



Mutual Exchange Application Form

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

Office use only

Application number _____



Notes and guidance

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
- using capital letters for your answers, such as Last Name
- writing as clearly as possible so we can read the information
- 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.

Are you already on Derby Homefinder?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what is your Derby Homefinder application number?	

	Main applicant	Joint applicant
Title Please put a cross in one box only.	Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> _____	Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> _____
First name		
Last name		
Date of birth	DD / MM / YYYY	DD / MM / YYYY
Are you male or female?	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
Is this household member pregnant?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, when is the baby due?	DD / MM / YYYY	DD / MM / YYYY
Do you have access to children?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give access details.		

Relationship to Main applicant?		
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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							
My ethnic origin is:	Main applicant	Joint applicant			Main applicant	Joint applicant	
Asian or Asian British			Dual Heritage				
Of Bangladeshi origin	<input type="checkbox"/>	<input type="checkbox"/>	Of White and Asian origin		<input type="checkbox"/>	<input type="checkbox"/>	
Of Indian origin	<input type="checkbox"/>	<input type="checkbox"/>	Of White and Black African origin		<input type="checkbox"/>	<input type="checkbox"/>	
Of Pakistani origin	<input type="checkbox"/>	<input type="checkbox"/>	Of White and Black Caribbean origin		<input type="checkbox"/>	<input type="checkbox"/>	
Of any other Asian origin	<input type="checkbox"/>	<input type="checkbox"/>	Of any other Dual Heritage origin		<input type="checkbox"/>	<input type="checkbox"/>	
Black or Black British			White				
Of African origin	<input type="checkbox"/>	<input type="checkbox"/>	British		<input type="checkbox"/>	<input type="checkbox"/>	
Of Caribbean origin	<input type="checkbox"/>	<input type="checkbox"/>	Irish		<input type="checkbox"/>	<input type="checkbox"/>	
Of any other Black origin	<input type="checkbox"/>	<input type="checkbox"/>	Of any other White origin Please state below		<input type="checkbox"/>	<input type="checkbox"/>	
Chinese			Other White origin				
Of Chinese origin	<input type="checkbox"/>	<input type="checkbox"/>	Of any Other Ethnic origin Please state below		<input type="checkbox"/>	<input type="checkbox"/>	
			Other Ethnic origin				



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.

Title	First name	Last name	Date of birth	Male/ female	Relationship to the main applicant	Ethnic origin



Current Address Details	Main applicant	Joint applicant
Home address		
	Postcode	Postcode
Date moved into this address?	DD / MM / YYYY	DD / MM / YYYY
Who is your current landlord?		

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



What type of tenancy do you hold?	<ul style="list-style-type: none"> • A secure council tenancy • A flexible (fixed term) council tenant <input type="checkbox"/> • An assured housing association tenant <input type="checkbox"/> • A secure housing association tenant <input type="checkbox"/> • An assured shorthold tenancy (AST) with a housing association tenant – only fixed term AST of at least 2 years <input type="checkbox"/>
Does your tenancy include furniture?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Adaptations to the property			
Does your property contain any of the following adaptations?			
Is the property suitable for a wheelchair user <input type="checkbox"/>	Through Floor Lift Type: (wheelchair/perching) _____		
Stair lift (Curved / Straight) _____	Walk in Shower <input type="checkbox"/> Shower Tray Height in cm: _____		
Level access shower/wet room <input type="checkbox"/>	Bath with Hoist <input type="checkbox"/>	Closo Mat Toilet <input type="checkbox"/>	Drop Down Shower Seat <input type="checkbox"/>
Kitchen Adapted <input type="checkbox"/>	Widened Doors <input type="checkbox"/>	Ramp to Front Door <input type="checkbox"/>	Ramp to Back Door <input type="checkbox"/>
Ground Floor Extension <input type="checkbox"/>	Flashing Doorbell <input type="checkbox"/>	Grab Rails <input type="checkbox"/>	



Grab Rails Location(s): _____	External Step Rail <input type="checkbox"/>	External Step Lift <input type="checkbox"/>
Video Door Entry <input type="checkbox"/>	Lifeline Unit <input type="checkbox"/>	Key Safe <input type="checkbox"/>
Are there steps to your Front Door Yes <input type="checkbox"/> No <input type="checkbox"/>	Are there steps to your Back Door Yes <input type="checkbox"/> No <input type="checkbox"/>	

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

Reasons why you wish to exchange your property



Part 2 - The person you wish to exchange with

	Main applicant					Joint applicant						
Title Please put a cross in one box only.	Mr <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>	_____	Mr <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>	_____
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



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

Current Address Details	Main applicant	Joint applicant
Home address		
	Postcode	Postcode
Date moved into this address?	DD/MM/YYYY	DD/MM/YYYY
Who is the current landlord?		



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

What type of tenancy do they hold?	<ul style="list-style-type: none"> • A secure council tenancy • A flexible (fixed term) council tenant <input type="checkbox"/> • An assured housing association tenant <input type="checkbox"/> • A secure housing association tenant <input type="checkbox"/> • An assured shorthold tenancy (AST) with a housing association tenant – only fixed term AST of at least 2 years <input type="checkbox"/>
Does their tenancy include furniture?	Yes <input type="checkbox"/> No <input type="checkbox"/>



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.

	Main applicant	Joint applicant
Signature		
Date		



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.