



Mutual Exchange Confirmation and

This form is to be completed by tenants to confirm that they have found a mutual exchange and to seek approval for the exchange. Please return the completed form to the Client Service Officer of applicant 1. For information or assistance with this form, contact **1300 Housing** 24 hours a day, seven days a week. Please mark relevant boxes with a If you need more room to answer any question, please include details on a separate page and attach it to this form.

Details of Applicant 1

Payment reference number	Client reference number	T-File number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	<input type="text"/>	
Mr, Mrs, Ms, Miss		
Last name or family name	<input type="text"/>	
Given name (s)	<input type="text"/>	
Unit/House number	<input type="text"/>	
Street/Avenue	<input type="text"/>	
Town or Suburb	<input type="text"/>	Postcode <input type="text"/>
Phone	<input type="text"/>	Mobile <input type="text"/>
Email	<input type="text"/>	

Details of Applicant 2

Payment reference number	Client reference number	T-File number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	<input type="text"/>	
Mr, Mrs, Ms, Miss		
Last name or family name	<input type="text"/>	
Given name (s)	<input type="text"/>	
Unit/House number	<input type="text"/>	
Street/Avenue	<input type="text"/>	
Town or Suburb	<input type="text"/>	Postcode <input type="text"/>
Phone	<input type="text"/>	Mobile <input type="text"/>
Email	<input type="text"/>	

Confirmation of mutual exchange (to be signed by both applicants)

I/We understand that an inspection of my/our dwelling/s will be conducted by Housing NSW staff to determine any damage to my/our premises beyond reasonable wear and tear.

If there is such damage, an agreement may be made to repay Housing NSW for such damage and that agreement to repay is a term of my/our new agreement pursuant to *section 19B* of the *Residential Tenancies Act*.

If no agreement can be reached, Housing NSW reserves the right to have the damage determined by the Consumer Trader and Tenancy Tribunal prior to any exchange taking place.

I/We have been advised that exchange of properties may result in rental variations to that I/we currently pay.

I/We understand that the exchange will only be approved if both households meet the eligibility requirements.

If my/our current lease is for a continuous term, I/we acknowledge that the new lease upon exchange shall be for a continuous term.

If my/our current lease is for a fixed term, then I/we acknowledge that the term for my/our new lease upon exchange shall be determined as the balance of the term under my/our current lease, or a new fixed term as may be provided under HNSW policy.

I/We also undertake not to arrange for removalists or move until the exchange is approved by Housing NSW and new Tenancy Agreements have been signed by both of us.

I/We have been advised that exchange of properties may result in rental variations to which I/we currently pay.

General information about privacy

Under the *Privacy and Personal Information Protection Act 1998*, the *Health Records and Information Privacy Act 2002*, and the *Housing Act 2001*, your personal information (including health information) must be stored securely. You must be told why your personal information is being collected, how it will be used and whether it will be given to or exchanged with another party so that service/s can be provided to you. If you believe that your privacy has been infringed you can make a complaint to Housing NSW.

Your consent is needed:-

- before your personal information can be collected from someone other than you, or
- if the information is to be used, disclosed or exchanged with another party for a different purpose/service than the reason it was collected.

Your consent is not needed if required or authorised by law in limited instances including child protection, urgent health and lawful investigation situations.

Consent and authority

I/We authorise Housing NSW to confirm or exchange information about me with any third party and for any such third party to provide any relevant information sought when determining this application.

I know that I can change my mind and stop my consent at any time by writing or telling Housing NSW unless there is a current legal order in place.

Note: It is illegal for an officer of Housing NSW to ask for money or favours or other benefits of any kind in exchange for helping you with your housing needs.

It is also illegal for you or anyone else to offer money or favours or other benefits of any kind to an officer of Housing NSW in exchange for helping you.

If you have any information regarding this, please contact the Housing NSW Business Assurance Unit on 1800 806 206. Housing NSW may refuse the provision of further housing services to anyone who has engaged, or sought to engage, in corrupt or illegal conduct.

Applicant 1 full name (please print)

Signature

X

Date

DD / MM / YYYY

Applicant 2 full name (please print)

Signature

X

Date

DD / MM / YYYY

Office Use Only
Assessment and decision

Applicant 1

Applicant 2

1. Is the rent account current?

Yes No
↓
Give details

1. Is the rent account current?

Yes No
↓
Give details

2. What is the account balance?

\$

2. What is the account balance?

\$

3. Is the tenancy satisfactory?

Yes No
↓
Give details

Date property inspected

3. Is the tenancy satisfactory?

Yes No
↓
Give details

Date property inspected

4. Is the family complement appropriate?

Yes No
↓
Give details

4. Is the family complement appropriate?

Yes No
↓
Give details

5. Is the property AHO, SEPP5 or Senior Communities?

Yes No
↓
Go to question 8

5. Is the property AHO, SEPP5 or Senior Communities?

Yes No
↓
Go to question 8

6. Change of AHO status required?

Yes No
↓
Go to question 8

6. Change of AHO status required?

Yes No
↓
Go to question 8

7. Approval to change status?

Yes

No
↓
Give details

7. Approval to change status?

Yes

No
↓
Give details

8. Is the current lease continuous?

Yes → Go to decision section

No
↓
Give details of review date

8. Is the current lease continuous?

Yes → Go to decision section

No
↓
Give details of review date

9. Will the mutual exchange take place during lease review?

Yes

No
↓
Tenant receives the balance of their current lease in the new tenancy

9. Will the mutual exchange take place during lease review?

Yes

No
↓
Tenant receives the balance of their current lease in the new tenancy

Decision

- Mutual exchange is approved
- Mutual exchange is declined
- Tenant is signed to a new lease for the term projected for their next tenancy
- Tenant is signed to a continuous lease

Reason for declining exchange

Full name (please print)

Signature

Date

Decision

- Mutual exchange is approved
- Mutual exchange is declined
- Tenant is signed to a new lease for the term projected for their next tenancy
- Tenant is signed to a continuous lease

Reason for declining exchange

Full name (please print)

Signature

Date

Complete this section only if the exchange has been approved

Proposed sign up date

DD / MM / YYYY

Location of sign up

Proposed sign up date

DD / MM / YYYY

Location of sign up

Void reference number

Void reference number

Balance after voiding

Balance after voiding

\$

\$

Tenant's new payment reference number

Tenant's new payment reference number