###### Mutual Exchange Application Form

To register for a mutual exchange please visit www.houseexchange.org.uk

**Notes and guidance**

# Office use only

Application number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please read these notes before you fill in this form.**

We will not be able to process your exchange form if you do not answer all the questions on this form that apply to you ‘the main applicant’ and the person you are applying with ‘the joint applicant’ if you have one.

We will scan this form using a computer. You can help us to make sure that the information we hold about you is correct by following the instructions given in each section of the form. These instructions will include:

* using black or blue ink when writing on the form

SMITH

Last Name

* using capital letters for your answers, such as
* writing as clearly as possible so we can read the information

#### X

* putting a cross inside any boxes where you have to select an answer, such as

**Conditions of using the scheme**

To use House Exchange you must:

* be a secure Council tenant **or** an assured housing association tenant living in a Derby Homefinder landlord property. You will not be able to do an exchange if you are an introductory tenant or have an assured shorthold tenancy. Please check your tenancy agreement to confirm what kind of tenancy you have.

# Part 1 - About you – the main applicant, the joint applicant and who will be housed with you.

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| --- | --- |
| **Are you already on Derby Homefinder?** | Yes  No  |
| **If yes, what is your Derby Homefinder application number?** |  |

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| --- | --- | --- |
|  | Main applicant | Joint applicant |
| Title Please put a cross in one box only. | Mr Miss Mrs Ms Other      \_\_\_\_\_ | Mr Miss Mrs Ms Other      \_\_\_\_\_ |
| First name |  |  |
| Last name |  |  |
| Date of birth | DD / MM / Y Y Y Y | D D/ M M/ Y Y YY |
| Are you male or female? | Male  Female  | Male  Female  |
| Is this household member pregnant? | Yes  No  | Yes  No  |
| If yes, when is the baby due? | D D / M M / Y Y Y Y | D D / M M / Y Y Y Y |
| Do you have access to children? | Yes  No  | Yes  No  |
| If yes, please give access details. |  |  |

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| Relationship to Main applicant? |  |  |
| National Insurance Number You will find this on your National Insurance  card, your pay slips or from tax papers. | Letters Numbers Letter  \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ | Letters Numbers Letter  \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ |
| Preferred language |  |  |

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| --- | --- | --- | --- | --- | --- |
| My ethnic origin is: | **Main applicant** | **Joint applicant** |  | **Main applicant** | **Joint applicant** |
| **Asian or Asian British** | | | **Dual Heritage** | | |
| Of Bangladeshi origin |  |  | Of White and Asian origin |  |  |
| Of Indian origin |  |  | Of White and Black African origin |  |  |
| Of Pakistani origin |  |  | Of White and Black Caribbean origin |  |  |
| Of any other Asian origin |  |  | Of any other Dual Heritage origin |  |  |
| **Black or Black British** | | | **White** | | |
| Of African origin |  |  | British |  |  |
| Of Caribbean origin |  |  | Irish |  |  |
| Of any other Black origin |  |  | Of any other White origin Please state below |  |  |
| **Chinese** | | | **Other White origin** | | |
| Of Chinese origin |  |  | Of any Other Ethnic origin  Please state below |  |  |
|  |  |  | **Other Ethnic origin** | | |

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| --- | --- | --- |
| Contact Details | Main applicant | Joint applicant |
| Home telephone number |  |  |
| Work telephone number |  |  |
| Mobile telephone number |  |  |
| Email Address |  |  |
| Do you own a property | Yes/No | Yes/No |

Additional Household Members

Please list all the people who will be moving with you.

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| --- | --- | --- | --- | --- | --- | --- |
| **Title** | **First name** | **Last name** | **Date of birth** | **Male/ female** | **Relationship to the main applicant** | **Ethnic origin** |
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| --- | --- | --- |
| Current Address Details | Main applicant | Joint applicant |
| Home address |  |  |
|  |  |
|  |  |
| Postcode | Postcode |
| Date moved into this address? | D D / M M / Y Y Y Y | D D / M M / Y Y Y Y |
| Who is your current landlord? |  |  |

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| --- | --- |
| What type of property do you live in? | House  Flat  Bungalow  Maisonette   Bedsit  Apartment  Studio Apartment  |
| How many bedrooms do you have? | 1 Bed  2 Bed  3 Bed  4 Bed  5 Bed  6 Bed  |
| How many double bedrooms do you have? | 1  2  3  4  5  6  |
| How many single bedrooms do you have? | 1  2  3  4  5  6  |
| If you live in a flat / maisonette / bedsit / apartment what floor is the property on? |  |

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| --- | --- |
| What type of tenancy do you hold? | * A secure council tenancy * [A flexible (fixed term) council tenan](https://england.shelter.org.uk/housing_advice/council_housing_association/flexible_council_tenancies)t  * [An assured housing association tenant](https://england.shelter.org.uk/housing_advice/council_housing_association/assured_tenancies_with_housing_associations)  * [A secure housing association tenant](https://england.shelter.org.uk/housing_advice/council_housing_association/secure_housing_association_tenancies)  * An assured shorthold tenancy (AST) with a housing association tenant – only fixed term AST of at least 2 years  |
| Does your tenancy include furniture? | Yes  No  |

