

Mutual exchange application form

(For Guinness tenants)

Do you need this form in large print or in a different format or language? Please telephone us on 0303 123 1890.

If you have any questions or need help filling out the form, please call our Tenancy Management Team on 0161 219 7226

Things you need to know

You must have written permission to exchange

- Do not make plans to move until you have received written permission.
- If you move without written permission, we will ask you move back.
- We will write to you within 42 days with a decision.

We may refuse your exchange

These are the most common reasons for refusing an exchange:

- A notice seeking possession has been served on you for a breach of tenancy and the notice is still valid.
- Legal action is being taken against you or a member of your household for anti-social behaviour.
- The property you want to move into is too big or too small for your housing needs.
- The property is classed as supported or specialist accommodation and is not suitable for the housing need.

Check what type of tenancy you will get?

If you have an Assured or Secure 'lifetime' tenancy which started before 1 April 2012 your tenancy is protected and you will be offered a new Assured or Secure 'lifetime' tenancy.

If you hold a 'lifetime' tenancy which started after 1 April 2012 your tenancy is not protected and you will simply swap your tenancy with the fixed-term tenant. This means that you are only entitled to the remaining time left on the tenancy. Once this fixed-term has run out we will review your circumstances and you still need social housing you may be offered a further fixed-term tenancy.

If you are moving to a different landlord please check with them what type of tenancy you will get. Each landlord is different.

Is your rent account in credit?

If you are in rent arrears we may approve the exchange on condition the rent arrears are paid or if you have been served a legal notice we may refuse the exchange.

Rent in advance

We require a minimum of one week's rent plus 1 weeks rent in advance to be paid before the exchange takes place. In some cases it may be monthly rent in which case we will require a minimum of 1 month's rent in advance.

We will tell you more about this once we have received your application.

Inspecting the property

We will inspect your property before approving the exchange.

You need to inspect the property you are moving into yourself. If there are issue which need sorting out make sure they are done before you exchange.

A landlord will only be responsible for the repairs which are set out in the tenancy agreement. Any decorating, loft or rubbish clearance, overgrown garden, damage etc. will be the responsibility of the incoming tenant.

Right to buy

If you were previously a council tenant and transferred to Guinness you may have the Preserved Right to Buy. If you are exchanging with another Guinness tenant you will retain this right.

If you move to another housing association you will lose this right but you will retain the number of year accrued which being a tenant with Guinness. If you move to a council property you will continue to have the Right to Buy.

Do not offer money to exchange

You must not offer to pay anyone to mutually exchange with you. This includes paying off their rent arrears. We may refuse the exchange if this occurs.

Withdrawing the application

Any party has the right to withdraw their mutual exchange application at any time and Guinness cannot be held responsible for any inconvenience or expense incurred.

Next steps

1. Complete this application form and send it to:
Tenancy Management Team, The Guinness Partnership, Bower House, 1 Stable Street, Oldham, OL9 7LH.
Or you can email it to: NewLettings@guinness.org.uk
2. We will make an appointment to come and inspect your property.
3. We will ask for references to check that there have been no breaches of tenancy.
5. All applicants including Guinness tenants must produce proof of their identity and citizenship (including UK citizens).
6. Arrangements will then be made between all parties to sign the new paperwork.

Mutual exchange application form

For office use: date received _____

Complete all the sections. If the question does not apply write N/A – not applicable)

About You

Please tick

1.	Are you a Guinness tenant?	Yes		No	
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2. Tenant 1					
	First Name	Last Name	Male/Female	Date of birth	Title: Mr/Mrs/Ms etc
Tenant 2 (Joint tenant)*					
	First Name	Last Name	Male/Female	Date of birth	Title: Mr/Mrs/Ms etc

3.	What is your address and postcode
	Postcode:

4.	What is the best way to contact you?
	Main contact telephone number:
	Second contact telephone number:
	e-mail address <i>(if applicable)</i>
	Other (please state)

5.	Household members* living with you <i>If there are no household members please write 'none'</i>				
	First Name	Last Name	Male / Female	Date of birth	Relationship to tenant 1 e.g. son

*Lodgers do not count as household members

Please tick

6. Do you have shared child care arrangements i.e. your children live in another house for some of the time?	Yes		No	
If, yes please explain the arrangement				

7. Is anyone in the household expecting a baby?	Yes		No	
If yes, please confirm				
Mother's name Date baby due:				
<i>You will be asked to produce the MATB1 form confirming the expected date.</i>				

8. Do you or any member of the household have a disability?	Yes		No	
If yes, please explain				

Pets <i>Please check that pets you are permitted to have pets in the property you want to move to.</i>				
Do you have any pets?	Yes		No	
If yes, please tell us what pets you have.				

