

Mutual exchange request form



Please complete and return this form to:

L&Q Customer Service Centre
Cray House, 3 Maidstone Road, Sidcup, Kent, DA14 5HU
Tel: 0300 456 9996
Or email to centralsupportservices@lqgroup.org.uk

This form is to be completed **once** an exchange partner has been found.

Section A is to be completed by yourself.

Section B is to be completed by the person you wish to exchange with.

Section C only needs to be completed if there is more than one exchange.

Section A: Your personal details (please complete in full)

Please give details of everyone included in this application (including yourself):

Name:

Address:

Tel:

Email:

Surname	First names(s)	Gender	Date of birth	Age	Relationship to tenant

Do all of the above currently live with you on a permanent basis? YES NO

If **NO**, please state their name(s) and the reason(s) they have been included in this application.

Is any member of your household pregnant? YES NO

If **YES**, please state the baby due date

How many bedrooms does your property have? 1 2 3 4 5 6

Are you currently under occupying? YES NO

Section B: Details of the person(s) you wish to exchange with

Title: _____

First name(s): _____

Surname: _____

Address: _____

Tel: _____

Email: _____

Please give details of everyone included in this application (including yourself):

Surname	First name(s)	Gender	Date of birth	Age	Relationship to tenant

Do all of the above currently live with you on a permanent basis? YES NO

If **NO**, please state their name(s) and the reason(s) they have been included in this application.

Is any member of your household pregnant? YES NO

If **YES**, please state the baby due date

How many bedrooms does your property have?

1 2 3 4 5 6

Type of property? House Flat Maisonette Bungalow

What type of tenancy do you hold?

Secure Assured
 Fixed term Don't know

Section B continued: Landlord details

Landlord's name:

Address:

Contact name:

Tel:

Email:

Signed (tenant):

Date:

Signed (joint tenant):

Date:

Section C: Details of the person(s) you wish to exchange with

Title:

First name(s):

Surname:

Address:

Tel:

Mobile:

Please give details of everyone included in this application (including yourself):

Surname	First name(s)	Gender	Date of birth	Age	Relationship to tenant

Do all of the above currently live with you on a permanent basis? YES NO

If **NO**, please state their name(s) and the reason(s) they have been included in this application.

Is any member of your household pregnant?

YES NO

If **YES**, please state the baby due date

How many bedrooms does your property have?

1 2 3 4 5 6

Type of property?

House

Flat

Maisonette

Bungalow

What type of tenancy do you hold?

Secure

Assured

Fixed term

Don't know

Section C continued: Landlord details

Landlord's name:

Address:

Contact name:

Tel:

Email:

Signed (tenant):

Date:

Signed (joint tenant):

Date:

The logo consists of the letters 'L&Q' in a bold, black, sans-serif font, positioned on a yellow rectangular background.