

# Mutual Exchange application form

## For Guinness tenants

Please phone us on 0303 123 1890 if you need this form in large print or in a different format or language. If you have any questions or need help completing the form, please call our Tenancy Management Team on 0161 219 7226

### Things you need to know

#### You must have written permission 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 after receiving both applications with a decision.
- You will need to arrange for someone to witness the signing of the legal documents. You will need to provide their name, address and email address and they will need to sign to say they have witnessed the deeds being signed.
- We strongly advise that you visit the property you are exchanging into to check the property condition for yourself. Neither Guinness or another landlord will take responsibility for any tenant repairs outstanding or rubbish and belongings left at the property. We will only complete repairs which are the landlords responsibility.

#### What type of tenancy will you get?

The tenancy you will get at your new home will depend on the type of tenancies each exchange partner has. We will discuss this with you during the application process.

If you are exchanging with someone who has a tenancy with a different landlord, you will need to discuss what type of tenancy you will get with your new landlord.

#### Is your rent account in credit?

If you are in rent arrears we may approve the exchange on condition the rent arrears are paid before the exchange goes ahead. If you have been served a legal notice regarding rent arrears we may refuse the exchange.

#### Rent in advance

You must pay a minimum of one week's rent plus one week's rent in advance before the exchange takes place. In some cases, it may be a monthly rent in which case you must pay a minimum of one month's rent in advance. We will tell you more about this once we have received your application.

#### Property condition

We will arrange a virtual property condition check using your mobile phone or a tablet. If you do not have access to either of these, we will arrange a home visit for the check to take place. We will only approve a mutual exchange if there are no outstanding repairs that have been identified as the landlord's or the tenant's responsibility. If we find that some repairs need to be carried out we will put the exchange on hold until they are completed.

A landlord will only be responsible for the repairs which are set out in the tenancy agreement. Any redecorating required, loft or rubbish clearance, overgrown garden, tenant damage etc will be the responsibility of the incoming tenant if it has not been dealt with by the outgoing tenant. Please speak to us if you're unsure about whose responsibility any issues are.

You must make sure the property you're moving into doesn't have any outstanding repairs that are the tenant's responsibility. If these are not resolved before the exchange you may be responsible for completing them after you move in.

## 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 years accrued when you were a tenant with Guinness. If you move to a council property you will continue to have the right to buy. Please speak to us if you have any queries about this.

## 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.

## 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 household's need.

## Next steps

- Complete the digital application form and email to: **tenancymanagement@guinness.org.uk**

If you don't have access to email, please print, complete and post it to:

**Tenancy Management Team, The Guinness Partnership,  
Bower House, 1 Stable Street, Oldham, OL9 7LH**

- We will contact you to arrange a virtual property check or a home visit.
- We will ask for references to check the Mutual Exchange Form.
- You must provide us with proof of identity and right to rent in the uk.
- Once we have received all necessary information and if your exchange has been approved we will arrange to sign the documents, carry out gas and electric checks and confirm the date of exchange.
- You will need to provide the name, address and email address of the person witnessing your signature on the legal exchange documents. If you are a joint tenant the same witness can be used for both signatures.

## 1. About you

Complete all the sections. If the question does not apply write N/A – not applicable.

Are you an existing Guinness tenant or occupant of Guinness?

Yes  No

### A) First Tenant

Sex

First name

M  F

Last name

Are you known by any other names? If so, please specify below.

Date of birth

Title

Mr

Mrs

Miss

Other

### B) Second Tenant (joint tenant)\*

Sex

First name

M  F

Last name

Are you known by any other names? If so, please specify below.

Date of birth

Title

Mr

Mrs

Miss

Other

### What is the best way to contact you?

Main contact telephone number

Second contact telephone number

Email

Other (please state)

### What is your current address?

Current address

Postcode

### Household members living with you\* (if there are no household members please write 'none')

#### A) Household member

Sex

First name

M  F

Last name

Date of birth

Title

Mr

Mrs

Miss

Other

Relationship to tenant 1 - eg son

\*Lodgers do not count as household members

**B) Household member**

Sex M  F

First name

Last name

Date of birth     Title Mr  Mrs  Miss  Other

Relationship to tenant 1 - eg son

**C) Household member**

Sex M  F

First name

Last name

Date of birth     Title Mr  Mrs  Miss  Other

Relationship to tenant 1 - eg son

**D) Household member**

Sex M  F

First name

Last name

Date of birth     Title Mr  Mrs  Miss  Other

Relationship to tenant 1 - eg son

**E) Household member**

Sex M  F

First name

Last name

Date of birth     Title Mr  Mrs  Miss  Other

Relationship to tenant 1 - eg son

**F) Household member**

Sex M  F

First name

Last name

Date of birth     Title Mr  Mrs  Miss  Other

Relationship to tenant 1 - eg son

## 1. continued...

**Do you have shared childcare arrangements?** i.e. do your children live in another house for some of the time?

Yes  No

If yes, provide details below\*.

\*If you have court orders regarding your children we will need to see copies.

**Is anyone in the household expecting a baby?**

Yes  No

First name

Last name

Due Date

You will need to send us a copy of the MATB1 form confirming the expected date.

**Do you or any member of the household consider yourself to have a disability?**

Yes  No

If yes, please explain what this is and if any physical adaptations are needed in your home.

**Do you have any pets?**

Yes  No

If yes, please tell us what pets you have\*.

\*Pets such as cats and dogs are not allowed in some of our homes, please check that you are permitted to have pets in the property you want to move to.

## 2. Identity and immigration

All adults aged 18 or over must prove their identity before the mutual exchange can take place. We need two forms of ID for all tenants. We need birth certificates for anyone under 18 years of age.