Identity and immigration <i>All adults aged 18 or over will be asked to proof of their identity and citizenship before the mutual exchange can take place</i>				
Are all adults in your household UK citizens?			Yes	
If no, please give details of the immigration status of non-UK citizens in your household				
Name	Immigration status <i>(Indefinite leave to remain, time limited leave etc.)</i>			

Your property details											
House	<input type="checkbox"/>	Bungalow	<input type="checkbox"/>	Flat/Bedsit	<input type="checkbox"/>	Maisonette	<input type="checkbox"/>				
How many bedrooms do you have?											
Bedsit	<input type="checkbox"/>	1 bed	<input type="checkbox"/>	2 bed	<input type="checkbox"/>	3 bed	<input type="checkbox"/>	4 bed	<input type="checkbox"/>	5 bed+	<input type="checkbox"/>
Has your home been adapted for a disability e.g. ramp, grab rails, level access shower room? <i>(please give brief details)</i>											
Have you made any alterations to your property e.g. changed electric fittings, installed a shed, or replaced a kitchen unit. Please provide brief details here.											

Tell about the person you want to exchange with

How many household are involved in this exchange?						
2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	other please specify
What is the name and address of the tenant(s) whose property you want to move into?						
Name of the tenant (s)						
Address						
Telephone number:						
Name of their landlord						
Address of the landlord						
Landlord's telephone number						

What is the name and address of the tenant(s) who will be moving into your property (if different from above)						
Name of the tenants (s)						
Address						
Telephone number:						
Name of their landlord						
Address of their landlord						
Landlord's telephone number						

Your living costs			
Enter the total amount you pay including arrears	How Much You Pay	How Often?	Per Calendar Month
HOUSING COSTS & UTILITY BILLS			
Rent			
Mortgage			
Secured Loan			
Mortgage Endowment Premium			
Service Charge or Ground Rent			
Water & Sewerage			
Council Tax			
Gas			
Electricity			
Other Household Fuels (e.g. oil, coal etc.)			
INSURANCES AND ENTERTAINMENT			
Buildings & Contents Insurance			
Life Insurance & Private Pension			
Medical or Accident Insurance			
Landline and Internet			
Mobile Phones			
TV Licence			
Satellite or Cable TV			
Appliance Rental (e.g. Bright House)			
CHILD COSTS (Total paid for all children)			
Child Support Paid by You			
Childcare			
School Meals			
School Trips & Activities			
Children's Pocket Money			
Education Fees			
TRANSPORT			
Car Services/Repairs and MOT			
Road Tax			
Car Insurance			
Breakdown Cover			
Fuel & Parking			
Public Transport			
FOOD & HOUSEKEEPING			
Food, Toiletries & Cleaning Supplies			
Meals at Work			

Pets (Food & Insurance)			
Tobacco and Alcohol			
Clothing & Footwear			
PERSONAL & LEISURE			
Medicines & Prescriptions			
Dentist or Optician			
Hairdressing			
Newspapers & Magazines			
Sports, Hobbies & Entertainment			
Church or Charity Donations			
ANY OTHER SPENDING			

Your Income				
If income changes, enter an average	How Much You Receive	How Often?	If joint tenancy how much partner receives	How Often?
Salary				
Child Benefit				
Rent or Board Received				
Pension Received <i>Inc State, Private and Pension Credit</i>				
Employment & Support Allowance (ESA)				
Jobseeker's Allowance (JSA)				
Disability Living Allowance (DLA)				
Personal Independence Payment				
Attendance Allowance				
Child Support or CSA				
Working Tax Credit				
Child Tax Credit				
Housing Benefit				
Universal Credit				
DHP				
Council Tax Support				
Income Support				
Carers Allowance				
Other				

Declarations

I/We agree to information regarding my/our tenancy, including information about my/our rent account, property conditions and details of how my/our tenancy has been conducted can we sent to the landlord of the property I/we want to move to.

I/We understand that we cannot move until the consent of all landlords has been given and the Deed of Assignment or new Tenancy Agreement has been signed.

I/We understand that if we move without permission or without signing a Deed of Assignment or new Tenancy Agreement we may lose our tenancy.

I/We understand that we should not offer or accept any form of incentive to undertake this exchange. I/We understand that if I/We do so it could result in action being taken against me/us.

(If this is a joint tenancy both tenants must sign this form)

Signed:	Date
Print name:	

Signed: (Joint tenant if applicable)	Date
Print name:	