

Mutual exchange application form

(For external applicants)

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 and provide

You must written permission from your landlord 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.

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.

Financial assessments

To ensure that we met our charitable aims we require all new customers to complete a financial assessment.

Identity and Immigration checks

All applicants and household members who are 18 years old or over including UK citizens are required to produce documents which confirm that they have the right to rent in the UK. For UK citizens this normally means providing us with a passport or a driving licence and birth certificate.

In addition, all applicants must provide us with 2 proofs of identity. Normally customers provide us with a passport, photo card driving licence, birth certificate or a DWP letter confirming your right to benefits. All letters must show your current address and we will also require 3 months bank statements.

Each additional household member must produce either a birth certificate or another form of identification such as a passport or driving licence.

Applicants from other countries normally provide us with a passport or national identity card or a biometric immigration document.

We can provide you with more information on what other documents are accepted.

Photographs

We ask for customers to provide two head and shoulders photographs in the style of a passport photograph. These can be taken on your telephone or camera and sent to us electronically.

What type of tenancy will I 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 other tenant. If this is a fixed-term tenancy it will mean 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.

Your current landlord may offer a different type of tenancy. Each landlord is different.

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.

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.

Right to buy

If you are a council tenant or a housing association tenant with the preserved right to buy you will lose this right when you move to a Guinness property but you will retain the years accrued. A tenant exchanging with you will not take your preserved right to buy.

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 ask for references from you landlord to confirm that that there have been no breaches of tenancy.
- 3.** We will ask you to complete a financial assessment form.
- 4.** We will confirm that we consent to the exchange.
- 5.** Arrangements will then be made between all parties and the landlord to sign the new paperwork.
- 6.** We will arrange for an electric and gas (if applicable) inspection of your home once you have moved in.

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

Are you a Guinness tenant?	Yes		No	
----------------------------	-----	--	----	--

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

What is your address and postcode	
Postcode:	
Name of your Landlord	
Address of your Landlord	
Landlords telephone number	

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

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

*Lodgers do not count as household members

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.				

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>				

Foster carer	Yes		No	
Are you a registered foster carer?				

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

Do you have a mobility scooter?	Yes		No	
If yes, you will need permission to store your mobility scooter if you moving to a flat or similar property. Space is not always available. Please request permission before you move.				

Third party	Yes		No	
Do you want a support worker or family member to be able to discuss your tenancy? If yes, please give details below.				
Name				
Relationship e.g. support worker				

Contact details

Do you have a pet?	Yes		No	
If yes, please tell us what pets you have. Please check whether you need permission before you move.				

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		No	
If no, please give details of the immigration status of non-UK citizens in your household				
Name	Immigration status (Indefinite leave to remain, time limited leave etc.)			

What is your national insurance number	
Tenant 1	
Tenant 2	

Previous convictions	Yes		No	
Tenant 1				
Have you been convicted of a violent or sexual offence?				
Have you been arrested for a drugs related offence?				
Have you been convicted of anti-social behaviour related offences or had an anti-social behaviour court order made against you?				

Tenant 2	Yes		No	
Have you been convicted of a violent or sexual offence?				
Have you been arrested for a drugs related offence?				
Have you been convicted of anti-social behaviour related offences or had an anti-social behaviour court order made against you?				

Guinness staff and board members				
	Yes		No	
Are you related or are you a close friend with anyone who is employed by Guinness or is Board of Management. If yes please give details.				
What is their name?				
What is their address?				
What is your relationship with the staff members, Board member e.g. cousin, friend etc.?				

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>

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 <i>(e.g. oil, coal etc.)</i>			
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 <i>(e.g. Bright House)</i>			

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				

Payments Towards Debts (Loans, Credit and Store Cards, Finance Agreements, Catalogues etc.)			
Name of Lender	Type of Debt	Amount Owed	How Much You Pay

Court Judgements			
Type of Court Order	Amount Owed	How Much You Pay	How Often?

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:	

