**Mutual Exchange – Application Form**

**Have you viewed the property you wish to exchange with? Y** ❑ N ❑

**Briefly outline your reason/s for wishing to move:**

 **……….……………………………………………………………………………………**

**……………………………………………………………………………………………..**

**What type of tenancy do you currently have?** (If Fixed term, please state how long is remaining.)

**…………………………………………………………………………………………………………………………………….**

**Have you completed the Affordability checklist?** (attached) Y ❑ N ❑

***NB: If the answer is No, this form MUST be completed to proceed with the application.***

**Applicant Details (**Please fill in both sides if hold an existing Joint Tenancy**)**

|  |  |  |
| --- | --- | --- |
|   | **You** | **Joint Tenant** |
| **Title** |   |   |
| **First Name** |   |   |
| **Surname** |   |   |
| **Current Address** |   |   |
| **Contact Telephone Number** |   |   |
| **Email**  |   |   |
| **Date of Birth** |   |   |
| **Name of Landlord & contact details** |   |   |
| **How long have you lived in your current property?**  |  |  |

**Other Members of Your Household** (to include partner if NOT an existing Joint Tenant)

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name** | **Sex** | **Date of Birth** | **Relationship to you** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

**Is anyone in the Household currently pregnant? Y** ❑ N ❑ If yes, due date? …………………………………

Is there anyone (not currently residing in your household) but will be following the move? Y ❑ N ❑

**If Yes**, please give brief details ………………………………………………………………………………………..

**Rent Account**

**Do you have any current Rent Arrears on your account? Y** ❑ **N** ❑

How Much £………………………… Is there a current payment plan in place? Y ❑ N ❑

Please give details……………………………………………………………………………………………….

Has a NOSP been served for rent account? Y ❑ N ❑ Has any court action been taken? Y ❑ N ❑

If yes, please give details ……………………………………………………………………………………….

**Tenancy**

**Have you or anyone in your household either currently/historically been served any of the following?**

**NOSP (Notice of Seeking Possession) Y** ❑ **N** ❑ If yes, please give details

………………………………………………………………………………………………………………………..

**INJUNCTION? Y** ❑ **N** ❑ If yes, please give details

……………………………………………………………………………………………………………………….

**ABC (Anti-Social Behavioural Contract) Y** ❑ **N**  ❑ If yes, please give details

……………………………………………………………………………………………………………………………

**Do you or anyone in your household have any Mental/Physical Health conditions we should be aware of? Y** ❑ N ❑ If yes, please give details …………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………….

**Do you have any support agencies involved with you/household? Y** ❑ N ❑ If yes, please give details

…………………………………………………………………………………………………………………………….

**Details of your property:**

**General Needs** ❑ **Sheltered/Supported** ❑

Is your property a: House ❑ Bungalow ❑ Flat ❑ if so, which floor level?.......... Maisonette ❑ Bedsit ❑

How many bedrooms?.................. Is there a ground floor/level access bathroom? Y ❑ N ❑

Do you have a garden? **Y** ❑ **N** ❑ if yes, please state: Front ❑ Back ❑ Both ❑ Communal ❑

Do you have any pets? **Y** ❑ **N** ❑ Details……………………………………………………………………….

Have you made any structural changes to your home? This includes; kitchen, bathroom, decking, outbuilding, shed etc. **Y** ❑ **N** ❑ If yes, please give details…………………………………………………….

…………………………………………………………………………………………………………………………

Has the property been adapted in anyway? i.e. Walk in shower, grab rails, stairlift etc. Y ❑ N ❑

If yes, please give details…………………………………………………………………………………………….

***Please note – If any structural changes have been made to the property without prior permission, we may refuse this application until the remedial work is undertaken and property restored to standard.***

|  |  |
| --- | --- |
| **Details of the person you want to swap with** | **Details of their landlord** |
| Name: |   |  Name: |
| Address: |   | Address: |
| Postcode: |   | Postcode: |
| Telephone: |   | Telephone: |
| Number of adults: | Number of children: |  Email:  |

**The legal stuff**

Please read the following declaration very carefully, and make sure you fully understand it before signing the application.

1. I will not exchange accommodation unless I receive permission from Teign Housing in writing and have signed the Deed/s of Assignment.
2. If the exchange is approved, I understand that this will be on the condition that any rent due on my current home is paid in full and that the property is left in a clean and tidy condition.
3. I accept that Teign Housing will recharge any costs for the replacement of damaged fixtures and fittings. I will thoroughly check the property that I want to move into, to make sure that all fixtures and fittings are in good working order and free of damage.
4. I have inspected the home that I want to move into and I agree that, if the exchange is approved, I will accept the tenancy of the property in its existing condition. I will also accept liability for all items which are the responsibility of the tenant, even those not made good by the tenant moving out.
5. I understand that Teign Housing requires its tenants to pay their rent two weeks in advance.
6. I declare that the information provided is complete and true.

Should either party to the exchange decide to end their existing tenancy and not take up the tenancy, the exchange will be deemed cancelled. The second party must then remain at their original address and not move into the other property. Should they do so, they will be required to move back to their previous address and pay back any loss of rent to Teign Housing. No exchange will be permitted if it means a home will become overcrowded or under-occupied.

**PRIVACY INFORMATION**

As a Data Controller and Landlord, Teign Housing is committed to providing our customers with the highest standards of privacy and data security in accordance with the EU General Data Protection Regulations (GDPR) and the UK Data Protection Act 2018.

The personal information you supply in this form for yourselves and for others living within your household, will be used for the purposes of assessing your application for the Mutual Exchange service, and for the ongoing management of your tenancy if your application is successful. Your personal information will be securely held by Teign Housing within our Housing Management System in line with our Data Retention Policy and may be shared with other Housing Associations, Local Authorities and other authorised third party processors for the purposes of obtaining tenancy references and for housing benefit enquiries. No personal data will be sold or shared to any other third parties unless required by law.

For further details about how Teign Housing manages your personal data, or for more information regarding your personal rights under the ‘GDPR’, please visit our website for our full Privacy Policy <http://www.teignhousing.co.uk/privacy-notice/> or email your enquiry to: dataprotection@teignhousing.co.uk. Alternatively, you can contact our Business Support Team by calling 01626 322722.

**Please acknowledge that you have read and understood the above declaration and Privacy Notice ❑**

**Tenant/s Signature**

Signed ………………………………………….Signed (if Joint)……………………………………… Date…………...........

**Please ensure that you fully complete this application form and enclose it, along with the completed Affordability check list and send it to:**

Teign Housing, Millwood House, Collet Way, Newton Abbot, TQ12 4PH Or Email:customerhub@teignhousing.co.uk

If you require any more information, or you wouldlike some help with filling it in, please call The Business Support Team on 01626 322722.