

# Mutual exchange application form

Welcome to the Southampton City Council online mutual exchange application form. Once you have completed the form in full, and all documentation has been provided (see list below), your application will be assessed, we will confirm whether your mutual exchange can go ahead.

## Are your mutual exchange ready?

**Before applying to all the landlords for approval to exchange, you should check the following:**

- I have a secure, assured or fixed term tenancy. If you have an introductory tenancy, you cannot exchange
- I have a clear rent account and I do not owe any court costs or recharges
- The property I want to exchange meets my needs, for example, it does not have more bedrooms than my household requires.
- There is no active Notice Seeking Possession or Court Order against my tenancy
- There are no repairs outstanding that I haven't reported
- My home and garden are in a clean, tidy and good condition (see Mutual Exchange Handbook for more information)
- The people applying to move into my home are suitable for the property

## Documents you must provide

**You must provide all your proofs with your application for a mutual exchange to be considered or will not be able to process your application.**

We appreciate it is not in your control but equally we need to make you aware that if we do not receive all the proof for the person you wish to swap homes with on their application, we will not be able to process your applications

This list is not exhaustive and other proofs maybe accepted but these are the recommended proofs.

**Photographic proof of identity for you and anyone in the household over the age of 18:**

- passport or driving license

**Proof of address for you and anyone in the household over the age of 18:**

- Utility bill (gas, electric, satellite television, landline phone bill) issued within the last three months,
- Annual Council Tax bill
- Bank, building society statement or passbook dated within the last three months

**Proof of identity for any children under the age of 18:**

- Passport
- Birth certificate
- Child benefit award letter

## EEA applicants

### **In addition to the above proofs, we require:**

- Proof of either settled status or pre-settled status. - View and prove your immigration status - GOV.UK (Welcome to GOV.UK)
- Proof of National Insurance number for all adults included on the application– e.g. recent wage slip, P45, recent letter from Benefits Agency.

### **Applicants subject to Home Office Immigration Control**

- Current passport for all parties included on the application.
- Current Visa and Home Office documents for all parties included on the application.
- National Insurance number proof for all adults included on the application– e.g. recent wage slip, P45, recent letter from Benefits Agency.

It may be necessary for us to request additional documents to complete the assessment of your application .

**Please note that each household wishing to exchange must complete a separate form**

Current Address

postcode

New Address

postcode

Name of person exchanging

Name of new landlord

**1. Your personal details**

**Tenant one**

Title  First name

Last name

Any previous names

Date of birth  National Insurance Number

Phone number  Email

**Next of kin details**

Name

Address

postcode

**Tenant two (If applicable)**

Title  First name

Last name

Any previous names

Date of birth  National Insurance Number

Phone number  Email

**Next of kin details**

Name

Address

postcode

**2. Household members - Please tell us about anyone else who lives with you, including children**

| Full name and title | Relationship to you | Date of birth | Date resident |
|---------------------|---------------------|---------------|---------------|
|                     |                     |               |               |
|                     |                     |               |               |
|                     |                     |               |               |
|                     |                     |               |               |

Is anyone pregnant?  Yes  No If **yes**, who, and when is their due date?

**Tenant one**

**3. Gender**

Male  Female  Transgender  Do not wish to say

**4. Ethnicity**

Which of the following groups do you consider you belong to:

- |                                      |                                      |  |   |
|--------------------------------------|--------------------------------------|--|---|
| <input type="checkbox"/> African     | <input type="checkbox"/> Indian      | <input type="checkbox"/> White & Black African   | <input type="checkbox"/> White                  |
| <input type="checkbox"/> Caribbean   | <input type="checkbox"/> Pakistani   | <input type="checkbox"/> White & Asian           | <input type="checkbox"/> Gypsy, Irish Traveller |
| <input type="checkbox"/> Other Black | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> White & Black Caribbean | <input type="checkbox"/> Other White            |
|                                      | <input type="checkbox"/> Chinese     | <input type="checkbox"/> Other Mixed             |   |
| <input type="checkbox"/> Arab        | <input type="checkbox"/> Other Asian |  | <input type="checkbox"/> Do not wish to say     |

**5. Please indicate your nationality**

If the tenant is not a UK Citizen, you must provide evidence of any existing permit and timescales

United Kingdom (UK)  European Economic Area (EEA)  European Union (EU)

Other (Please specify)

Evidence provided  Yes  No

**6. Disability / long term medical condition (please tick any that apply)**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Hearing impaired | <input type="checkbox"/> Speech problems    | <input type="checkbox"/> Mobility problems |
| <input type="checkbox"/> Mental health    | <input type="checkbox"/> Do not wish to say | <input type="checkbox"/> No disabilities   |

**Tenant two (If applicable)**

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**3b. Gender**

- Male       Female       Transgender       Do not wish to say
- 

**4b. Ethnicity**

Which of the following groups do you consider you belong to:

- |                                      |                                      |  |   |
|--------------------------------------|--------------------------------------|--|---|
| <input type="checkbox"/> African     | <input type="checkbox"/> Indian      | <input type="checkbox"/> White & Black African   | <input type="checkbox"/> White                  |
| <input type="checkbox"/> Caribbean   | <input type="checkbox"/> Pakistani   | <input type="checkbox"/> White & Asian           | <input type="checkbox"/> Gypsy, Irish Traveller |
| <input type="checkbox"/> Other Black | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> White & Black Caribbean | <input type="checkbox"/> Other White            |
|                                      | <input type="checkbox"/> Chinese     | <input type="checkbox"/> Other Mixed             |   |
| <input type="checkbox"/> Arab        | <input type="checkbox"/> Other Asian |  | <input type="checkbox"/> Do not wish to say     |
- 

**5b. Please indicate your nationality**

If the tenant is not a UK Citizen, you must provide evidence of any existing permit and timescales

- United Kingdom (UK)       European Economic Area (EEA)       European Union (EU)
- Other (Please specify)

Evidence provided       Yes       No

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**6b. Disability / long term medical condition (please tick any that apply)**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Hearing impaired | <input type="checkbox"/> Speech problems    | <input type="checkbox"/> Mobility problems |
| <input type="checkbox"/> Mental health    | <input type="checkbox"/> Do not wish to say | <input type="checkbox"/> No disabilities   |
-

**7. Your current landlord**

Landlords name  Phone number

Landlord Address

postcode

How long have you lived in your property?

