

November 2020



PEAKS & PLAINS  
Housing Trust

# Mutual Exchange Application Form

## Before you begin...

- ✓ Can you afford it? The rent and other bills at your new home may be more expensive.
- ✓ Are all applicants' rent accounts up to date with no arrears?
- ✓ Is your property in good condition with no outstanding repairs?
- ✓ Have any of the applicants breached their tenancy conditions, caused neighbour nuisance or damaged their property?
- ✓ Do you have pets? Have you checked that the new property allows them?



## Remember...

- All parties must be registered tenants at the property.
- All parties involved in the exchange must complete and submit separate application forms. Processing will only start once all applications are received.
- If the properties in question are under a joint tenancy, both tenants need to have completed and signed the application.
- Any incomplete forms will not be processed. We will return them to you for completion.
- This is **YOUR** exchange so you will be expected to take the lead.
- Your chosen property is 'sold as seen', you will not be able to request unnecessary changes/repairs after exchange.
- Once you sign for the property, you are responsible for it. Any alterations made without prior consent will be your responsibility and we will not repair them.
- Do not make plans to move until you have received written permission.
- You cannot exchange properties without the express consent of **BOTH** landlords. If you move without written permission, you will be asked to move back.
- All moving costs are your responsibility.
- We will write to you within 42 days with a decision.

## Your request might be refused if...

- A notice seeking possession has been served on you for a breach of tenancy and the notice is still valid.
- You are in rent arrears. However, we may still approve the exchange on the condition that the rent arrears are paid.
- Legal action is being taken against you or a member of your household for antisocial behaviour.
- The property that 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 needs of the applicant.



## Inspections...

If your exchange request is granted, the Trust will inspect its properties. We will **not** maintain or repair any alterations that you have made to the property. Please note that non-standard fittings (such as sockets, light fittings and internal doors) will only be replaced with standard Peaks & Plains fittings.

You will need to inspect the property that you wish to move to. If you find any issues with the property that require repair, these will need to be sorted prior to the exchange.

Landlords will only be responsible for the repairs to the property that are outlined in the tenancy agreement. Decorating, loft or rubbish clearance and garden maintenance will be the responsibility of the incoming tenant.

## Will your tenancy type change?...

Moving properties might also mean that your tenancy type will change. Check with your fellow applicants about their tenancy type or check with your new landlord what your new tenancy type will be (e.g. if you're moving housing associations).

If you're not sure of your current tenancy type, you can find this out by checking your Tenancy Agreement or looking on **'My Account'**. Alternatively, call our Customer Experience Team on **0800 012 1311**.

For more information on different tenancy types, you can visit [www.gov.uk/housing-association-homes/types-of-tenancy](https://www.gov.uk/housing-association-homes/types-of-tenancy)

## Rent payment required in advance...

All applicants (including current Peaks & Plains Trust applicants) will be expected to pay one week's rent in advance. This will be taken on the day of exchange.

## Next steps...

Complete this application form in full and email it to us at [trust@peaksplains.org](mailto:trust@peaksplains.org) or post it to us at **Peaks & Plains Housing Trust, Ropewalks, Newton Street, Macclesfield, SK11 6QJ**

If you have any questions about Mutual Exchange or you need help filling out the form, please call our **New Tenancy Team** on **0800 012 1311**.

# Mutual Exchange Application form

Please complete the following questions in full. If you need more space, there is an extra page at the end of the form.

## 1. Details of the property that you wish to exchange...

Address:

Postcode:

Property Type:                      House                      Maisonette                      Bungalow                      Flat

Bedrooms:                      1                      2                      3                      4                      5

## 2. Details of the property that you wish to exchange with...

Address:

Postcode:

Property Type:                      House                      Maisonette                      Bungalow                      Flat

Bedrooms:                      1                      2                      3                      4                      5

## 3. Details of your current landlord...

Are you a Peaks & Plains Housing Trust tenant?                      Yes                      No

If you answered no, please provide details of your current landlord:

Landlord's name:

Landlord's address:

Landlord's telephone:

Housing officer's details:

Date that you moved in:

#### 4. About you and your household...

	Main applicant	Joint applicant (if applicable)
Title:		
Full name:		
Date of birth:		
NI number:		
Telephone:		
Email address:		

## 5. More about you and your household...

Full name	Relationship to tenant <small>(e.g. son)</small>	Date of birth	NI Number	Will this person be moving with you?

**Is anyone in your household pregnant?** Yes No

If yes, who? When are they due? DD MM YYYY

## 6. Child benefit...

Do you receive child benefit?	Yes	No
Please list below which of your children you receive child benefit for:		

## 7. Child care arrangements...

Do you share custody of your children?		Yes	No
e.g. Do your children live at another address part of the week?			
If you answered yes, please provide details of the arrangement:			

## 8. Advocate details (if applicable)...

If you have a support worker or someone you wish to act on your behalf, add their details here:

Name:

Address:

Telephone:

Job title/  
relationship to you:

Do you wish for your advocate to be contacted on your behalf?	Yes	No
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## 9. Pets...

