

Mutual Exchange Application Form

Please note that each household wishing to exchange must complete a separate form				
Current Address		New Address		
Name of person exchanging with		Name of new landlord		
1. Your personal details				
Tenant One		Tenant Two		
Title		Title		
First name		First name		
Last name		Last name		
Any previous names		Any previous names		
Date of birth		Date of birth		
Phone number		Phone number		
Email		Email		
2. Household members - Please tell us about anyone else who lives with you, including children				
Full name and title	Relationship to you	Date of birth	Date Resident	Additional information (including Disabilities)
Is anyone pregnant? If yes, who, and when is their due date?				

Mutual Exchange Application Form

Tenant one		Tenant two	
3. Gender		3. Gender	
<input type="checkbox"/> Male	<input type="checkbox"/> Transgender	<input type="checkbox"/> Male	<input type="checkbox"/> Transgender
<input type="checkbox"/> Female	<input type="checkbox"/> Do not wish to say	<input type="checkbox"/> Female	<input type="checkbox"/> Do not wish to say
4. Ethnicity		4. Ethnicity	
Which of the following groups do you consider you belong to:		Which of the following groups do you consider you belong to:	
<input type="checkbox"/> African	<input type="checkbox"/> Indian	<input type="checkbox"/> African	<input type="checkbox"/> Indian
<input type="checkbox"/> Caribbean	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Other Black	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other Black	<input type="checkbox"/> Bangladeshi
	<input type="checkbox"/> Chinese		<input type="checkbox"/> Chinese
	<input type="checkbox"/> Other Asian		<input type="checkbox"/> Other Asian
<input type="checkbox"/> White and Black African	<input type="checkbox"/> White	<input type="checkbox"/> White and Black African	<input type="checkbox"/> White
<input type="checkbox"/> White and Asian	<input type="checkbox"/> Gypsy, Irish Traveller	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Gypsy, Irish Traveller
<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Other White	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Other White
<input type="checkbox"/> Other Mixed		<input type="checkbox"/> Other Mixed	
<input type="checkbox"/> Arab	<input type="checkbox"/> Do not wish to say	<input type="checkbox"/> Arab	<input type="checkbox"/> Do not wish to say
5. Please indicate your nationality		5. Please indicate your nationality	
<input type="checkbox"/> United Kingdom (UK)		<input type="checkbox"/> United Kingdom (UK)	
<input type="checkbox"/> European Economic Area (EEA)		<input type="checkbox"/> European Economic Area (EEA)	
<input type="checkbox"/> European Union (EU)		<input type="checkbox"/> European Union (EU)	
<input type="checkbox"/> Other (Please specify)		<input type="checkbox"/> Other (Please specify)	
If the tenant is not a UK Citizen, you must provide evidence of any existing permit and timescales			
Evidence provided <input type="checkbox"/> Yes <input type="checkbox"/> No		Evidence provided <input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Disability / long term medical condition (please tick any that apply)			
<input type="checkbox"/> Hearing impaired		<input type="checkbox"/> Hearing impaired	
<input type="checkbox"/> Speech problems		<input type="checkbox"/> Speech problems	
<input type="checkbox"/> Mobility problems		<input type="checkbox"/> Mobility problems	
<input type="checkbox"/> Mental health		<input type="checkbox"/> Mental health	
<input type="checkbox"/> Do not wish to say		<input type="checkbox"/> Do not wish to say	
<input type="checkbox"/> No disabilities		<input type="checkbox"/> No disabilities	

Mutual Exchange Application Form

<p>If you have ticked one or more of the boxes above, we might need to see supporting evidence from your GP, Consultant, Social Worker or other support agency or professional before we can take this into account when considering your exchange.</p>			
7. Your current landlord			
Landlord name		Phone number	
Landlord Address			
How long have you lived in your property?		Reason for leaving	
Do you have any rent arrears? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount of arrears		
How do you currently pay your rent?			
Are you in receipt of the following benefits?	<input type="checkbox"/> Housing Benefit <input type="checkbox"/> Universal Credit		
How much of your rent is covered by these benefits?	<input type="checkbox"/> All <input type="checkbox"/> Some (Please specify amount)		
Tenants Claiming Benefits			
<p>From 22 February 2017, you will not be able make a new claim for Housing Benefit in Southampton unless you are in one of the limited number of groups that are still eligible to claim it. Instead you will need to make a claim for Universal Credit (UC). If you pay Council Tax you will still need to make a claim for Council Tax Reduction. Further details are available from the council's website at http://www.southampton.gov.uk</p>			
Have there been any anti-social behaviour issues at your property in the last two years? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe		
What type of tenancy do you have?	<input type="checkbox"/> Secure <input type="checkbox"/> Introductory <input type="checkbox"/> Flexible <input type="checkbox"/> Assured <input type="checkbox"/> Assured Shorthold <input type="checkbox"/> Demoted (Cannot exchange) <input type="checkbox"/> Other (Please specify)		
Is it a joint tenancy?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Mutual Exchange Application Form

<p>Do you hold any other tenancies?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>If yes please give more details</i></p>
--	---

<p>Do you own or have an interest in any other properties?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>If yes please give more details</i></p>
---	---

8. About your current home

<p>What type of home do you live in?</p>	<p><input type="checkbox"/> Flat <input type="checkbox"/> House <input type="checkbox"/> Bungalow <input type="checkbox"/> Maisonette</p>
---	---

<p>If a flat, what floor do you live on?</p>	
---	--

<p>How many bedrooms do you have?</p>	
--	--

<p>Does your home have any disabled adaptations?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>If yes please give more details</i></p>
---	---

Will you need any adaptations when you move? If so, please provide details

--

9. Pets

<p>Do you have any pets?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>If yes please give more details</i></p>
---	---

Mutual Exchange Application Form

10. Your consent

Declaration

Please read this declaration carefully. Once you complete this form it becomes a legally binding document. Read the conditions of the declaration carefully before you accept it. If there is any part of the declaration you do not understand, it is your responsibility to find someone to explain it to you. In performing this service, the Council may share your information with other organisations or departments but only when it is satisfied that it is necessary to perform a public task, or to exercise its statutory duties to do so.

