

Mutual exchange application form (For External Customer)

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

If you have any questions or need help filling out the form, please call our Tenancy Management Team on 01908 544772.

Things you need to know and provide

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 move back.

Rent in advance

We require a minimum of one week's rent plus 1 weeks rent in advance to be paid before the exchange takes 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 2 proofs of identity. Normally customers provide us with a passport, photo card driving licence, birth certificate or a DWP letter confirming your right to benefits.

Each additional household member must produce either a birth certificate or another form of identification such as a passport or driving licence.

All applicants and household members who are 18 years old or over including UK citizens are required to produce documents which confirm that they have the right to rent in the UK. 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.

- 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 send it to: **The Guinness Partnership Ltd, Henshaw House, 851 Silbury Boulevard, Milton Keynes MK9 3JZ**
Or you can email it to: **NewLettings@guinness.org.uk**
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

Tenant 1																		Sex			
First name																		M	<input type="checkbox"/>	F	<input type="checkbox"/>
Last name																					
Date of birth	D	D	M	M	Y	Y	Y	Y	Title	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Other	<input type="text"/>				

Tenant 2 (Joint Tenant)*

Tenant 2 (Joint Tenant)*

First name																	Sex	M	<input type="checkbox"/>	F	<input type="checkbox"/>			
Last name																								
Date of birth	D	D	M	M	Y	Y	Y	Y	Title	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Other	<input type="text"/>							

[illegible]

What is the best way to contact you?

[illegible][illegible][illegible]

Household members* living with you

If there are no household members please write 'none'

Person 1	Sex
Person 2	Sex
Person 3	Sex
Person 4	Sex
Person 5	Sex
Person 6	Sex
Person 7	Sex
Person 8	Sex
Person 9	Sex
Person 10	Sex
Person 11	Sex
Person 12	Sex
Person 13	Sex
Person 14	Sex
Person 15	Sex
Person 16	Sex
Person 17	Sex
Person 18	Sex
Person 19	Sex
Person 20	Sex
Person 21	Sex
Person 22	Sex
Person 23	Sex
Person 24	Sex
Person 25	Sex
Person 26	Sex
Person 27	Sex
Person 28	Sex
Person 29	Sex
Person 30	Sex
Person 31	Sex
Person 32	Sex
Person 33	Sex
Person 34	Sex
Person 35	Sex
Person 36	Sex
Person 37	Sex
Person 38	Sex
Person 39	Sex
Person 40	Sex
Person 41	Sex
Person 42	Sex
Person 43	Sex
Person 44	Sex
Person 45	Sex
Person 46	Sex
Person 47	Sex
Person 48	Sex
Person 49	Sex
Person 50	Sex
Person 51	Sex
Person 52	Sex
Person 53	Sex
Person 54	Sex
Person 55	Sex
Person 56	Sex
Person 57	Sex
Person 58	Sex
Person 59	Sex
Person 60	Sex
Person 61	Sex
Person 62	Sex
Person 63	Sex
Person 64	Sex
Person 65	Sex
Person 66	Sex
Person 67	Sex
Person 68	Sex
Person 69	Sex
Person 70	Sex
Person 71	Sex
Person 72	Sex
Person 73	Sex
Person 74	Sex
Person 75	Sex
Person 76	Sex
Person 77	Sex
Person 78	Sex
Person 79	Sex
Person 80	Sex
Person 81	Sex
Person 82	Sex
Person 83	Sex
Person 84	Sex
Person 85	Sex
Person 86	Sex
Person 87	Sex
Person 88	Sex
Person 89	Sex
Person 90	Sex
Person 91	Sex
Person 92	Sex
Person 93	Sex
Person 94	Sex
Person 95	Sex
Person 96	Sex
Person 97	Sex
Person 98	Sex
Person 99	Sex
Person 100	Sex

M ☐ F ☐[illegible][illegible]

Title Mr Mrs Miss Other

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

Person 2	Sex
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M ☐ F ☐[illegible][illegible]

Title	Mr		Mrs		Miss		Other	
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Is this person related to either/both tenant/s? If so, state relationship below.

Person 3	Sex
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M ☐ F ☐

[illegible][illegible]

Title	Mr		Mrs		Miss		Other	
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Is this person related to either/both tenant/s? If so, state relationship below.

Person 4	Sex
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M ☐ F ☐[illegible][illegible]

Title	Mr		Mrs		Miss		Other
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Is this person related to either/both tenant/s? If so, state relationship below.

Yes ☐ No ☐

Yes ☐ No ☐

[illegible]

D	D	M	M	Y	Y	Y	Y
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Yes ☐ No ☐

Yes ☐ No ☐

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Yes ☐ No ☐

Yes ☐ No ☐

[illegible][illegible]

Contact details

Yes ☐ No ☐

permission before you move.

Identity and immigration

Yes ☐ No ☐

[illegible][illegible][illegible][illegible]

continued...

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.?

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

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 ☐

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

Address of the landlord

 Postcode

Landlord's telephone number

Your living costs

Enter the amount you pay including arrears	How much you pay	How often?	Per calendar month
Housing costs and utility bills			
Rent	£		£
Mortgage	£		£
Secured loan	£		£
Mortgage endowment premium	£		£
Service charge or ground rent	£		£
Water and sewage	£		£
Council tax	£		£
Gas	£		£
Electricity	£		£
Other household fuels (e.g. oil, gas, coal etc.)	£		£
Insurances and entertainment			
Buildings and contents insurance	£		£
Life insurance and private pension	£		£
Medical or accident insurance	£		£
Landline and internet	£		£
Mobile phones	£		£
TV licence	£		£
Satellite or cable TV	£		£
Appliance rental (e.g. Bright House)	£		£
Child costs (total paid for all children)			
Child support paid by you	£		£
Childcare	£		£
School meals	£		£
School trips and activities	£		£
Children's pocket money	£		£
Education fees	£		£
Transport			
Car service/repair and MOT	£		£
Road tax	£		£
Car insurance	£		£
Breakdown cover	£		£
Fuel and parking	£		£
Public transport	£		£

continued...

Enter the amount you pay including arrears	How much you pay	How often?	Per calendar month
Food and housekeeping			
Food, toiletries and cleaning supplies	£		£
Meals at work	£		£
Pets (food and insurance)	£		£
Tobacco and alcohol	£		£
Clothing and footwear	£		£
Personal and leisure	£		£
Medicines and prescriptions	£		£
Dentist or Optician	£		£
Hairdressing	£		£
Newspaper and magazines	£		£
Sports, hobbies and entertainment	£		£
Church or charity donations	£		£
Any other spending			
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£

Your income

If income changes, enter an average	How much you receive	How often?	If joint tenancy how much partner receives	How Often?
Salary	£		£	
Child Benefit	£		£	
Rent or board received	£		£	
Pension received (incl. state, private and pension credit)	£		£	
Employment and Support Allowance (ESA)	£		£	
Jobseeker's Allowance (JSA)	£		£	
Disability Living Allowance (DLA)	£		£	
Personal Independence Payment	£		£	
Attendance Allowance	£		£	

Court judgements

Type of Court Order	Amount owed	How much you pay	How often?
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	

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.

(If this is a joint tenancy both tenants must sign this form)

Signature

Date

First name

Last name

(Joint tenant, if applicable)

Signature

Date

First name

Last name