Do you have any pets?	Yes	No
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If you answered yes, please provide details below, e.g. breed, age, quantity:

## 10. Employment details and earned income...

### Financial Assessment...

#### Main applicant

#### Joint applicant (if applicable)

Employer name:

Contact details:

Position:

Hours per week:

Gross salary:	£	£
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Net salary:	£	£
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Frequency: e.g. weekly/monthly	£	£
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Other income:	£	£
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Savings:	£	£
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Total income:	£	£
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## 11. Financial Assessment - Outgoings...

Housing/utilities...		Amount		Frequency			
Rent	£		Weekly	Fortnightly	Monthly	Quarterly	Yearly
Service charge (if applicable)	£		Weekly	Fortnightly	Monthly	Quarterly	Yearly
Council tax	£		Weekly	Fortnightly	Monthly	Quarterly	Yearly
Gas	£		Weekly	Fortnightly	Monthly	Quarterly	Yearly
Electricity	£		Weekly	Fortnightly	Monthly	Quarterly	Yearly
Water	£		Weekly	Fortnightly	Monthly	Quarterly	Yearly
Insurances...							
Contents insurance	£		Weekly	Fortnightly	Monthly	Quarterly	Yearly
Life insurance	£		Weekly	Fortnightly	Monthly	Quarterly	Yearly
Medical insurance	£		Weekly	Fortnightly	Monthly	Quarterly	Yearly
Entertainment...							
Landline and internet	£		Weekly	Fortnightly	Monthly	Quarterly	Yearly
Mobile phone(s)	£		Weekly	Fortnightly	Monthly	Quarterly	Yearly
Television licence	£		Weekly	Fortnightly	Monthly	Quarterly	Yearly
Satellite or cable television	£		Weekly	Fortnightly	Monthly	Quarterly	Yearly
Appliance rental (e.g. Bright House)	£		Weekly	Fortnightly	Monthly	Quarterly	Yearly
Transport costs...							
Fuel & parking	£		Weekly	Fortnightly	Monthly	Quarterly	Yearly
Car insurance	£		Weekly	Fortnightly	Monthly	Quarterly	Yearly
Road tax	£		Weekly	Fortnightly	Monthly	Quarterly	Yearly
Breakdown cover	£		Weekly	Fortnightly	Monthly	Quarterly	Yearly
Car services/ repairs & MOT	£		Weekly	Fortnightly	Monthly	Quarterly	Yearly
Public transport	£		Weekly	Fortnightly	Monthly	Quarterly	Yearly

## Child costs...

(Total costs for all children)

<b>Child support</b> (paid by you)	£	Weekly	Fortnightly	Monthly	Quarterly	Yearly
<b>Childcare</b>	£	Weekly	Fortnightly	Monthly	Quarterly	Yearly
<b>School meals</b>	£	Weekly	Fortnightly	Monthly	Quarterly	Yearly
<b>School trips/activities</b>	£	Weekly	Fortnightly	Monthly	Quarterly	Yearly
<b>Education fees</b>	£	Weekly	Fortnightly	Monthly	Quarterly	Yearly
<b>Children's pocket money</b>	£	Weekly	Fortnightly	Monthly	Quarterly	Yearly

## Food & housekeeping...

<b>Housekeeping</b> (inc food, toiletries & cleaning supplies)	£	Weekly	Fortnightly	Monthly	Quarterly	Yearly
<b>Tobacco &amp; alcohol</b>	£	Weekly	Fortnightly	Monthly	Quarterly	Yearly
<b>Clothing &amp; footwear</b>	£	Weekly	Fortnightly	Monthly	Quarterly	Yearly
<b>Meals at work</b>	£	Weekly	Fortnightly	Monthly	Quarterly	Yearly
<b>Pets</b> (inc food, vet bills, & insurance)	£	Weekly	Fortnightly	Monthly	Quarterly	Yearly

## Personal & leisure...

<b>Medicines &amp; prescriptions</b>	£	Weekly	Fortnightly	Monthly	Quarterly	Yearly
<b>Dentist &amp;/or optician</b>	£	Weekly	Fortnightly	Monthly	Quarterly	Yearly
<b>Hairdresser/barber</b>	£	Weekly	Fortnightly	Monthly	Quarterly	Yearly
<b>Newspapers &amp;/or magazines</b>	£	Weekly	Fortnightly	Monthly	Quarterly	Yearly
<b>Sports &amp; hobbies</b>	£	Weekly	Fortnightly	Monthly	Quarterly	Yearly
<b>Entertainment</b>	£	Weekly	Fortnightly	Monthly	Quarterly	Yearly
<b>Church &amp; / or charity donations</b>	£	Weekly	Fortnightly	Monthly	Quarterly	Yearly

