

Mutual exchange application form (For Guinness customers)

Do you need this form in large print or in a different format or language? Do you have any questions?
Please telephone us on 0303 123 1890.

Things you need to know

You must have written permission from your landlord to exchange

- Do not make plans to move until you have received written permission.
- If you move without written permission, we will ask you to move back.
- We will write to you within 42 days with a decision.

We may refuse your exchange

These are the most common reasons for refusing an exchange:

- A notice seeking possession has been served on you for a breach of tenancy and the notice is still valid.
- Legal action is being taken against you or a member of your household for anti-social behaviour.
- The property 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 need.

Check what type of tenancy will I get?

If you have an Assured or Secure 'lifetime' tenancy which started before 1 April 2012 your tenancy is protected and you will be offered a new Assured or Secure 'lifetime' tenancy.

If you hold a 'lifetime' tenancy which started after 1 April 2012 your tenancy is not protected and you will simply swap your tenancy with the other tenant. If this is a fixed-term tenancy it will mean that you are only entitled to the remaining time left on the tenancy. Once this fixed-term has run out we will review your circumstances and if you still need social housing you may be offered a further fixed-term tenancy.

If you are moving to a different landlord please check with them what type of tenancy you will get. Each landlord is different.

Is your rent account in credit?

If you are in rent arrears we may approve the exchange on condition the rent arrears are paid or if you have been served a legal notice we may refuse the exchange.

Rent in advance

A Guinness tenancy agreement requires a minimum of one week's rent to be paid in advance. We will ask for this to be paid before the exchange can take place.

We will tell you more about this once we have received your application.

Inspecting the property

We will inspect your property before approving the exchange.

You need to inspect the property you are moving into yourself. If there are issues which need sorting out make sure they are done before you exchange.

A landlord will only be responsible for the repairs which are set out in the tenancy agreement. Any decorating, loft or rubbish clearance, overgrown garden, damage etc. will be the responsibility of the incoming tenant.

Right to buy

If you were previously a council tenant and transferred to Guinness you may have the Preserved Right to Buy. If you are exchanging with another Guinness tenant you will retain this right.

If you move to another housing association you will lose this right but you will retain the number of year accrued which being a tenant with Guinness. If you move to a council property you will continue to have the Right to Buy.

Do not offer money to exchange

You must not offer to pay anyone to mutually exchange with you. This includes paying off their rent arrears. We may refuse the exchange if this occurs.

Withdrawing the application

Any party has the right to withdraw their mutual exchange application at any time and Guinness cannot be held responsible for any inconvenience or expense incurred.

Next steps

- Complete this application form and email it to:
NewLettings@guinness.org.uk
Or you can post it to
The Guinness Partnership Ltd, Henshaw House, 851 Silbury Boulevard, Milton Keynes MK9 3JZ
- We will ask for references to check that that there have been no breaches of tenancy.
- We will confirm that we consent to the exchange.
- Arrangements will then be made between all parties and the landlord to sign the new paperwork.
- We will arrange for an electric and gas (if applicable) inspection of your home once you have moved in.

About You

Complete all the sections. If the question does not apply write 'N/A' (not applicable).

Are you a Guinness Tenant? Yes No

Tenant 1

Sex M F

First name

Last name

Date of birth

Tenant 2 (Joint Tenant)*

Sex M F

First name

Last name

Date of birth

continued...

Current address

Postcode

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What is the best way to contact you?

Main telephone number

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Second telephone number

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E-mail address (if applicable)

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Other (please state)

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Household members* living with you

If there are no household members please write 'none'.

Person 1

Sex M F

First name

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Last name

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Date of birth

D	D					M	M					Y	Y	Y	Y				
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Title Mr Mrs Miss Other

Is this person related to either/both tenant/s? If so, state relationship below.

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Person 2

Sex M F

First name

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Last name

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Date of birth

D	D					M	M					Y	Y	Y	Y				
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Title Mr Mrs Miss Other

Is this person related to either/both tenant/s? If so, state relationship below.

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Person 3

Sex M F

First name

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Last name

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Date of birth

D	D					M	M					Y	Y	Y	Y				
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Title Mr Mrs Miss Other

Is this person related to either/both tenant/s? If so, state relationship below.

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Person 4

Sex M F

First name

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Last name

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Date of birth

D	D					M	M					Y	Y	Y	Y				
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Title Mr Mrs Miss Other

Is this person related to either/both tenant/s? If so, state relationship below.

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continued...

Do you have shared child care arrangements i.e. your children live in another house for some of the time? If yes, please explain the arrangements.

Yes No

Is anyone in the household expecting a baby? If yes, please confirm.

Yes No

Mother's name

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Date baby due

D	D		M	M		Y	Y	Y	Y	
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You will be asked to produce the MATB1 form confirming the expected date.

Do you or any member of the household have a disability? If yes, please explain.

Yes No

Do you have a pet?

Yes No

Please check whether you need permission before you move.

If yes, please tell us what pets you have.

Identity and immigration

All adults aged 18 or over will be asked to provide proof of their identity and citizenship before the mutual exchange can take place.

Are all adults in your household UK citizens?

Yes No

If no, please give details of the immigration status of non-UK citizens in your household.

Name 1

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Immigration Status

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(Indefinite leave to remain, time limited leave etc.)

Name 2

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Immigration Status

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(Indefinite leave to remain, time limited leave etc.)

Your Property Details

House Bungalow Flat/Bedsit Maisonette

How many bedrooms do you have?

Bedsit 1 bed 2 bed 3 bed 4 bed 5+ bed

continued...

Has your home been adapted for a disability e.g. ramp, grab rails, level access shower room? If yes, please give brief details. Yes No

Have you made any alterations to your property e.g. changed electric fittings, installed a shed, or replaced a kitchen unit. If yes, please give brief details. Yes No

Tell us about the person you want to exchange with

How many households are involved in this exchange?

1 2 3 4 Other (please specify)

What is the name and address of the tenant(s) whose property you want to move into?

First name

Last name

Address

Postcode

Telephone number

Name of their landlord

Address of the landlord

Postcode

Landlord's telephone number

What is the name and address of the tenant(s) who will be moving into your property (if different from above).

First name

Last name

Address

Postcode

Telephone number

Name of their landlord

continued...

Address of the landlord

Postcode

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Landlord's telephone number

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Declarations

I/We agree to information regarding my/our tenancy, including information about my/our rent account, property conditions and details of how my/our tenancy has been conducted can be sent to the landlord of the property I/ we want to move to.

I/We understand that we cannot move until the consent of all landlords has been given and the Deed of Assignment or new Tenancy Agreement has been signed.

I/We understand that if we move without permission or without signing a Deed of Assignment or new Tenancy Agreement we may lose our tenancy.

I/We understand that we should not offer or accept any form of incentive to undertake this exchange. I/We understand that if I/We do so it could result in action being taken against me/us.

I understand the following:

You will use the information I have provided to process my application for housing and for the on-going management of any tenancy. You may check some of the information with third parties to verify my application and if I am allocated housing you may disclose some information to manage my tenancy in line with the above explanation. You may also request and obtain information about me from certain other organisations or provide information about me to them to make sure information is accurate; to prevent or detect crime or investigate complaints raised.

Examples of third party organisations include but are not limited to: local authorities; previous landlords; the Police; other statutory organisations and credit reference agencies.

If I give incorrect or incomplete information you may take action against me.

I confirm that I understand the above

Date:

D	D
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M	M
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Y	Y	Y	Y
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