To the best of my/ our knowledge and belief the information that has been provided on this form is true, complete and correct.

I accept (Tenant one)

I accept (Tenant two)

Signature: **Date:**

Signature: **Date:**

I/ We understand that you will contact individuals or agencies referred to by me/us on this form, when necessary, also other individuals and agencies such as health, social care, education, probation, landlord, the police, courts and other local authority directorates in order to perform this service or function.

I / We understand that any information concerning third parties will be assessed and reviewed in order to perform this service or function.

The Council may share your personal information for the purposes of the prevention, investigation, detection or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

More detailed information about the Council's handling of your personal data can be found in its privacy policy, available online (<http://www.southampton.gov.uk/privacy>), or on request.

Important information to consider before you exchange

Before an exchange can take place you and the person you wish to exchange with must have written permission from your Landlord. If either you or the person you wish to exchange with are behind with your rent or have broken any other condition of your tenancy agreement, we will only give permission once this has been put right.

Mutual Exchange Application Form

The property you move to is taken as seen. We are only responsible for the maintenance of the items deemed to be our responsibility as directed by the Landlord and Tenant Act 1985, the Housing Act 1985 and Southampton's Tenancy Conditions. Any items which are your responsibility will be explained to you at time of sign up.

The condition of the decoration, garden, repair or replacement of any rechargeable items are your responsibility. You must make sure that any outstanding repairs are carried out before you agree to move in.

In the event of your exchange application being approved, please be advised all tenants will be asked to pay one week's rent in advance.

I/we confirm that this application to exchange is part of a (please tick appropriate option)

- | | |
|---|---|
| <input type="checkbox"/> 2 way exchange | <input type="checkbox"/> 5 way exchange |
| <input type="checkbox"/> 3 way exchange | <input type="checkbox"/> 6 way or more exchange |
| <input type="checkbox"/> 4 way exchange | |

11. Signatures

Tenant one		Tenant two	
Name		Name	
Signature		Signature	
Date		Date	

To prevent your details being used fraudulently, please return your completed form to your local housing office by posting through the letterbox

Mutual Exchange Application Form

Are you mutual exchange ready?

So you've found an exchange partner - what happens next?

Before you can exchange homes you will need to speak to **all** of the landlords involved and ask for their approval to exchange. They then have 42 days to approve or reject the application from when they receive applications from all residents involved.

All of the landlords need to agree they are happy for the exchange to go ahead before an exchange date can be finalised.

What do I need to do?

Before applying to all of the landlords for approval to exchange, you should check the following:

I have the following type of tenancy (Please tick which one applies)

- Secure Tenancy
- Flexible Tenancy
- Introductory Tenancy (Can only move with Landlord's express consent)
- Demoted Tenancy (Cannot exchange)
- Assured Tenancy
- Assured Shorthold Tenancy
- Other, please specify
- I have a clear rent account
- I do not owe any rent, court costs or recharges
- There is no active Notice Seeking Possession or Court Order against my tenancy
- There are no repairs outstanding that I haven't reported
- My home and garden are in a clean, tidy and good condition
- The people applying to move into my home are suitable for it

Once your application has been received, your property will be inspected.

We take pride in our homes and are not able to approve an exchange to go ahead if the property is not in a good condition. Before the inspection, it's a good idea to have a look at whether your home is up to scratch and, if needed, spend some time putting things right.

You'll need to make sure that we can easily view all rooms and walls. Please take down posters and pictures and move large furniture away from the wall.

Is your home ready?

Kitchen

- All existing kitchen units and worktops should be in a reasonable condition (clean and with no chips or scratches)
- Cupboard doors should be fitted correctly and the handles should be secure

Bathroom and WCs

- The bath, basin and WC should be free from cracks and stains, with plugs and chains attached
- The taps should be clean and in good working order

Flooring and staircases

- Floors, staircases, banisters and handrails should be sound and free from damage

Doors and windows

- Front and rear external doors should be sound and secure
- Windows should be sound and secure. Keys should be provided for windows with locks
- Internal doors should be in good order and any missing or damaged doors should be repaired or replaced

Decoration

- Skirting boards and door frames should be in good order
- All wall surfaces should be in a good state of repair
- Any graffiti should be removed

Gardens

- All gardens should be tidy and free from hazards and personal belongings

Electrical items

- If you have used your own light fittings, and do not have a certificate of installation from a professional contractor you will need to return them to our original standard

Mutual Exchange Application Form

Repairs

- If you have repairs that are our responsibility and need reporting, please report them before we visit.

Improvements

- Any alterations that you have completed in your current home will need written permission from us.

As a Final Reminder before Moving

- Clear the shed if applicable
- Leave all keys including spares.
- Leave window keys in windows
- Be clear with the tenant you are exchanging with what is being gifted to them (if anything)
- Remove all furniture
- Remove all rubbish