



# Weslo Housing Management

## Application for Mutual Exchange (*Weslo Tenant*)

This form **must** be completed and signed by the tenant(s)

**IMPORTANT** - Weslo must approve this request **in writing** before the exchange can take place.

NAME			
ADDRESS			POSTCODE
HOME TEL NO	WORK TEL NO	MOBILE TEL NO	E-MAIL ADDRESS
Number of Bedrooms			

### Who is moving with you:

NAME	DATE OF BIRTH	RELATIONSHIP TO TENANT

Why do you want to exchange?
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### Who do you want to exchange with:

NAME			
ADDRESS			POSTCODE
HOME TEL NO	WORK TEL NO	MOBILE TEL NO	E-MAIL ADDRESS
Number of Bedrooms			

**DECLARATION:** I/We agree to Weslo Housing Management giving the prospective landlord any relevant information regarding my/our tenancy.

I/We have read the conditions under which I/we may be allowed to exchange houses and agree to be bound by them. I/We agree that in the event of a breach of the conditions by any one of the parties this application will become null and void and the remaining tenant(s) may require to move back to the address formerly occupied.

Tenant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Joint Tenant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

RTB	Yes/No	(if <b>Yes</b> - Please note should tenant(s) wish to exchange to another Weslo Property, they will require to be advised in writing that they will loose the RTB)
Tenancy Commenced		
Size of House		
Rent Account		
Recoverable Repairs		
House Condition		
State of Garden		
Social Behaviour		
Any Additional Information		

Local Authority Approval	YES / NO	Date
Date Application Received		
Date of Exchange Visit		
Application Approved / Refused		
If Refused, State Reason for Refusal		
Date Letter Sent to Tenant(s)		

Signature \_\_\_\_\_ Date \_\_\_\_\_

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