

# Mutual Exchange application form

## For external applicants

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 and provide

#### 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.

#### 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

If you move into a Guinness home and there are outstanding repairs that were the tenant's responsibility you will become responsible for their completion. It is very important that you check the condition of the home you intend to move into carefully and agree with the tenant what they will do before they leave. Guinness will undertake any necessary repairs that are our responsibility under the terms of the tenancy agreement. Guinness will not take responsibility for any non-standard items in the property such as fitted wardrobes or carpets and curtains that the tenant may leave for you.

#### Financial assessments

To meet our charitable aims all new customers must complete a financial assessment.

#### Identity and immigration checks

All applicants including UK citizens must provide 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.

In addition, all applicants and household members over the age of 18 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 their right to benefits. All letters must show your current address and we will also require 3 months' bank statements. We must also have ID for anyone under the age of 18, such as a birth certificate. Applicants from countries outside the UK normally provide us with a passport or national identity card or a biometric immigration document.

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

## 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.

## 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 including the income and expenditure details 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 ask for references from your landlord to check that there have been no breaches of tenancy.
- 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 and postcode?

Current address

Postcode

### Your Landlord's details

First name

Last name

Landlord's address

Postcode

Landlord's telephone number

\*Lodgers do not count as household members

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

**A) Household member**

Sex M  F

First name

Last name

Date of birth     Title Mr  Mrs  Miss  Other

Relationship to tenant 1 - eg son

**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

1. *continued...*

**F) Household member**

Sex M  F

First name 

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 M  F

Last name 

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Date of birth 

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 Title Mr  Mrs  Miss  Other

Relationship to tenant 1 - eg son

**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 

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Last name 

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Due Date 

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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 a mobility scooter?** Yes  No

If yes, you will need permission to store your mobility scooter if you moving to a flat or similar property. Space is not always available. Please request permission before you move.

**Are you a registered foster carer?** Yes  No

**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.

1. continued...

**Do you want a support worker or family member to be able to discuss your tenancy or application with us?**

Yes  No

If yes, please give details below.

First name

Last name

Relationship to you, eg support worker, parent Title Mr  Mrs  Miss  Other

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)**

First name  Sex M  F

Last name

Title Mr  Mrs  Miss  Other

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

**Person B)**

First name  Sex M  F

Last name

Title Mr  Mrs  Miss  Other

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

**Person C)**

First name  Sex M  F

Last name

Title Mr  Mrs  Miss  Other

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

**Person D)**

First name  Sex M  F

Last name

Title Mr  Mrs  Miss  Other

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

## 2. continued...

### Person E)

First name

Sex

M  F

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

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

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

**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

Last name

Current address

Postcode

Main contact telephone number

Name of their Landlord

Landlord's address

Postcode

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

Last name

Current address

Postcode

Main contact telephone number

Name of their Landlord

Landlord's address

Postcode

Landlord's telephone number



#### 4. continued...

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

First name																											
Last name																											
Current address																											
Email																			Postcode								

#### 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. Declaration of criminal convictions

**Have you or anyone in your household ever been convicted of a violent or sexual offence?**

Yes  No

If yes, please provide details below.

## 9. 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

Last name

Date

## 10. 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