

In the first instance, please return via email to:  
**lettings@wigan.gov.uk**



## Application for Mutual Exchange Part 2

Name of Tenant(s)

Current Address

Telephone Number

Date Tenancy Commenced  Tenancy Reference Number

Property Type  Number of Bedrooms

If your home is **not owned** by Wigan Council, please give the name and address of your landlord

Landlord's Name

Landlord's Address

Landlord's Telephone Number

Details of yourself and persons living with you

Surname	Forename(s)	Date of Birth	Relationship to Tenant	Will they be moving With you?

Details of the tenant with whom you wish to exchange

Name of Tenant(s)

Current Address

Telephone Number

Date Tenancy Commenced  Tenancy Reference Number

Property Type  Number of Bedrooms

Have you viewed the property you wish to move to? Yes  No

Has the tenant you wish to exchange with viewed your property? Yes  No

Conditions:

- I understand that the exchange must not take place until written approval has been received and both parties have signed the relevant paperwork.
- I agree to move into the new tenancy within seven days of signing the tenancy agreement.
- I understand that if one party to the exchange does not move permanently into the new tenancy, this may affect the security of both tenancies.
- I have inspected the dwelling of the other party, and accept the tenancy in its present condition. I understand that I am responsible for redecoration and any repairs which are not the statutory responsibility of the Council as a landlord.
- No expense is to be incurred by Wigan Council by reason of this exchange.
- I declare that no inducement, payment or fee has been given, made or promised in connection with this exchange.
- I understand that any false or misleading statement given on this application may result in the termination of the tenancy.

**I certify that the details provided on this application are true and correct and understand that my security of tenure may be affected if one or both parties breach the conditions of the exchange.**

Tenant's Signatures

Main Tenant

Joint Tenant

Date

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**For office use only:**

Received by

Designation and Base

Date

Additional Information:

Contact Addresses

Wigan Council  
Wigan Life Centre  
The Wiend  
Wigan  
WN1 1NH

Wigan Council  
Leigh Life Centre  
Turnpike Centre  
Civic Square  
Leigh  
WN7 1DY



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