



Application for mutual exchange

If you're not a settle tenant

Name:

Address:

.....

Landline: Mobile:

Email:

Do you have access to any of the following?

This helps us plan for a digital sign up

Smartphone

Laptop

Tablet

What's the main reason you want to swap your home?

Less bedrooms

More bedrooms

Health reasons

Move location

Garden

Other

Your landlord

Name:

Address:

Landline: Email:

Your tenancy

What type of tenancy do you have?

If you're not sure, please check your tenancy agreement or ask your landlord

Protected tenancy

Assured tenancy

Fixed term tenancy

Assured shorthold tenancy

When did your tenancy start?

DD/MM/YY.....

Your household

Please tell us who will be moving to the new property

Full Name	Gender	Date of birth	Relationship to you

Do you have any pets? Please tell us what type and how many.....

Is anyone in your household expecting a baby?

Please tell us who and the due date.....

Does anyone in your household require any adaptations?.....

Your home

Is there anything in your home that's specifically for someone who is disabled or has mobility problems?
E.g. Handrails, wet room, ramps etc.

Have you made any improvements or alterations to your home? E.g. driveway, installation of a shower.
If so, please specify

Does your home have any additional self-contained rooms, such as a dining room? If so, how many? circle

0
1
2
3

Does your property have a garden?

Private garden
Communal garden
Both
No garden

If you rent a garage from settle, do you want to continue renting it after you have moved? Yes
No



About the home you want to move to

Address:

.....

Landlord:

Landlord address:

Email:

Property type?

House

Flat or maisonette

Bungalow

Bedsit

How many bedrooms? circle

1

2

3

4

5

If it's a flat, is it on the ground floor?

Yes

No

Is there anything in the home that's specifically for someone who is disabled or has mobility problems? E.g. Handrails, wet room, ramps etc.

.....

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Other homes involved in your exchange

Please list any other addresses involved in your exchange (we will require an application form from every address)

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If you move without our written permission, you place yourself at risk of losing your home.

You are responsible for arranging your move and all costs associated with it. If the property you move into is managed by us, you accept it in its current condition.

You'll need to supply supporting documents with your application. Please use the enclosed checklist to make sure you have provided everything.

Declaration

Signed Signed
Tenant Joint tenant, if applicable

Date.....

We wish to make you aware that we are serious about protecting your privacy, our Privacy notice can be found on our website at <https://www.settlegroup.org.uk/cookies-and-privacy>

Have you provided everything?

We require an application form from each address involved in the exchange.

We'll not be able to process your application if there's information missing.

Two proofs of residency For everyone over 18	These must be dated at least 1 & 6 months ago. Be on headed paper	<input type="checkbox"/>
Proof of child benefit Within the last 6 months	For all children. You can supply a bank statement. Documents must show your name and address	<input type="checkbox"/>
Proof of pregnancy If applicable	Please provide copy of MATB1	<input type="checkbox"/>
Proof of adaptation requirement If applicable	Proof of medical need for adaptation	<input type="checkbox"/>
If you're moving to a bungalow	You must be over 55 Or Proof of medical need for this type of accommodation	<input type="checkbox"/>