

# Mutual Exchange Application

## OFFICE USE - DMS

Filing system: **Person**

PIN:

DOC type: **Mexapp**

Completed Doc?:

- » Each household must complete an application form.
- » If three households wish to exchange their properties please list all three addresses on the form.
- » Please note you will not be given permission to exchange unless you have a clear rent account.
- » Please return all application forms together to: Sheffield City Council, Housing Services, PO Box 10589, Unit 1, 26 Charles Way, Nottingham NG6 6DN
- » For further information or advice and assistance on how to exchange your property contact the Call Centres on either 205 3333 or 293 0000

### Your details

Name ..... Date of birth .....

Joint Applicant Name (if applicable) ..... Date of birth .....

Address .....

Postcode ..... Telephone .....

Who is your landlord .....

Property type ..... Number of bedrooms .....

### Please give details of all members of your household who will be moving with you

Relationship to you (if any)	First Name(s)	Surname or Family Name	Sex M/F	Date of birth
1				
2				
3				
4				
5				
6				

*Continued overleaf*

**Please give details of all members of your household who will be moving with you**

Relationship to you (if any)	First Name(s)	Surname or Family Name	Sex M/F	Date of birth
7				
8				
9				
10				
11				
12				

**More about you**

- Are you an employee of Sheffield City Council  Yes  No
- Are you a member of Sheffield City Council  Yes  No
- Do you have a cat or dog?  Yes  No

**Details of your property**

**a) Have any adaptations been made to your property?**

- Yes  No

If yes, please provide details:

.....

**b) Do you have a gas supply?**  Yes  No

If yes, please provide details:

Name of supplier .....

- Is there pre-payment meter?  Yes  No

**c) Please provide details of your electricity supplier**

Name of supplier .....

- Is there pre-payment meter?  Yes  No

**d) Do you have district heating?**  Yes  No

**Details of the person/people you wish to exchange with**

**Name** .....

.....

**Address** .....

.....

.....

.....

**Telephone** .....

**Landlord** .....

.....

**Property type** .....

**Number of bedrooms** .....

**Name** .....

.....

**Address** .....

.....

.....

.....

**Telephone** .....

**Landlord** .....

.....

**Property type** .....

**Number of bedrooms** .....

Where did you find your Mutual Exchange (e.g. Homeswapper, Friends and family etc) ?

.....

**Declaration**

I/We declare that the information given in this form is a true and accurate statement.

I/We have read and understand the information on this form and in the Mutual Exchange leaflet.

I/We intend to move into the property should the exchange be agreed.

I/We agree not to move into the property until the exchange is agreed and I/we sign the agreement form.

If an exchange proves to be an improper one based on false information I/We agree to return to our former dwelling.

**Signed** ..... **Date** .....

**A translation of this form is available in the languages below:**

Arabic

تتوفر نسخة مترجمة من هذه الكراسة باللغة العربية

Bengali

এই প্রচারপত্র (লীফ্লেট)-এর বাংলা অনুবাদ পাওয়া যাবে

Czech

Překlad tohoto letáku je taky dostupný v češtině.

Farsi

ترجمه ان برگچه در فارسی دستیاب است

French

Une traduction de ce prospectus est disponible en français

Kurdish Kurmanji

Bi Kurdî Kurmancî wergera vê belavokê peyde dibe.

Kurdish

وه گێراویکی ئه م نامیلکه به به کوردی ئاماده و دهسته به ر کراوه

Portuguese

Este folheto está disponível em Português

Punjabi

ਇਸ ਇਸ਼ਤੋਹਾਰ ਦਾ ਅਨੁਵਾਦ ਪੰਜਾਬੀ ਵਿੱਚ ਉਪਲਬਧ ਹੈ

Slovak

Preklad tohto letáku je tiež dostupný v slovenčine.

Somali

Turjibaanka guub-yarahaan waxaa lagu heli karaa Soomaali

Tigrinya

ትርጉም ናይቲ ቤተ-ክርስቲያን ብ ትግርኛ ተገልጹ ይርከብ።

Turkish

Bu broşürün Türkçe çevirisi bulunmaktadır.

Urdu

اس کتابچہ کا اردو ترجمہ دستیاب ہے

**This document can be supplied in alternative formats,  
please contact 0114 293 0000**

Sheffield City Council  
Home Exchange Team  
Tel: 0114 293 0000 or 205 3333  
[www.sheffield.gov.uk/councilhousing](http://www.sheffield.gov.uk/councilhousing)