

Acis Group Limited
 Acis House
 Bridge Street
 Gainsborough
 Lincs DN21 1GG

Tel: 0800 027 2057

**APPLICATION FOR PERMISSION TO EXCHANGE PROPERTIES
 (Please complete both sides in capitals)**

1. FULL NAME.....
2. FULL ADDRESS.....
Post Code.....
3. TELEPHONE NUMBER.....
4. How long have you lived at this address?.....
5. What type of dwelling is it? (house, flat etc).....
6. If the dwelling is a flat, state which floor it is on.....
7. How many bedrooms.....
8. What is the weekly rent?.....
9. If you receive Housing Benefit, give the actual amount payable each week £.....
10. Name and full address of your landlord.....

11. Give the following details of all those people who live with you now and will move
 With you if the application is approved. Put your own details on the first line

SURNAME	CHRISTIAN NAME(S)	DATE OF BIRTH	SEX	RELATIONSHIP TO APPLICANT

12. Have you or any of the persons listed above, applied to Acis Group Limited for Housing previously. YES/NO (please delete)
If YES, please give details.....

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13. Give the name, full address and telephone number of the person with whom you wish to exchange dwellings
.....

.....Tel number.....

14. Do you or anyone who wants to live with you have any illness, disability or medical Condition. YES/NO (please delete)
If YES, please give details.....

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15. Please state, in your own words, your reasons for wishing to undertake this exchange of tenancies.

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16. If you are a tenant of Acis Group Ltd, please state when you are normally available at the property for an inspection to be carried out:

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17. PLEASE READ THE FOLLOWING DECLARATION CAREFULLY, MAKE SURE YOU UNDERSTAND WHAT IT MEANS, THEN SIGN AND DATE IT.

I understand and agree that:

- I will not exchange accommodation unless I receive the express permission of Acis Group Ltd in writing and have signed the relevant tenancy agreement.
- The information given above is complete and true.
- I have inspected the dwelling mentioned in 13 above and agree that if the Exchange is approved, I will accept an offer of a tenancy of the property in its Existing condition and liability for all items which are the responsibility of the tenant, even those not made good by the outgoing tenant.
- I understand and agree that NO EXPENSE TO ACIS GROUP LTD (other than administrative costs) is to result from this exchange of tenancies.
- Should either party to the exchange decide to relinquish the existing tenancy and not take up the new tenancy, the exchange will be deemed cancelled. The second party must then remain at the original address and not move into the other property, should they do so, they will be required to move back to the former address and reimburse Acis Group Ltd for any loss of rent.
- I hereby give my authority for you to release any information regarding my tenancy to the housing association/landlord in order to process my application

SIGNED _____ DATED _____