

Please complete and return this form to:

Customer Service Support

Cray House 3 Maidstone Road Sidcup DA14 5HU

Tel: 0300 456 9996

E-mail: [customerservicesupport@lqgroup.org.uk](mailto:customerservicesupport@lqgroup.org.uk)



## Mutual Exchange Request Form

**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 A: Your personal details

|           |           |              |
|-----------|-----------|--------------|
| Address   |           |              |
|           |           | Postcode     |
| Tel (day) | Tel (eve) | 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 |
|---------|---------------|--------|---------------|-----|------------------------|
|         |               |        |               |     | <b>Tenant</b>          |
|         |               |        |               |     |                        |
|         |               |        |               |     |                        |
|         |               |        |               |     |                        |
|         |               |        |               |     |                        |
|         |               |        |               |     |                        |
|         |               |        |               |     |                        |

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

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Is any member of your household pregnant?  YES  NO

If YES, please state the baby's due date

|  |
|--|
|  |
|--|

|                 |                       |
|-----------------|-----------------------|
| Signed (tenant) | Signed (joint tenant) |
|                 |                       |
| Date            | Date                  |

Where did you find your exchange partner?

- HomeSwapper
- East London Lettings Company
- Other (please state) \_\_\_\_\_

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

|           |               |              |
|-----------|---------------|--------------|
| Title     | First Name(s) | Surname      |
| Address   |               |              |
|           |               | Postcode     |
| Tel (day) | Tel (eve)     | 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 |
|---------|---------------|--------|---------------|-----|------------------------|
|         |               |        |               |     | <b>Tenant</b>          |
|         |               |        |               |     |                        |
|         |               |        |               |     |                        |
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|         |               |        |               |     |                        |
|         |               |        |               |     |                        |

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

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Is any member of your household pregnant?  YES  NO

If YES, please state the baby's due date

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|  |
|--|

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

What type of tenancy do you hold?  Secure  Assured  
 Fixed term  Don't know

|                 |        |
|-----------------|--------|
| Landlord's Name |        |
| Address         |        |
| Postcode        |        |
| Contact Name    |        |
| Tel             | E-mail |

|                 |                       |
|-----------------|-----------------------|
| Signed (tenant) | Signed (joint tenant) |
| Date            | Date                  |