



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
- Conisbrough Cash Office, 62 Church Street, Conisbrough DN12 3JJ
- 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 Bridge Centre, Bridge Street, Thorne. DN8 5QH

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 Doncaster Council to encourage the best use of accommodation.

We will not unreasonably refuse an application for a mutual exchange. However, we may refuse an application if;

- there is a court order against you on any grounds, including rent arrears;
- there is a current notice seeking possession in force;
- your proposed new property is too big for your needs by more than one bedroom;
- your proposed new property is too small for your needs resulting in statutory overcrowding;
- the property is specifically designed or adapted for the elderly and/or disabled and you do not qualify for such housing;
- you may not be eligible for this property under the current housing policy.

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.

All Council tenants have the right to exchange their home with another tenant of any Local Authority or Registered providers of Social Housing. When a party to an exchange is not a tenant of Doncaster Metropolitan Borough Council, the Landlord concerned will be contacted by St. Leger Homes for written consent to the exchange. If you wish to exchange out of the area you can find out more details at: forum.council-exchange.org.

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

Important

Tenants who wish to be considered for a mutual exchange should satisfy themselves that they are entirely happy to take over the tenancy of the other party and that they are prepared to move in as soon as written approval is granted by the landlords and the new tenancy agreements are signed. No priority will be given for repairs, improvements or for a further transfer because of overcrowding. The property you intend to vacate should be left in such a condition that the incoming tenant can move in without delay.

St. Leger Homes will not incur any expense in allowing an exchange; minor works, decorating, gardening and removal of rubbish will not be carried out for the incoming tenant. There will not under any circumstances be any allowances made which would result in a loss of rent income to St. Leger Homes from either party.

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.

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.