

# Mutual exchange application form (For External Customer)

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 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 move back.

### 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.

### Financial assessments

To ensure that we met our charitable aims we require all new customers to complete a financial assessment.

### Identity and Immigration checks

All applicants must provide us with proof of identity. Normally customers provide us with a passport, photo card driving licence, birth certificate or a DWP letter confirming your right to benefits.

All applicants (including UK citizens) must provide proof of citizenship. For UK citizens this normally means providing us with a passport or a driving licence and birth certificate.

Applicants from other countries normally provide us with a passport or national identity card or a biometric immigration document.

We can provide you with more information on other documents are accepted.

### Photographs

We ask for customers to provide two head and shoulders photographs in the style of a passport photograph. These can be taken on you telephone or camera and sent to us electronically.

### 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 you still need social housing you may be offered a further fixed-term tenancy.

You current landlord may offer a different type of tenancy. Each landlord is different.

### 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.

### 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.

### Right to buy

If you are a council tenant or a housing association tenant with the preserved right to buy you will lose this right when you move to a Guinness property but you will retain the years accrued. A tenant exchanging with you will not take your preserved right to buy.

### 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

1. 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
2. We will ask for references from you landlord to confirm that that there have been no breaches of tenancy.
3. We will ask you to complete a financial assessment form.
4. We will confirm that we consent to the exchange.
5. Arrangements will then be made between all parties and the landlord to sign the new paperwork.
6. 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

First name	<input type="text"/>	Sex	M <input type="checkbox"/>	F <input type="checkbox"/>
Last name	<input type="text"/>			
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Tenant 2 (Joint Tenant)\*

First name	<input type="text"/>	Sex	M <input type="checkbox"/>	F <input type="checkbox"/>
Last name	<input type="text"/>			
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>





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What is your national insurance number?

Tenant 1

Tenant 2

### Previous convictions

#### Tenant 1

Have you been convicted of a violent or sexual offence? Yes  No

Have you been arrested for a drugs related offence? Yes  No

Have you been convicted of anti-social behaviour related offences or had an anti-social behaviour court order made against you? Yes  No

#### Tenant 2

Have you been convicted of a violent or sexual offence? Yes  No

Have you been arrested for a drugs related offence? Yes  No

Have you been convicted of anti-social behaviour related offences or had an anti-social behaviour court order made against you? Yes  No

### Guinness staff and board members

Are you related or are you a close friend with anyone who is employed by Guinness or is Board of Management? If yes please give details. Yes  No

First name

Last name

Address   
  
  
 Postcode

What is your relationship with the staff members, Board member e.g. cousin, friend etc.?

### 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

continued...

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

Address of the landlord   
  
  
 Postcode

Landlord's telephone number

## Financial assessment

Guinness is a charity and we are only able to offer housing to people who meet our financial criteria. It also means that if the exchange goes ahead we can offer you support if you need it.

Please provide details and evidence of all the income that you and your spouse/civil partner/co-habiting partner receive.

Please write the frequency of the payments (weekly, monthly, fortnightly or 4-weekly) and cross through any benefits which do not apply.

Please provide details and evidence of all the income that you and your spouse/civil partner/co-habiting partner receive.

### Your income

	You	Your partner	Other adult
<b>Example:</b>	£ 100 per week	£ 50 per week	£ 25 per fortnight
Gross income from work (before any deductions)	£ per	£ per	£ per
Universal Credit	£ per	£ per	£ per
Working Tax Credit	£ per	£ per	£ per

	You	Your partner	Other adult
<b>Example:</b>	£ <b>100</b> per <b>week</b>	£ <b>50</b> per <b>week</b>	£ <b>25</b> per <b>fortnight</b>
Child Benefit	£ per	£ per	£ per
Child Maintenance Payments	£ per	£ per	£ per
Jobseekers Allowance	£ per	£ per	£ per
Employment and Support Allowance	£ per	£ per	£ per
Income Support	£ per	£ per	£ per
Council Tax Support	£ per	£ per	£ per
Housing Benefit	£ per	£ per	£ per
Retirement Pension	£ per	£ per	£ per
Occupational / Private Pension	£ per	£ per	£ per
Pension Credit (Guarantee)	£ per	£ per	£ per
Pension Credit (Savings)	£ per	£ per	£ per
Carers Allowance	£ per	£ per	£ per
Disability Living / Personal Independence Payment	£ per	£ per	£ per
Attendance Allowance	£ per	£ per	£ per
Non-dependants contribution (eg children over 16 living at home and paying rent)	£ per	£ per	£ per
Rent from business / residential / holiday lettings	£ per	£ per	£ per
**Other, please specify:	£ per	£ per	£ per

## Your Capital

Please provide below details and evidence of the total capital for you and your spouse/civil-partner/co-habiting partner for the following:

Savings in bank / building society or other accounts	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>
Bonds or ISAs	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>
Stocks and shares	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>
Other investments	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>
Equity in property (value of property, less your share of the outstanding mortgage)	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>
**Other, please specify:	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>

## Financial Commitments

	You			Your partner		
<b>Loan repayments</b> (including student loans)	£	per	or N/A <input type="checkbox"/>	£	per	or N/A <input type="checkbox"/>
<b>Total credit/store cards</b>	£	per	or N/A <input type="checkbox"/>	£	per	or N/A <input type="checkbox"/>
<b>Child Maintenance payments</b>	£	per	or N/A <input type="checkbox"/>	£	per	or N/A <input type="checkbox"/>
<b>Individual Voluntary Arrangement (IVA)</b>	£	per	or N/A <input type="checkbox"/>	£	per	or N/A <input type="checkbox"/>
<b>Other debt owed</b> (e.g. housing benefit, overpayment/council tax debt)	£	per	or N/A <input type="checkbox"/>	£	per	or N/A <input type="checkbox"/>

## 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: