



St. Leger Homes of Doncaster

APPLICATION FOR MUTUAL EXCHANGE OF TENANCIES

1. How to Apply

- a. Please read the Notes on the back of this form
- b. This form must be filled in by the tenant
- c. Send this form to:

- Adwick Town Hall, Windmill Balk Lane, Adwick Le Street, Doncaster DN6 7AN
- Mexborough Office, 1 Main Street, Mexborough S64 9LU
- Rossington Office, McConnell Crescent, Rossington DN11 0PL
- Sandbeck House Office, St James Street, Doncaster DN1 3AS
- Stainforth Office, Emerson Avenue, Stainforth DN7 5QG
- The Council House, College Road, Doncaster DN1 3SZ
- The Priory, High Street, Conisbrough DN12 3HG
- Thorne Hall, Ellison Street, Thorne DN8 5LA

Date Received:

If you are not sure how to fill in this form, please ask us to help.

2. Please give your full name and address (BLOCK LETTERS PLEASE)	3. Please give details regarding your present home TYPE OF PROPERTY?
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LAST NAME:	House	Multi Storey Flat
FIRST NAME:	Maisonette	Bungalow
ADDRESS:	Flat	Prefab
POST CODE:	How many bedrooms do you have?	
TELEPHONE NUMBER:	How many living rooms do you have?	

4. Please state briefly why you want to exchange

5. Please give the name and address of the tenant you wish to exchange with

Name: _____

Address: _____

6. Please give the name and address of their Landlord

Name: _____

Address: _____

7. Please fill in this table using one line for each person who lives in your home. Put your own name on the top line.

LAST NAME	FIRST NAME	MALE/FEMALE	DOB	SAY HOW THEY ARE RELATED TO YOU
				APPLICANT

8. Do you own any pets? YES NO

Please give details:



PLEASE READ THESE NOTES CAREFULLY

It is the policy of the Council to encourage the best use of accommodation.

To prevent the misuse of the exchange system no exchange will be agreed unless both parties sign a statement that they do not intend moving again within a period of three months from the exchange being formally approved. If having signed this agreement a tenant does leave, St. Leger Homes reserve the right to transfer the other tenant back to his or her former address, or to take such steps as we consider appropriate.

Alterations or improvements, which have been carried out at your own expense, without landlord consent, will delay your application for a Mutual Exchange. Therefore before you complete this form, ensure that you have obtained written permission and that all works have been inspected. If you need any help, please contact your local St. Leger office, who will be pleased to help you with your enquiry and process any necessary applications for retrospective landlord approval in accordance with St. Leger Homes' policy.

When a party to an exchange is not a tenant of DMBC, the Landlord concerned will be contacted by St. Leger Homes for written consent to the exchange.

No exchange can take place without this permission. St. Leger Homes must incur no expenses as a result of the exchange.

St. Leger Homes reserve the right to withdraw approval to the exchange.

Important

Under no circumstances should any exchange of tenancies take place before you have been notified in writing of St. Leger Homes' approval and have signed the necessary tenancy documents.

Where applicants do not follow this procedure, appropriate action will be taken, including legal proceedings, to prevent misuse of the mutual exchange system.

It is St. Leger Homes' policy that you must have a clear rent account before your application can be considered.

In accordance with the Council's Tenancy Agreement dogs must not be kept in flats or maisonettes with communal entrances.

The property you intend to vacate should be left in such a condition that the incoming tenant can move in without delay and at no expense to St. Leger Homes.

STATEMENT

PLEASE READ THIS STATEMENT AND SIGN IT

The facts I have put down on this form are true and complete. I have read the notes and agree to abide by them.

SIGNED:

DATE:

When completed this form should be returned to your local St. Leger Office.