Mutual Exchange Application Form

Pl Please be aware before submitting your application both parties have to meet the following criteria: (please tick if correct)

Both parties must be registered tenants at the property

Both parties rent accounts are up to date with no arrears

Your property is in a good condition with no outstanding repairs

(Please note we will only conduct two inspections)

Neither party have breached their tenancy conditions, caused neighbour

nuisance or damaged their property

Please be aware

* This is YOUR swap so take the lead in organising appointments
* Once you sign for the property you become responsible for it. Any alterations without our consent will be your responsibility and we will not repair them.
* All parties involved in the exchange must complete and submit separate application forms and processing will start once both are received.
* Any incomplete forms submitted will not be processed and returned to the customer for completion
* All costs associated with moving home are your responsibility.
* You cannot exchange without the express consent of BOTH landlords
* Be sure you can afford it - the rent and other bills may be more expensive

How it works

**Mutual Exchange Application received**

**Property Inspection** –

Gas & Electric check

**Exchange day-** at Ropewalks to sign & swap keys

Mutual Exchange Application Form

**1. Property address**

|  |  |
| --- | --- |
| Address |  |
| Postcode |  |

**2. Applicant details**

|  |  |  |
| --- | --- | --- |
| Full name | Main Applicant | Joint Applicant |
| **Mr/Mrs/Miss/Ms** | **Mr/Mrs/Miss/Ms** |
| Date of Birth |  |  |
| National Insurance Number |  |  |
| Contact number(s) |  |  |
| Email address |  |  |

**3. Current landlord details**

|  |  |
| --- | --- |
| If your landlord is not Peaks & Plains Housing Trust please provide the following: | |
| Landlord name |  |
| Landlord address |  |
| Landlord contact number |  |
| Housing Officer contact details |  |

**4. Details of who you want to exchange with**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| The name of their Landlord |  |

**5. Advocate details (if applicable)**

|  |  |
| --- | --- |
| If you have a support worker or someone you wish to act on your behalf, please supply their details: | |
| Name |  |
| Address |  |
| Contact number(s) |  |
| Job title/relationship to you |  |
| Do you wish for this person to be contacted in place of yourself? yes/no | |

1. **Details of your current property**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please tick what type of property you live in: | House | Flat | Bungalow | Maisonette |
|  |  |  |  |
| How many bedrooms does your property have? |  | | | |

|  |  |
| --- | --- |
| Which floor is the entrance to your property on? |  |
| Is there a lift? | yes/no |
| Is the property accessible to wheelchairs? | yes/no |
| Does the property have any adaptations? | yes/no |
| If yes, please provide details below: | |
| Have you made any alterations to the property? | yes/no |
| If yes please provide details below:  e.g. Minor alterations such as replacing internal doors or light switches.  Major alterations such as replacement kitchens or structural works. | |
| Do you have a gas pre-payment meter? | yes/no |
| Do you have an electric pre-payment meter? | yes/no |

**7. Accommodation history**

|  |  |  |  |
| --- | --- | --- | --- |
| What date did you move into this property? | | | |
| Please give full details of where the main applicant and joint applicant have lived over the last 5 years | | | |
| Main applicant | | | |
| Address | Dates:  From/To | Did you own this property? | If no, please provide landlord name, address and contact number |
|  |  | yes/no |  |
|  |  | yes/no |  |
|  |  | yes/no |  |
| Joint applicant |  | | |
| Address | Dates:  From/To | Did you own this property? | If no, please provide landlord name, address and contact number |
|  |  | yes/no |  |
|  |  | yes/no |  |
|  |  | yes/no |  |

**8. Household details (please continue onto a separate page if applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please provide the details of all members of your household | | | | |
| Full name | Relationship to applicant | Date of birth | National Insurance Number | Will this person be moving with you? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Is anyone in your household pregnant? | yes/no | |
| If yes, who is the expectant mother? |  | |
| Please provide the expected date of birth |  | |
| Does anyone in your household have a disability? |  | |
| Does anyone in your household require any adaptations to assist them in the property you want to move to? | yes/no | |
| If you answered yes to the last two questions, please provide details below: | | |
| Do you have any pets? | | yes / no |
| If yes, please provide details: | | |

**9. Reason for application**

|  |
| --- |
| Please give details of the reasons you would like to move: |
|  |

**10. Further details**

|  |  |
| --- | --- |
| Have you or anyone in your household been convicted of any criminal offence within the last 5 years? | yes / no |
| If yes, please provide details including dates: | |
| Have you or anyone in your household been evicted for rent arrears or found guilty of any anti social behaviour, including drug offences, racial harassment or any conduct likely to cause nuisance or annoyance? | yes / no |
| If yes, please provide details including dates: | |
| Do you have any outstanding rent or mortgage payments on your current property or any of the properties you have lived in over the last 5 years? | yes / no |
|  | |
| Have you or anyone in your household caused damage to any of the properties you have lived in? | yes / no |
| If yes, please provide details: | |

**Declaration and Signatures**

**Please check the information you have provided, then read and sign the statement below**

* The information I/ we have given on this form is true and complete. If my/ our circumstances change I/ we will notify Peaks & Plains Housing Trust.
* I/ we understand that I/ we must not move without the written consent of the Trust.
* I/ we understand that Peaks & Plains Housing Trust may reject my/ our application if I / we withhold information or the information I/ we have provided is untrue.
* I/ we confirm that I/ we have inspected the property to which I/ we propose to exchange, and I/ we accept the property as seen. I/ we understand that the Trust will only carry out repairs that are the Landlords responsibility, and that I / we will be responsible for any repairs that are the responsibility of the existing tenant. For example, the Trust will not be responsible for replacing or repairing any fixtures or fittings including appliances that the existing tenant has installed and that the Trust will not be responsible for removing any items left in the property by the existing tenant.
* I/ we give consent for Peaks & Plains Housing Trust to check, verify and share any information with other agencies such as statutory organisations, police, probation or other social landlords to make further checks before consent is given.

|  |  |
| --- | --- |
| **Main applicant** | |
| Signature |  |
| Date |  |
| **Joint applicant** | |
| Signature |  |
| Date |  |

Please return the completed form to:

Peaks & Plains Housing Trust, Ropewalks, Newton Street, Macclesfield, SK11 6QJ