

## Application for Mutual Exchange

### APPLICANT ONE (TO BE COMPLETED BY COBALT TENANTS)

Tenants Names

Telephone Number

Address

Property Size & Type

Any Adaptation?

Any Pets?

Household Member Details:

Name	Date of Birth	NI Number	Relationship

Reason for Proposed Exchange

**DECLARATIONS**

- I/We declare to the best of my knowledge that the information contained in this form is correct.
- I/We understand that if I/we give a false statement that results in Cobalt consenting to the proposed mutual exchange, Cobalt may seek to recover possession of the property.
- I/We understand that no financial inducement should be given or received in order to obtain an exchange and an exchange must not be manipulated for personal gain/benefit; and Cobalt will seek possession of the property in the above circumstances.
- I/We authorise Cobalt Housing to provide \_\_\_\_\_ (proposed exchange landlord) with any information that it requests concerning my/our current tenancy.
- I/We authorise Cobalt Housing to share information with all applicants should application to exchange be refused
- I/We understand that I/we must not move until written consents are given by both landlords.
- I/We understand that Cobalt will only give conditional consent to this application if any tenancy breach is identified; and the tenancy breach will have to be rectified before exchange can take place.
- I/We understand that Cobalt will carry out an inspection at my/our home before any decision can be made in respect of this application.
- I/We understand that Cobalt will need to carry out both gas and electric services, and all remedial work before the exchange can take place.

Lead Tenant Signature

Date

Joint Tenant Signature

Date

**APPLICANT TWO (TO BE COMPLETED PROPOSED EXCHANGE PARTNER – Cobalt or other Landlord)**

Tenants Names

NI Number

Telephone Number

Address

Property Size & Type

Any Adaptation?

Any Pets?

Household Member Details:

Name	Date of Birth	NI Number	Relationship

Does any of the household members have any special medical need? If yes, please give details.

Landlord Name & Address and Housing Officer's Name (if known & applicable)

**DECLARATIONS**

- I/We declare to the best of my knowledge that the information contained in this form is correct.
- I/We understand that if I/we give a false statement that results in Cobalt consenting to the proposed mutual exchange, Cobalt may seek to recover possession of the property.
- I/We understand that no financial inducement should be given or received in order to obtain an exchange and an exchange must not be manipulated for personal gain/benefit; and Cobalt will seek possession of the property in the above circumstances.
- I/We authorise \_\_\_\_\_ (your landlord) to provide Cobalt with any information that it requests concerning my/our current tenancy.
- I/We authorise Cobalt Housing to share information with all applicants should application to exchange be refused
- I/We understand that I/we must not move until written consents are given by both landlords.
- I/We understand that Cobalt will need to carry out both gas and electric services, and all remedial work before the exchange can take place.
- I/We understand that no priority will be given to me/us over other tenants for the completion of repairs upon the completion of mutual exchange.

Lead Tenant Signature

Date

Joint Tenant Signature

Date