

Housing Team  
Royal Scot House,  
99 Station Road  
Didcot  
OX11 7NN  
Phone: 01235 515 900  
Fax: 01235 514 438



## Request to exchange tenancies

Each party should fill in a copy of this form

Name of Tenant(s): .....

Address (inc. postcode)

.....

Date of Birth..... Male/Female.....

Phone No..... Mobile No.....

Property type: (eg 3 bed house, 1 bed flat) .....

### Your family details

Name	Date of Birth	Female /Male	Relationship to Tenant

I/we wish to exchange my/our present accommodation with:

Name of Tenant(s): .....

Address (including postcode)

.....

.....

Phone No..... Mobile No.....

Property type: (eg 3 bed house, 1 bed flat) .....

Landlord (if not Soha housing)

.....

Phone No..... Housing Officer.....

**Please give us details of the family you want to exchange with.**

Name	Age	Male/Female

**Declaration**

I/we understand that if this exchange is approved, Soha housing will not carry out any redecoration or other work. I/we understand that I/we must not make arrangements to move until written permission from Soha housing is received.

**I/we hereby authorise Soha housing to give any references as required, in connection with this Mutual Exchange.**

Signed ..... Tenant(s)

.....

Date .....

---

**Housing Officer's Report**

	Checked	Notes
Property Type		
Family Details		
Condition of Property		
Rent Account Clear		
Disabled/Elderly adaptations		

**Recommendation:** .....

.....

Signed: ..... Date: .....