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| Adaptations to the property |
| Does your property contain any of the following adaptations? Is the property suitable for a wheelchair user  Through Floor Lift Type: (wheelchair/perching)  Stair lift (Curved / Straight) Walk in Shower  Shower Tray Height in cm:  Level access shower/wet room  Bath with Hoist  Closo Mat Toilet  Drop Down Shower Seat   Kitchen Adapted  Widened Doors  Ramp to Front Door  Ramp to Back Door   Ground Floor Extension  Flashing Doorbell  Grab Rails   Grab Rails Location(s): External Step Rail  External Step Lift   Video Door Entry  Lifeline Unit  Key Safe   Are there steps to your Front Door Yes No  Are there steps to your Back Door Yes No  |

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| Financial details | | | |
| How much is the rent? | **£** | Do you pay any service charge? | **£** |
| Any other charges? | **£** | **Payment cycle?** |  |

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| Reasons why you wish to exchange your property |
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# Part 2 - The person you wish to exchange with

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| --- | --- | --- |
|  | Main applicant | Joint applicant |
| Title Please put a cross in one box only. | Mr Miss Mrs Ms Other      \_\_\_\_\_ | Mr Miss Mrs Ms Other      \_\_\_\_\_ |
| First name |  |  |
| Last name |  |  |
| Date of birth | D D/MM / Y Y Y Y | D D/ MM / Y Y Y Y |

Additional Household Members

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title** | **First name** | **Last name** | **Date of birth** | **Male, female** | **Relationship to the Main applicant** | **Ethnic origin** |
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| --- | --- | --- |
| Contact Details | Main applicant | Joint applicant |
| Home telephone number |  |  |
| Work telephone number |  |  |
| Mobile telephone number |  |  |
| Email Address |  |  |
| Do you own a property | Yes/No | Yes/No |

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| --- | --- | --- |
| Current Address Details | Main applicant | Joint applicant |
| Home address |  |  |
|  |  |
|  |  |
| Postcode | Postcode |
| Date moved into this address? | D D / M M / Y Y Y Y | D D / M M / Y Y Y Y |
| Who is the current landlord? |  |  |

|  |  |
| --- | --- |
| What type of property do they live in? | House  Flat  Bungalow  Maisonette   Bedsit  Apartment  Studio Apartment  |
| How many bedrooms do they have? | 1 Bed  2 Bed  3 Bed  4 Bed  5 Bed  6 Bed  |
| How many double bedrooms do they have? | 1  2  3  4  5  6  |
| How many single bedrooms do they have? | 1  2  3  4  5  6  |
| If they live in a flat / maisonette / bedsit / apartment what floor is the property on? |  |

|  |  |
| --- | --- |
| What type of tenancy do they hold? | * A secure council tenancy * [A flexible (fixed term) council tenan](https://england.shelter.org.uk/housing_advice/council_housing_association/flexible_council_tenancies)t  * [An assured housing association tenant](https://england.shelter.org.uk/housing_advice/council_housing_association/assured_tenancies_with_housing_associations)  * [A secure housing association tenant](https://england.shelter.org.uk/housing_advice/council_housing_association/secure_housing_association_tenancies)  * An assured shorthold tenancy (AST) with a housing association tenant – only fixed term AST of at least 2 years  |
| Does their tenancy include furniture? | Yes  No  |

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| --- |
| Adaptations to their property |
| Does their property contain any of the following adaptations? Is the property suitable for a wheelchair user  Through Floor Lift Type: (wheelchair/perching)  Stair lift (Curved / Straight) Walk in Shower  Shower Tray Height in cm:  Level access shower/wet room  Bath with Hoist  Closo Mat Toilet  Drop Down Shower Seat   Kitchen Adapted  Widened Doors  Ramp to Front Door  Ramp to Back Door   Ground Floor Extension  Flashing Doorbell  Grab Rails   Grab Rails Location(s): External Step Rail  External Step Lift   Video Door Entry  Lifeline Unit  Key Safe   Are there steps to your Front Door Yes No  Are there steps to your Back Door Yes No  |

**Declaration**

Please check through the form carefully when you have completed it as it is important that the information you give is correct. Derby Homefinder landlords are by law, entitled to take action to end any tenancy you are given if you have knowingly or recklessly made a false statement.

Please ensure that all tenants have signed this form and return it to Derby Homes.

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| --- | --- | --- |
|  | **Main applicant** | **Joint applicant** |
| **Signature** |  |  |
| **Date** |  |  |

dataprotectionlock

**Data Protection:**Derby Homes is the data controller for any personal information you provide. We will observe strict confidentiality in line with the Data Protection Act 2018. Your information will only be used for used to enable Derby Homes to process your housing application, including maintaining the Housing Register and the allocation of social housing through the Derby Homefinder Choice Based Lettings Scheme and associated functions of which they are intended. The information may be shared across departments within Derby Homes, relevant departments within Derby City Council or with other agencies as the function requires. For more information on your data protection rights as covered in our Fair Processing Notice please visit Derby Homes’ website. If you require printed copy of the Fair Processing Notice contact us by email: information.governance@derbyhomes.org or alternatively you can write to us at: Information Governance, Derby Homes Ltd, 839 London Road, Derby, DE24 8UZ

The Data Protection Officer is Taranjit Lalria who can be contacted at the addresses above.

**Declaration – You are responsible for the information on this form and must sign the declaration - even if someone else has filled in this form for you. If you have a joint applicant, they must sign the declaration as well. Please read it carefully before you sign and date it.**

**Derby Homes require an application form for each property from the sole tenant or joint tenants involved in the exchange. We will tell you if the exchange is agreed or not within 42 days, this time will start from the date all applications involved in the exchange have been received.**

**You must not exchange with another tenant unless you have written permission from both landlords.**