

# Mutual exchange application form (For Guinness customers)

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

### 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

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.

### 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 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
- We will make an appointment to come and inspect your property.
- We will ask for references to check that there have been no breaches of tenancy.
- All applicants including Guinness tenants must produce proof of their identity and citizenship (including UK citizens).
6. Arrangements will then be made between all parties to sign the new paperwork.

## 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       Title Mr  Mrs  Miss  Other

### Tenant 2 (Joint Tenant)\*

Sex M  F

First name

Last name

Date of birth       Title Mr  Mrs  Miss  Other

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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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

[Large empty text box for explanation of shared child care arrangements]

Is anyone in the household expecting a baby? If yes, please confirm. Yes  No

Mother's name [Grid of 26 empty boxes for name entry]

Date baby due DD MM YYYY [Grids for day, month, and year entry]

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

[Large empty text box for explanation of disability]

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.

[Large empty text box for listing pets]

**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 [Grid of 26 empty boxes]

Immigration Status [Grid of 26 empty boxes]

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

Name 2 [Grid of 26 empty boxes]

Immigration Status [Grid of 26 empty boxes]

(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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## Your living costs

Enter the amount you pay including arrears	How much you pay	How often?	Per calendar month
<b>Housing costs and utility bills</b>			
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.)	£		£
<b>Insurances and entertainment</b>			
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)	£		£
<b>Child costs (total paid for all children)</b>			
Child support paid by you	£		£
Childcare	£		£
School meals	£		£
School trips and activities	£		£
Children's pocket money	£		£
Education fees	£		£

continued...

Enter the amount you pay including arrears	How much you pay	How often?	Per calendar month
<b>Transport</b>			
Car service/repair and MOT	£		£
Road tax	£		£
Car insurance	£		£
Breakdown cover	£		£
Fuel and parking	£		£
Public transport	£		£
<b>Food and housekeeping</b>			
Food, toiletries and cleaning supplies	£		£
Meals at work	£		£
Pets (food and insurance)	£		£
Tobacco and alcohol	£		£
Clothing and footwear	£		£
<b>Personal and leisure</b>			
Medicines and prescriptions	£		£
Dentist or Optician	£		£
Hairdressing	£		£
Newspaper and magazines	£		£
Sports, hobbies and entertainment	£		£
Church or charity donations	£		£
<b>Any other spending</b>			
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£

## 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	£		£	

continued...

If income changes, enter an average	How much you receive	How often?	If joint tenancy how much partner receives	How Often?
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	£		£	
Child Support (CSA)	£		£	
Working Tax Credit	£		£	
Child Tax Credit	£		£	
Housing Benefit	£		£	
Universal Credit	£		£	
DHP	£		£	
Council Tax Support	£		£	
Income Support	£		£	
Carers Allowance	£		£	
Other	£		£	

### Payments towards debts (loans, credit and store cards, finance agreements, catalogues etc.)

Name of lender	Type of debt	Amount owed	How much you pay
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£



## 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