\_\_\_

Name of Housing Office: \_\_\_\_\_

Tel: Number \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(In the case of joint tenancies, **all** tenants must sign)

## **Conditions of the Mutual Exchange**

No exchange will be allowed to take place without joint landlord written approval. The completion of this form no way constitutes any acceptance of the proposal to exchange properties.

Bushbury Hill Estate Management Board cannot sustain any loss of rent by permitting a tenant to exchange to another property.

The Bushbury Hill Estate Management Board does not carry out the interior decorating when tenants exchange properties.

Bushbury Hill Estate Management Board will not do non-urgent repairs on the property for the first six month of the tenancy.

I am prepared to replace at my own expense any broken fixtures or fittings or pay the cost of any damage other than that caused by Fair Wear and Tear.

All rent and sundry accounts must be clear before the exchange takes place.

If approval is given it will be on the understanding that the properties have been viewed and both parties are willing to accept them in the condition they find them.

In the event of the approval of the exchange, no money will pass between parties to the exchange and that if it does, the exchange will be declared null and the parties will be required to return to the original property.

This is a bona fide exchange of tenancies and if any party fails to take up residence of the new dwelling as their sole and principal home, the exchange will be nullified and the parties will be required to return to their original dwelling.

Signed: \_\_\_\_\_ **Date:** \_\_\_\_\_

Signed: \_\_\_\_\_ **Date:** \_\_\_\_\_

(In the case of joint tenancies, **all** tenants must sign)