



# Mutual Exchange Application Form

**This form provides information for customers who wish to apply for a mutual exchange. Please read before completing and submitting the application form.**

**An exchange may be refused if:**

- You have rent arrears, have breached your tenancy conditions, caused neighbour nuisance or have damaged your property
- The exchange would result in our Society home being under occupied. We use the criteria from the Welfare Reform Act 2012 to assess the size of property a household needs.
- The property has been adapted and the adaptation is not needed by the exchange partner

**You also need to be aware that:**

- Any customer damage / customer repairs identified throughout the process will need to be rectified by you before the exchange can be consented
- All parties involved in the exchange must complete and submit separate application forms.
- You will need to be available for appointments -this will include visiting your home.
- You will need to show us ID for all persons moving (either Driving Licence, Passports or Birth Certificates) and have proof of address and your income

**Once forms are completed:**

- Once all sets of application forms have been received, we will start the application process and we have 42 days to give a decision of consent or non-consent.
- If one of the customers is not eligible to exchange, we will notify you as soon as possible that we cannot consent to your application and give you the reasoning of how we came to that decision.
- We will contact you to arrange a property inspection. If there are any customer damage / customer repairs identified, the exchange will not be consented until these have been rectified and re-inspected.
- We will contact the other landlord in the application and exchange references. Once a satisfactory reference has been received for the incoming customer, we will then make an appointment to do a home visit. At this stage we will need to see a form of ID for all persons moving (driving licence / passports / birth certificates) and proof of income (payslip / bank statements / letters relating to benefits received).
- Once all the above has been completed we will then make a decision on your application. If we are happy to consent, we will contact the other landlord to arrange an exchange date. This will be minimum two weeks after we consent the application as we have to arrange gas and electrical safety checks at your property.
- BOTH landlords must agree on the exchange date and this will be a MONDAY. You must NOT move until the exchange date. If you do move and the exchange gets stopped for any reason, you will have to move back and could incur additional costs to yourself.
- If the exchange is consented, all customers moving into a Society property will need to pay one weeks rent upfront at the sign up.

# Mutual Exchange Application Form

Please complete this form in BLOCK CAPITALS

## Section 1 –To be Completed by the Applicant

Name(s)				
Address				
				Postcode
Telephone	Home		Mobile	
Email				

### Family information

First name	Surname	M / F	Date of Birth	Age	Relationship to Applicant
					Main Applicant

Are you or anyone in the above list pregnant? (please tick)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-------------------------------------------------------------	-----	--------------------------	----	--------------------------

If 'Yes' to the above, when is the baby due?

\_\_\_\_\_

(Please be aware we will need to see evidence of the pregnancy at a home visit)

Do you have any pets?	Yes / No	If yes, what pets?	
-----------------------	----------	--------------------	--

### Your present home

What type of property do you live in currently? (please tick)			
House	<input type="checkbox"/>	Flat / bedsit	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	Maisonette	<input type="checkbox"/>
How many bedrooms do you have?			<input type="text"/>
Current rent			<input type="text"/>
Does your property have any aids or adaptations (if 'Yes' please give details below)			
<input type="text"/>			
<input type="text"/>			

**Reasons(s) for exchange**

\_\_\_\_\_

\_\_\_\_\_

How many properties are involved in this exchange? \_\_\_\_\_

**Section 2 – To be Completed by Exchange Partner**

Name(s)	<input type="text"/>					
Address	<input type="text"/>					
	<input type="text"/>					
	<input type="text"/>					
	<input type="text"/>			Postcode	<input type="text"/>	
Telephone	Home	<input type="text"/>	Work	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>					

**Family information**

First name	Surname	M / F	Date of Birth	Age	Relationship to Applicant
					Main Applicant

Are you or anyone in the above list pregnant? (please tick)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-------------------------------------------------------------	-----	--------------------------	----	--------------------------

If 'Yes' to the above, when is the baby due?

---

### Exchange partner's home

What type of property is it? (please tick)							
House	<input type="checkbox"/>	Flat / bedsit	<input type="checkbox"/>	Bungalow	<input type="checkbox"/>	Maisonette	<input type="checkbox"/>
How many bedrooms does it have?							
Current rent							
Does the property have any aids or adaptations (if 'Yes' please give details below)							

### Exchange partner's landlord details

Name(s)			
Address			
		Postcode	
Telephone			

Do you have any pets?	Yes / No	If yes, what pets?	
-----------------------	----------	--------------------	--

### Reasons(s) for exchange

---

---

## Section 3 - Your Declaration

Please read this declaration carefully before you sign and date it. We have asked you to provide information about you so we can assess your suitability for this exchange.

**We** keep to the Data Protection Act 1998 in the way we process sensitive personal information that you have provided or will provide in the future.

**We** will normally ask for your permission to collect, use and share personal information about you, except in exceptional circumstances where it is necessary for us not to do so. We need the information that you have provided to carry out our work and provide the services that are appropriate to you.

**We** might need to pass on some information about you to other organisations which support or help you in your tenancy, to contractors who help us carry out our duties as a landlord, to statutory organisations and local authorities and, in rare circumstances, to the police. We will hold this form, along with other information about you, on the file we hold about you and your tenancy. You have the right to ask for access to the information that we hold about you and to ask us to correct any mistakes which you believe to be within the information we hold.

**I/We** declare that the information supplied by me/us in connection with this application for housing is correct to the best of my/our knowledge.

**I/We** know that if you find that any information on this form is not true or accurate and a decision is made accepting the exchange, you may take legal action to end my tenancy.

**I/We** will inform Stoke on Trent Housing Society immediately if there is a change in my/our circumstances.

**I/We** give permission for Stoke on Trent Housing Society to disclose information about my/our exchange application to other local authority, housing association or voluntary/statutory agency, for the purpose of enabling a decision to be made about accepting this exchange application.

**I/We** know that filling in this form is not an acceptance to the mutual exchange.

<b>You must not exchange properties or make any removal arrangements until:</b>			
1. You have full written permission of the landlords involved.			
2. All parties have signed the 'Deed of Assignment' for the same tenancy start date.			
3. All parties have met any conditions of consent			

<b>Applicant</b>		<b>Joint Applicant</b>	
<b>Print Name (block Capitals)</b>		<b>Print Name (block Capitals)</b>	
<b>Signature</b>		<b>Signature</b>	
<b>Date</b>		<b>Date</b>	

<b>Exchange partner</b>		<b>Joint Exchange partner</b>	
<b>Print Name (block Capitals)</b>		<b>Print Name (block Capitals)</b>	
<b>Signature</b>		<b>Signature</b>	
<b>Date</b>		<b>Date</b>	