## Other Spending...

£	Weekly	Fortnightly	Monthly	Quarterly	Yearly
£	Weekly	Fortnightly	Monthly	Quarterly	Yearly
£	Weekly	Fortnightly	Monthly	Quarterly	Yearly
£	Weekly	Fortnightly	Monthly	Quarterly	Yearly
£	Weekly	Fortnightly	Monthly	Quarterly	Yearly

**Total spending** £



## 12. Benefits and other income...

	Main applicant	Joint applicant (if applicable)
Universal credit	£	£
Income support	£	£
Job seeker's allowance - income based	£	£
Job seeker's allowance - contribution	£	£
Working tax credit	£	£
Employment support allowance / Incapacity benefit	£	£
Maternity allowance	£	£
Child benefit	£	£
Child tax credit	£	£
Disability living allowance / Personal independence payment		
Care (L/M/H)	£	£
Mobility (L/M/H)	£	£
Carers allowance	£	£
Attendance allowance		
Lower	£	£
Higher	£	£
State retirement pension	£	£
Guaranteed pension credit	£	£
Pension savings credit	£	£
Occupational pension	£	£
Bereavement allowance	£	£

### 13. Disabilities...

Does anyone in your household have a disability? Yes No

Does anyone in your household require any adaptations to assist them in the property that you wish to move to? Yes No

If you answered yes to one or both of the above, please provide details below:

### 14. Nationality...

Are all the members of your household UK citizens? Yes No

If you answered no, please provide details below:

Name

Immigration status

### 15. Details of your current property...

Do you live in a flat or maisonette? Yes No

If you answered yes....

What 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 you answered yes, please provide details of the adaptations below:

Have you made any alterations to the property? Yes No

e.g. Minor alterations such as replacing internal doors or light switches or major alterations such as replacement kitchens or structural works.

If you answered yes, please provide details of the alterations below:

Do you have a gas pre-payment meter? Yes No

Do you have an electric pre-payment meter? Yes No

# 16. Accommodation history...

If you have lived in your current property less than 5 years, please provide details of your previous addresses.

## Main applicant...

Address 1:

Address 2:

Dates from to

Did you own this property: Yes No

If you answered no, please provide your landlord's name, address and telephone:

Dates from to

Did you own this property: Yes No

If you answered no, please provide your landlord's name, address and telephone:

Address 3:

Address 4:

Dates from to

Did you own this property: Yes No

If you answered no, please provide your landlord's name, address and telephone:

Dates from to

Did you own this property: Yes No

If you answered no, please provide your landlord's name, address and telephone:

Address 5:

Address 6:

Dates from to

Did you own this property: Yes No

If you answered no, please provide your landlord's name, address and telephone:

Dates from to

Did you own this property: Yes No

If you answered no, please provide your landlord's name, address and telephone:

## 16. Accommodation history (continued)...

Joint applicant (if applicable)...

Address 1:

Address 2:

Dates from

to

Did you own this property:

Yes

No

If you answered no, please provide your landlord's name, address and telephone:

Dates from

to

Did you own this property:

Yes

No

If you answered no, please provide your landlord's name, address and telephone:

Address 3:

Address 4:

Dates from

to

Did you own this property:

Yes

No

If you answered no, please provide your landlord's name, address and telephone:

Dates from

to

Did you own this property:

Yes

No

If you answered no, please provide your landlord's name, address and telephone:

Address 5:

Address 6:

Dates from

to

Did you own this property:

Yes

No

If you answered no, please provide your landlord's name, address and telephone:

Dates from

to

Did you own this property:

Yes

No

If you answered no, please provide your landlord's name, address and telephone:

## 17. Further details...

**Have you/anyone in your household been convicted of any criminal offence within the last 5 years?**

Yes

No

If you answered yes, please provide details including dates below:

**Have you/anyone in your household been evicted for rent arrears or found guilty of any antisocial behaviour? This includes drug offences, racial harassment or any conduct likely to cause nuisance or annoyance.**

Yes

No

If you answered yes, please provide details including dates below:

**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

If you answered yes, please provide details including dates below:

**Have you/anyone in your household caused damage to any of the properties that you have lived in?**

Yes

No

If you answered yes, please provide details below:

## 18. About the exchange...

**How many households are involved in this exchange?**

**Details of who you wish to exchange with...**

**Name(s):**

**Address:**

**Their landlord's  
name, address  
and telephone:**

Details of who will be moving in to your current property? (if different from above)

**Name(s):**

**Address:**

**Their landlord's  
name, address  
and telephone:**

## 19. Reason for your application...

Please provide details below for the reasons you wish to move:

## 20. Extra space...

Please use this page if you require more space to answer any of the questions:



## 21. Declarations...

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

- The information that 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 that 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 I/we understand 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.

Signature of applicant:

Date:

Signature of joint applicant: (if applicable)

Date:

Please send this completed form back to us at Ropewalks, Newton Street, Macclesfield, SK11 6QJ.