

Mutual Exchange

Registration Form



Mutual Exchange Registration Form

Local Need Schemes

Some properties in villages are only available for tenants who have a particular connection to that village. To mutually exchange into one of these properties you must show that you have family in the village, or that you are employed in the village, or that you have lived there for at least 5 of the last 10 years. If you cannot prove such a connection the exchange will not be permitted.

How The Scheme Works

If you want to use the scheme, fill in the registration form contained in this leaflet (or visit our website at www.babergh.gov.uk) and send in the SAE to:

Babergh District Council,
Community Development Division
Corks Lane, Hadleigh, IPSWICH IP7 6SJ

To find a tenant to exchange with, you should come to the Council Offices at Hadleigh to ask for a suitable match on the Exchange Register. If you are unable to get to the offices, please telephone the Customer Services (Council Housing) on 01473 825757 and we will arrange to give you details of possible exchanges.

If you have agreed to share your details with other interested parties, they may get in touch with you directly to discuss an exchange.

Once you have agreed with another tenant that you would like to exchange homes, **make sure that you inspect your new home thoroughly before you decide to move.** You will have to accept it in its **existing condition**, carrying out any redecoration at your own expense.

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You must then ask the Council for permission to exchange. Permission to exchange may be withheld under certain circumstances, so please make sure that you do get the Council's approval, in writing, before you arrange a date to move.

Declaration (Please ✓ the box that applies)

SOLE TENANTS

I declare that I am the sole tenant at the address given overleaf. I am happy for my details to be placed onto the Council's computer database and to share my details with other interested parties.

If you do not want your name and telephone number shared with any other interested parties, please tick here.

JOINT TENANTS

We declare that we are the joint tenants at the address given overleaf. I am happy for my details to be placed onto the computer and to share my details publicly, and I give my authority for this to be done.

If you do not want your name and telephone number shared with any other interested parties, please tick here.

Signed (Tenant) -----

Date -----

Signed (Joint Tenant, if appropriate) -----

Date -----

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Data Protection Act

The information you provide will be put on the Council's computer system. Under the 1998 Data Protection Act it may be checked with other data held by the Council and may be disclosed for other purposes under the control of the Council as described in the register entry compiled by the Data Protection Registrar. The Council must also protect the public funds it handles, so it may use the information you have provided on this form to prevent or detect fraud. The Council may also share this information, for the same purposes, with other organisations, which handle public funds.

Mutual Exchange Registration Form (Please use block capitals throughout)

YOUR DETAILS	
TENANT	JOINT TENANT (if applicable)
MR/MRS/MISS/MS*	MR/MRS/MISS/MS*
SURNAME:	SURNAME
FIRST NAME:	FIRST NAME:
DATE OF BIRTH:	DATE OF BIRTH:
ADDRESS	
POSTCODE	
HOME TEL NO:	MOBILE NO:
EMAIL ADDRESS:	

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YOUR HOME

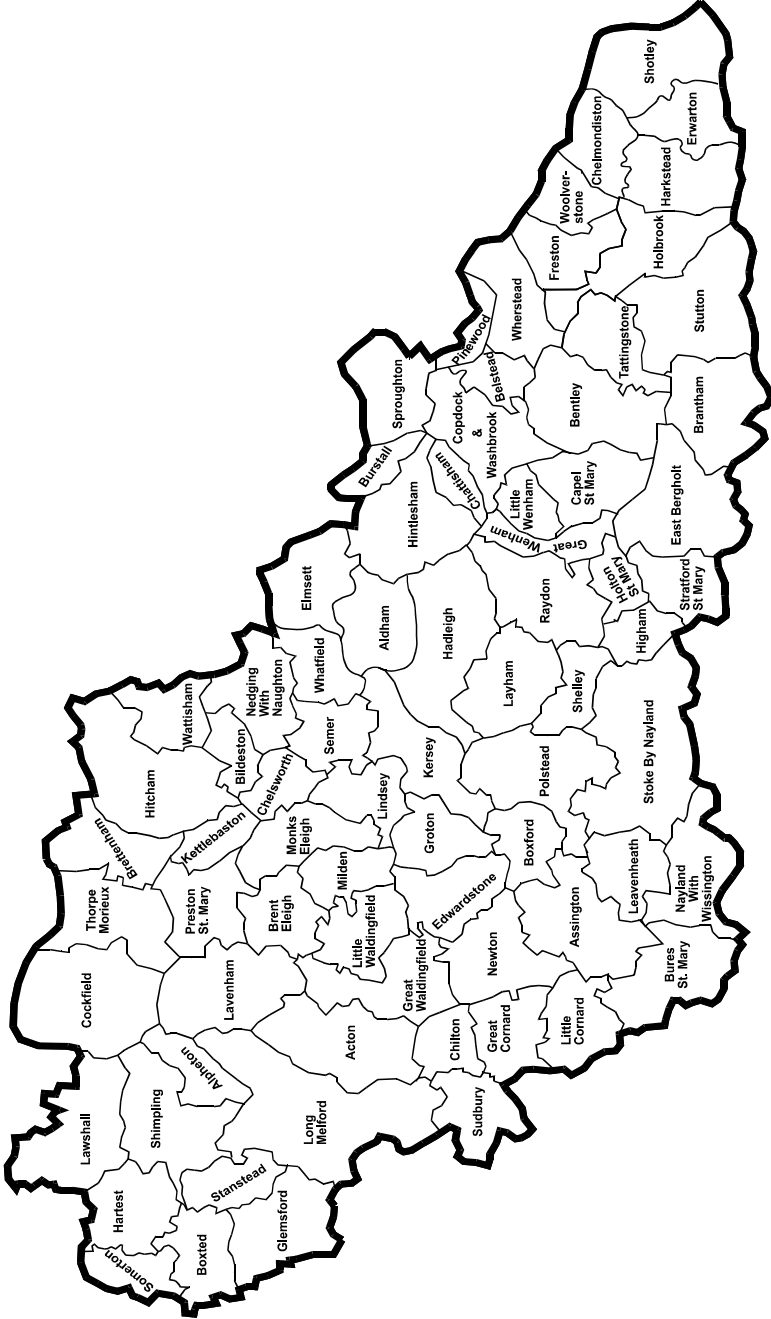
WHAT SORT OF PROPERTY IS IT?	HOUSE <input type="checkbox"/> FLAT <input type="checkbox"/> BUNGALOW <input type="checkbox"/>
HOW MANY ROOMS DO YOU HAVE IN YOUR HOME? (PLEASE ENTER NO. IN BOX)	BEDROOMS <input type="checkbox"/> LIVING ROOM <input type="checkbox"/> KITCHEN <input type="checkbox"/> BATHROOM <input type="checkbox"/> DINING ROOM <input type="checkbox"/> W.C.'S <input type="checkbox"/>
IF YOU LIVE IN A FLAT, IS IT?	GROUND FLOOR <input type="checkbox"/> FIRST FLOOR <input type="checkbox"/> SECOND FLOOR <input type="checkbox"/>
DO YOU HAVE A GARDEN FOR YOUR USE ONLY?	YES <input type="checkbox"/> NO <input type="checkbox"/>
DO YOU HAVE A GARAGE OR CARPORT THAT GOES WITH THE PROPERTY?	YES <input type="checkbox"/> NO <input type="checkbox"/>
IS THERE OFF-STREET PARKING FOR YOUR CAR?	YES <input type="checkbox"/> NO <input type="checkbox"/>
IF YOUR HOME HAS CENTRAL HEATING - IS IT:	ELECTRIC <input type="checkbox"/> GAS <input type="checkbox"/> OIL <input type="checkbox"/> WARM AIR <input type="checkbox"/> SOLID FUEL <input type="checkbox"/>

