# Mutual exchange registration form

Complete this form to register your public and Aboriginal housing property, or housing managed by Housing SA in an Aboriginal community, with another tenant.

You're responsible for finding another tenant to exchange properties with. You can search Housing SA's Mutual exchange register at any regional Housing SA office for properties that are registered for an exchange.

When you've agreed to exchange properties with another tenant, contact Housing SA for approval to exchange properties.

You can cancel or update your registration at any time by contacting Housing SA.

You can find more information:

- online at www.sa.gov.au/housing
- by calling housing SA on 131 299

## Customer details

Name:

Address:

Date of birth: Customer number:

Phone: Email:

## About your property

Describe any special features of your property, for example air conditioner, close to shop:

## Your housing preferences

Describe features you want in a property, for example wheelchair access, small yard:

Number of people in your household: Number of bedrooms you need:

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Choose the types of property you want to move to:

- [ ] Single storey attached house - 2 or 3 bedroom single storey house. Some may have a carport.
- [ ] One bedroom house
- [ ] House - 2 or 3 bedroom single storey
- [ ] Cottage flat - 1 or 2 bedroom, single story unit designed for older people
- [ ] Flat - 1 or 2 bedroom unit, usually in a 2 or 3 storey group
- [ ] Bedsit - a cottage flat with combined bedroom and living room
- [ ] Two storey attached house - 2 or 3 bedroom 2 storey attached house
- [ ] Double unit - an older style 2 or 3 bedroom single storey attached house
- [ ] Four bedroom house - 4 bedroom house for large families only

List 3 suburbs or towns you want to move to:

Suburb 1:

Suburb 2:

Suburb 3:

## Your declaration

When you sign this form, you're stating you understand and agree to all the below:

- all the information you've provided is complete and correct
- if information is missing you won't be able to register for a mutual exchange
- information about your property and your needs will be added to Housing SA's Mutual exchange register
- your information will be managed in line with Housing SA's Privacy and information sharing policy
- Housing SA will contact you once a year to check you still want to be registered
- You're responsible for finding another tenant to exchange properties with
- You must get written approval from Housing SA before you exchange properties
- You're responsible for the cost of water usage and any maintenance charges at your current property
- You're responsible for signing a new lease agreement and paying a bond and rent in advance for your new property if you're approved for an exchange.

Your name:

Signature: Date: