Department of Infrastructure

Mutual Exchange Form MXB

This form is to be completed by the Tenancy Holder
All questions to be answered in BLOCK CAPITALS

Before completing the form read through the accompanying Mutual Exchange Information Sheet. Terms and conditions apply. Failure to keep to these terms can lead to an exchange being unsuccessful.

Section 1: Your Details

Your Details

	Tenant	Joint Tenant
Full name:		
Date of Birth:		

Your Family or Household

Please give details of all the people to be housed with you:

	Name	Date of Birth:	Relationship to you:
1			
2			
3			
4			
5			
6			

Your Present Home

Address:

Post Code:

Type of Property: (*Please circle the right one*)
4 Bed House   3 Bed House   2 Bed House   2 Bed Bungalow   2 Bed Flat   1 Bed Flat   Bedsit

Landlord's Address:

Pets

Do you have any pets? Please state the type of animal and how many of each animal you own. (If it is a dog please also state the breed)

Alterations

Have you made any alterations to your property? (*Please tick*)

No ☐   Yes ☐   If yes, please give details below.

Have you installed your own shower?

No ☐   Yes ☐   If yes, please give details below.

Access

You home will need to be inspected by the Department before your application can be approved.
Please give details below of when access can be arranged.

Contact telephone number's):

Home:	
Work:	
Mobile:	

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Their Details

	Tenant	Joint Tenant
Full name:		
Date of Birth:		

Their Family or Household

Please give details of all the people to be housed with you:

	Name	Date of Birth:	Relationship to you:
1			
2			
3			
4			
5			
6			

Their Present Home

Address:

Post Code:

Type of Property: (*Please circle the right one*)

4 Bed House   3 Bed House   2 Bed House   2 Bed Bungalow   2 Bed Flat   1 Bed Flat   Bedsit

Landlord's Address:

Before you sign this form please ensure that:

      (a)   You have read the Information Sheet that comes with this form.

      (b)   You have completed all sections of the form.

Declaration

I declare that the information supplied by me on this form is correct. I have read the information about mutual exchanges and have understood its contents.

Tenant's Signature:

Date:

Joint Tenant's Signature:

Date:

Please check that you have filled this form in fully and send it on to your Local Housing Authority.

Contact Details

If you have <u>any problems </u>either contact your Local Housing Authority or you can contact the Department of Infrastructure:

                Housing Office
                Markwell House
                Market Street
                Douglas
                IM1 2RZ
                Tel: 01624 685955
                E-Mail: housing@gov.im

If your exchange is successful please inform the Department by letter or e-mail (contact details above). Failure to do so would mean that you remain on the Mutual Exchange database and you may continue to receive requests for an exchange.

The following pages are for official use only. Do not attempt to fill in the property inspection sheet yourself.

For Official Use Only

Bedroom 3	Good	Fair	Poor	(*give details*)
Walls	☐	☐	☐	Decoration:..
Floor	☐	☐	☐	....
Sockets	☐	☐	☐	How many:...
Switches	☐	☐	☐	....
Doors	☐	☐	☐	state if PVC...
Windows	☐	☐	☐	state if PVC...

Bedroom 4	Good	Fair	Poor	(*give details*)
Walls	☐	☐	☐	Decoration:..
Floor	☐	☐	☐	....
Sockets	☐	☐	☐	How many:...
Switches	☐	☐	☐	....
Doors	☐	☐	☐	state if PVC...
Windows	☐	☐	☐	state if PVC...

Exterior	Good	Fair	Poor	(*give details*)
Walls	☐	☐	☐	....
Doors	☐	☐	☐	....
Windows	☐	☐	☐	....

Outside Area/Garden:

....
....
....
....

Inspecting Officer Comments:

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....
....
....
....

Issues of Anti-Social Behaviour: Yes / No (*if yes, please give details below*)

....
....
....
....
....
....

Subject to an ABC Yes/No (*if yes, please give details below*)

....
....
....
....

Have there been any rent arrears in the last six months? Yes /No (*if yes, please give details*). ....
....
....
....

Signed:	**Date:**

For Official Use Only— to be completed by the Landlord

Housing Officer: | Inspection date:

Property Inspection - provide photographs if possible

HALLWAY | Good | Fair | Poor | (*give details*)
| Walls | ☐ | ☐ | ☐ | Decoration:...
| Floor | ☐ | ☐ | ☐ | ....
| Sockets | ☐ | ☐ | ☐ | How many:..
| Switches | ☐ | ☐ | ☐ | ....
| Doors | ☐ | ☐ | ☐ | state if PVC..
| Windows | ☐ | ☐ | ☐ | state if PVC..

Lounge | Good | Fair | Poor | (*give details*)
| Walls | ☐ | ☐ | ☐ | Decoration:...
| Floor | ☐ | ☐ | ☐ | ....
| Sockets | ☐ | ☐ | ☐ | How many:..
| Switches | ☐ | ☐ | ☐ | ....
| Doors | ☐ | ☐ | ☐ | state if PVC ....
| Windows | ☐ | ☐ | ☐ | state if PVC ....

Kitchen | Good | Fair | Poor | (*give details*)
| Walls | ☐ | ☐ | ☐ | Decoration:...
| Floor | ☐ | ☐ | ☐ | ....
| Sockets | ☐ | ☐ | ☐ | How many:..
| Switches | ☐ | ☐ | ☐ | ....
| Doors | ☐ | ☐ | ☐ | state if PVC..
| Windows | ☐ | ☐ | ☐ | state if PVC..

Bathroom | Good | Fair | Poor | (*give details*)
| Walls | ☐ | ☐ | ☐ | Decoration:...
| Floor | ☐ | ☐ | ☐ | ....
| Sockets | ☐ | ☐ | ☐ | How many:..
| Switches | ☐ | ☐ | ☐ | ....
| Doors | ☐ | ☐ | ☐ | state if PVC..
| Windows | ☐ | ☐ | ☐ | state if PVC...

Bedroom 1 | Good | Fair | Poor | (*give details*)
| Walls | ☐ | ☐ | ☐ | Decoration:...
| Floor | ☐ | ☐ | ☐ | ....
| Sockets | ☐ | ☐ | ☐ | How many:..
| Switches | ☐ | ☐ | ☐ | ....
| Doors | ☐ | ☐ | ☐ | state if PVC..
| Windows | ☐ | ☐ | ☐ | state if PVC..

Bedroom 2 | Good | Fair | Poor | (*give details*)
| Walls | ☐ | ☐ | ☐ | Decoration:...
| Floor | ☐ | ☐ | ☐ | ....
| Sockets | ☐ | ☐ | ☐ | How many:..
| Switches | ☐ | ☐ | ☐ | ....
| Doors | ☐ | ☐ | ☐ | state if PVC..
| Windows | ☐ | ☐ | ☐ | state if PVC..