ABOUT THE HOME YOU WANT TO MOVE TO

WHAT TYPE OF PROPERTY ARE YOU LOOKING FOR?	HOUSE <input type="checkbox"/> FLAT <input type="checkbox"/> BUNGALOW <input type="checkbox"/>
HOW MANY BEDROOMS DO YOU REQUIRE?	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
DO YOU REQUIRE GROUND FLOOR ACCOMMODATION ONLY?	YES <input type="checkbox"/> NO <input type="checkbox"/>

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Area Map of Babergh District



Mutual Exchange Registration Form

Please ✓ your choice of parish within the Babergh district, where you wish to live

Parishes		Tick here for village choice
1	Sudbury	
2	Hadleigh (031)	
3	Aldham (002)	
	Elmsett (027)	
	Nedging (050)	
	Whatfield (074)	
4	Bildeston (008)	
	Hitcham (036)	
	Wattisham (071)	
5	Boxford (009)	
	Edwardstone (026)	
	Groton (030)	
6	Brent Eleigh (012)	
	Chelsworth (019)	
	Kersey (039)	
	Lindsey (045)	
	Milden (047)	
	Monks Eleigh (048)	
7	Brettenham (013)	
	Cockfield (021)	
	Preston St Mary (053)	
	Thorpe Morieux (067)	
8	Lavenham (041)	

Parishes		Tick here for village choice
9	Layham (043)	
	Polstead (052)	
10	Boxted (010)	
	Hartest (033)	
	Lawshall (042)	
	Shimpling (057)	
	Somerton (059)	
	Stanstead (061)	
11	Glemsford (029)	
12	Alpheton (003)	
	Long Melford (046)	
13	Acton (001)	
	Gt Waldingfield (068)	
	Lt Waldingfield (069)	
14/ 15	Great Cornard	
16	Bures St Mary (014)	
	Little Cornard (024)	
	Newton (051)	
17	Nayland (049)	
18	Assington (005)	
	Leavenheath (044)	
	Stoke by Nayland (062)	

List continues overleaf

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Parishes		Tick here for village choice
19	Erwarton (004)	
	Shotley (058)	
20	Harkstead (032)	
	Holbrook (037)	
21	Stutton (064)	
	Tattingstone (066)	
22	Brantham (011)	
23	Bentley (007)	
	East Bergholt (025)	

Parishes		Tick here for village choice
24	Raydon (054)	
	Stratford St Mary (063)	
25	Capel St Mary (016)	
	Gt Wenham (072)	
26	Hintelsham (035)	
	Sproughton (060)	
27	Copdock & Washbrook (022)	
	Pinewood (085)	
28	Chelmondiston (018)	
	Woolverstone (076)	

Customer Services (Council Housing)

Babergh District Council
 Corks Lane, Hadleigh
 Ipswich IP7 6SJ
 Tel: (01473) 825757
 Email: tenant.services@babergh.gov.uk

This document can be made available on audio tape, in Braille, large print or another language upon request by telephoning 01473 826622

