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**MUTUAL EXCHANGE APPLICATION FORM**

**How we will use your information**

The purpose for collecting your personal details on this form is to allow the Housing department to have accurate records. Once the form has been completed the Housing office will store the details securely and confidentially within the Housing/Tenancy file. Access to the information you provide will be on a strictly need to know basis and the information will be retained for six years before being securely disposed of/deleted from our systems. The information will not usually be shared with any other department or external parties (unless the law allows in certain situations such as Court Hearings).

**Rules for Mutual Exchanges**

The Housing Act allows for mutual exchanges to take place between tenants provided their tenancy gives them the right to assign under the following conditions:

1. The landlord must inform their tenant of their decision within 42 days of receipt of an application.
2. The property has not been funded for special use and exempt from exchanges.
3. The incoming tenant must comply with the landlord’s allocation policy on household size. We do not allow Underoccupation. We allocated bedrooms in line with Department of Work and Pensions (DWP) guidelines. This means an applicant will be entitled to a bedroom for:
* Each adult couple
* Any other person aged 16 or over including a carer if they deemed part of the permanent household
* Two children of the same sex under the age of 16
* Two children under the age of 10 regardless of their sex
* Older person’s units are sometimes harder to let; exceptions may be made at management discretion.
1. The outgoing tenant must have a clear rent account.
2. The outgoing tenant has not damaged the property to the extent where an insurance claim has been made.
3. Alterations and improvements made by the outgoing tenant become the responsibility of the incoming tenant.
4. The property is checked and certified for gas and electricity.
5. The landlord suffers no financial loss either through rent, void or repair.
6. The incoming tenant takes the property as seen subject to the usual repairs as stipulated by the terms of the tenancy agreement.
7. The exchange takes effect by Deed of Assignment no less than 4 weeks once permission has been given in accordance with the notice period of the tenancy agreement.
8. The property will be subject to an inspection.
9. The tenant must not be under a Notice.
10. The property is not deemed a sheltered or older person’s unit and the incoming tenant does not meet the need of such property.
11. The property has not been adapted and the incoming tenant does not meet the need of such property.

***THE TENANT AND THE EXCHANGE PARTNER MUST COMPLETE A FORM EACH. IF THE TENANCY IS JOINT BOTH TENANTS MUST SIGN THE FORM. BOTH FORMS SHOULD BE RETURNED TO THE ALLOCATION & LETTINGS TEAM AT THE ADDRESS BELOW.***

**NETWORK HOMES**

**Allocations & Letting team**

**Olympic Office Centre**

**8 Fulton Road**

**London**

**HA9 0NU**

**SECTION 1: NETWORK TENANTS DETAILS**

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| **Tenant(s) Details:**  |
|  | **Tenant 1** | **Tenant 2** |
| Name: |  |  |
| Date of Birth |  |  |
| NI Number: |  |  |
| **Property:** |
| Address: |  | Postcode: |  |
| Landlord: |  | Tenancy Ref: |  |
| Rent A/C: |  | Balance £: |  |
| Tenure Type: |  | Tenancy Start Date: |  |
| **Contact Details:**  |
|  | **Tenant 1** | **Tenant 2** |
| Home Number: |  |
| Mobile: |  |  |
| email address: |  |  |
| Pref. comms | Choose an option | Choose an option |
| **Occupancy Details:**  |
| Occupant: |  | Gender: | Choose option |
| DOB: |  | NI Number: |  | Relationship: | Choose option |
| Occupant: |  | Gender: | Choose option |
| DOB: |  | NI Number: |  | Relationship: | Choose option |
| Occupant: |  | Gender: | Choose option |
| DOB: |  | NI Number: |  | Relationship: | Choose option |
| Occupant: |  | Gender: | Choose option |
| DOB: |  | NI Number: |  | Relationship: | Choose option |
| **Other:** |
| Is there anyone else we should consider as part of your household who does not live with you? |  |
| If **YES,** please state their name and the reason they do not live with you |  |
| What pets do you have? |  |
| Have you applied for a transfer from your present home? |  |
| Have you applied to buy your present home? |  |

**SECTION 2: EXCHANGE PARTNERS DETAILS**

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| **Exchange Partner(s) Details:**  |
|  | **Tenant 1** | **Tenant 2** |
| Name: |  |  |
| Date of Birth |  |  |
| NI Number: |  |  |
| **Property:** |
| Address: |  | Postcode: |  |
| Landlord: |  | Tenancy Ref: |  |
| Rent A/C: |  | Balance £: |  |
| Tenure Type: |  | Tenancy Start Date: |  |
| **Contact Details:**  |
|  | **Exchange Partner 1** | **Exchange Partner 2** |
| Home Number: |  |
| Mobile: |  |  |
| email address: |  |  |
| Pref. comms | Choose an option | Choose an option |

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| **Occupancy Details:**  |
| Occupant: |  | Gender: | Choose option |
| DOB: |  | NI Number: |  | Relationship: | Choose option |
| Occupant: |  | Gender: | Choose option |
| DOB: |  | NI Number: |  | Relationship: | Choose option |
| Occupant: |  | Gender: | Choose option |
| DOB: |  | NI Number: |  | Relationship: | Choose option |
| Occupant: |  | Gender: | Choose option |
| DOB: |  | NI Number: |  | Relationship: | Choose option |
| **Other:** |
| Is there anyone else we should consider as part of your household who does not live with you? |  |
| If **YES,** please state their name and the reason they do not live with you |  |
| What pets do you have? |  |
| Have you applied for a transfer from your present home? |  |
| Have you applied to buy your present home? |  |

**SECTION 3: YOUR PROPERTY DETAILS**

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| **Property Description:** |
| AccommodationType: | *House* | *Flat* | *Bungalow* | *Older Person* | *Sheltered* |
| Number of Bedrooms? |  |
| Number of Rooms (excluding kitchen & bathroom)? |  |
| Floor Level? |  |
| Is there a Lift? |  |
| Heating Type? |  |

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| **Has the property been adapted for disabled (state):** |
| Level access shower: |  | Adapted Bathroom: |  | Ramps Outside: |  |
| Lift/Stair lift: |  | Adapted Kitchen: |  | Ramps Inside: |  |
| Other: |  |

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| **Have you altered or improved the property (state):** |
| Loft Conversion: |  | Extension: |  | Removed a dividing wall: |  |
| Conservatory: |  | New Kitchen: |  | New Bathroom: |  |
| Other: |  |
| You will be expected to provide the paperwork that shows you had permission to make the alterations and if relevant a copy of the building certificate and planning permission. |

**SECTION 4: SIGNATURES**

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| **If the tenancy is joint; both tenants must be sign** |
| Tenant 1 |  | Name |  |
| Tenant 2 |  | Name |  |
|  | Date: |  |
| **If the tenancy is joint; both tenants must be sign** |
| Exchange Partner 1 |  | Name |  |
| Exchange Partner 2 |  | Name |  |
|  | Date: |  |