Why do you want to move?

Do you have any rent arrears?  Yes  No Amount of arrears

How do you currently pay your rent?

Are you in receipt of the following benefits?

Housing Benefit  Universal Credit

How much of your rent is covered by these benefits?

All  Some (Please specify amount)

Have there been any anti-social behaviour issues at your property in the last two years?

Yes  No **If yes, please describe**

What type of tenancy do you have?

Secure  Flexible  Assured  Assured shorthold

Introductory or Demoted (Cannot exchange)  Don't know

Other (Please specify)

Do you hold any other tenancies?

Yes  No

**If yes, please give more details**

Do you own or have an interest in any other properties?

Yes  No

**If yes, please give more details**

## 8. About your current home

Flat     House     Bungalow     Maisonette

If a flat, what floor do you live on?  How many bedrooms do you have?

Does your home have any disabled adaptations?

Yes     No

**If yes**, please give more details of the type of adaption(s)

Will you need any adaptations when you move?

Yes     No    **If yes**, please provide details

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## 9. Pets

Do you have any pets?

Yes     No    **If yes**, specify your pets

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## 10. Additional Information

Are you related to the person you are exchanging with?

Yes     No

**If yes**, please give more details

Full name

Address

Postcode

Would you like to give permission for another permission for another person to discuss your application?

Yes     No    **If yes**, please provide details

Do you have any unspent convictions?

Yes     No     Prefer not to say

**If yes**, please give details - conviction date, court, offence, sentence

For information on what an unspent conviction is and whether you need to disclose your conviction as part of your application please visit the gov.uk website.

[www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution](http://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution)

**11. Your consent - Declaration**

Housing Fraud

It is an offence to knowingly provide a false statement or withhold information to assist you in obtaining accommodation from Southampton City Council or a Housing Association. We will take legal action against anyone found committing an offence and seek possession of any property obtained.

Evidence of your circumstances will be required and all information provided as part of this application will be checked; this can include visits to your home.

Please read this declaration carefully. Once you complete this form it becomes a legally binding document. Read the conditions of the declaration carefully before you accept it. If there is any part of the declaration you do not understand, it is your responsibility to find someone to explain it to you.

- To the best of my knowledge and belief the information that has been provided on this form is true, complete and correct.
- I understand that if I give false or misleading information or I omit information for the purpose of obtaining housing, it may be regarded as an offence and action could be taken against me, including court action and recovery of property.
- I understand that you will contact individuals or agencies referred to by me on this form, when necessary, also other individuals and agencies such as health, social care, education, probation, landlord, the police, courts and other local authority directorates in order to process my application.
- I / We understand that any information concerning third parties will be assessed and reviewed in order to perform this service or function.
- The Council may share your personal information for the purposes of the prevention, investigation, detection or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.
- More detailed information about the Council’s handling of your personal data can be found in its privacy policy, available online (<http://www.southampton.gov.uk/privacy>), or on request.
- I/we will make no arrangements to move until I/we receive written permission both from the Southampton City Council and any other landlord involved.
- I/we have not and will not offer any financial inducement or reward to the person[s] with whom I/we have applied to exchange.
- I/we will move into the property I am/we are seeking to exchange

**I accept** (Tenant one)

Signature  Date

**I accept** (Tenant two)

Signature  Date

Did you complete this form on behalf of someone else?  Yes  No

**If yes**, what is your relationship to the applicant?

Full name

Phone number

Would you like to give permission for another permission for another person to discuss your application?

Yes  No Please provide their details



**Important information to consider before you exchange**

Before an exchange can take place you and the person you wish to exchange with must have written permission from your Landlord. If either you or the person you wish to exchange with are behind with your rent or have broken any other condition of your tenancy agreement, we will only give permission once this has been put right.

The property you move to is taken as seen. We are only responsible for the maintenance of the items deemed to be our responsibility as directed by the Landlord and Tenant Act 1985, the Housing Act 1985 and Southampton’s Tenancy Conditions. Any items which are your responsibility will be explained to you at time of sign up.

It’s your responsibility to make sure you understand and are happy with their tenancy and the conditions you’re taking on. We recommend you and the person you’re exchanging with are clear on the rent and any service charges being charged for each property.

Council tenants and Housing associations and are likely to have similar rights and responsibilities but there are some differences - particularly regarding the Right to Buy (for more information see the Mutual Exchange Policy Appendix B).

The condition of the decoration, garden, repair or replacement of any rechargeable items are your responsibility. You must make sure that any outstanding repairs are carried out before you agree to move in.

In the event of your exchange application being approved, please be advised all tenants will be asked to pay one week’s rent in advance.

I/we confirm that this application to exchange is part of a (please tick appropriate option)

- 2 way exchange       3 way exchange       4 way exchange
- 5 way exchange       6 way or more exchange

**12. Signatures**

**Tenant one**

Name

Signature

Date

**Tenant two**

Name

Signature

Date

For more information regarding what will happen next see the Mutual Exchange Handbook