Are all adults in your household UK citizens?

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

**Person A)**

Sex

First name  M  F

Last name

Title Mr  Mrs  Miss  Other

Immigration status? (Indefinite leave to remain, time limited leave etc.)

## 2. continued...

### Person B)

Sex  
M  F

First name

Last name

Title Mr  Mrs  Miss  Other

Immigration status? (Indefinite leave to remain, time limited leave etc.)

### Person C)

Sex  
M  F

First name

Last name

Title Mr  Mrs  Miss  Other

Immigration status? (Indefinite leave to remain, time limited leave etc.)

### Person D)

Sex  
M  F

First name

Last name

Title Mr  Mrs  Miss  Other

Immigration status? (Indefinite leave to remain, time limited leave etc.)

### Person E)

Sex  
M  F

First name

Last name

Title Mr  Mrs  Miss  Other

Immigration status? (Indefinite leave to remain, time limited leave etc.)

## 3. Your property details

**What type of property is your home?** Please tick.

House  Bungalow  Flat/Bedsit  Maisonette

**How many bedrooms does your home 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?

Yes  No

**If yes**, please provide brief details

#### 4. Tell us about the person you want to exchange with

Have you made any alterations to your property e.g. changed electric fittings, built a shed, installed a cooker or shower or replaced a kitchen unit?

Yes  No

If **yes**, please provide brief details

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How many households are involved in this exchange? (please tick)

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 

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Last name 

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Current address 

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  	Postcode <table border="1"><tr><td>  </td><td>  </td></tr></table>	  	  

Main contact telephone number 

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Name of their Landlord 

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Landlord's address 

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  	Postcode <table border="1"><tr><td>  </td><td>  </td></tr></table>	  	  

Landlord's telephone number 

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

First name 

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Last name 

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Current address 

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  	Postcode <table border="1"><tr><td>  </td><td>  </td></tr></table>	  	  

Main contact telephone number 

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Name of their Landlord 

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Landlord's address 

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  	Postcode <table border="1"><tr><td>  </td><td>  </td></tr></table>	  	  

Landlord's telephone number 

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#### 4. continued...

#### What is the name, address and email address of your witness

First name																										
Last name																										
Current address																										
														Postcode												
Email																										

#### 5. We now need to know about your expenditure and income

Enter the total amount you pay including towards any arrears

#### Housing costs and utility bills

	How much you pay	How often?	Per calendar month
Rent and service charges			
Water and sewerage			
Council tax			
Gas			
Electricity			
Other household fuels (e.g. oil, coal etc)			

#### Insurances and regular costs

	How much you pay	How often?	Per calendar month
Contents insurance			
Life insurance and private pension			
Medical or accident insurance			
Phone charges			
Internet charges, including subscriptions, eg Sky, Netflix			
TV licence			
Rental or HP payments for household or other goods			

#### Child costs – for all children

	How much you pay	How often?	Per calendar month
Child Support paid by you			
Childcare			
School meals			
School trips and activities			
Children's pocket money			
Any other regular payments for children's activities			



**Transport**

	How much you pay	How often?	Per calendar month
Car services/repairs and MOT			
Road tax			
Car insurance			
Breakdown cover			
Fuel & parking			
Public transport			

**Food and housekeeping**

	How much you pay	How often?	Per calendar month
Food, toiletries and cleaning products			
Eating out			
Pets (food and insurance)			
Tobacco/drinks/socialising			
Clothing and footwear			

**Personal and leisure**

	How much you pay	How often?	Per calendar month
Medicines and prescriptions			
Dentist and optician			
Hairdressing			
Newspapers and magazines			
Sports, hobbies and entertainment			
Church or charity donations			

**Debt repayments**

	How much you pay	How often?	Amount outstanding
Credit card(s)			
Personal loan(s)			
Overdraft			
Anything else			

**Court judgements or fines**

Type of court order or fine	How much you pay	how often?	Amount outstanding

## 6. Your Income

if you are working, what is your gross annual salary?  
Also provide your partner's salary if they are working and if it is a joint tenancy.

<b>You</b>	<b>Your partner</b>
£	£

**Your income details - if it changes over time, please give an average**

	How much you receive	How often?	If a joint tenancy, how much partner receives	How often?
Take home salary/wages				
Child benefit				
State benefits – total received				
Pension(s) – include all				
Rent or board received				
Any other income				

## 7. Your Savings

What are your total savings – in a bank, ISA or other investments?

<b>You</b>
£

## 8. Declarations

I/We agree that 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/We declare that the information I/we provide is true. I/We acknowledge it is an offence to fraudulently withhold information or to provide false information.

I/We confirm that we have visited the property we are exchanging into, if we have not visited the property we accept full responsibility for any tenant repairs outstanding.

I/We understand we will be responsible for any rubbish or belongings left at the property we are exchanging into.

**If you currently have a joint tenancy both tenants must sign this form**

### Tenant A

I declare that the information I have given on this form is correct and complete.  
If I give incorrect or incomplete information you may take action against me. (please tick)

Print Name

First name

Last name

Date

### Tenant B

I declare that the information I have given on this form is correct and complete.  
If I give incorrect or incomplete information you may take action against me. (please tick)

Print Name

First name 

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Last name 

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Date 

D	D	M	M	Y	Y	Y	Y
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### 9. Now please return this completed form

#### By email to:

Tenancymanagement@guinness.org.uk

#### By post to:

If you don't have access to email, please post it to

The Tenancy Management Team, Bower House, 1 Stable Street, Oldham OL9 7LH