

# Mutual exchange application form

<b>Current property address</b>		<b>New property address</b>	
		<b>Name of person you're exchanging with</b>	
		<b>Name of new landlord</b>	

<b>1 Your personal details</b>			
<b>Tenant one</b>		<b>Tenant two</b>	
<b>Title</b>		<b>Title</b>	
<b>First name</b>		<b>First name</b>	
<b>Last name</b>		<b>Last name</b>	
<b>Any previous names</b>		<b>Any previous names</b>	
<b>Phone number</b>		<b>Phone number</b>	
<b>Email</b>		<b>Email</b>	
<b>Date of birth</b>		<b>Date of birth</b>	
<b>NI number</b>		<b>NI number</b>	

2 Household members			
Please tell us about anyone else who lives with you, including children			
Full name and title	Relationship to you	Date of birth	Additional info (including economic status and disabilities or medical needs)
Is anyone pregnant? If yes, who, and when is their due date?			

3 Gender			
Tenant one		Tenant two	
<input type="checkbox"/> Male	<input type="checkbox"/> Transgender	<input type="checkbox"/> Male	<input type="checkbox"/> Transgender
<input type="checkbox"/> Female	<input type="checkbox"/> Do not wish to say	<input type="checkbox"/> Female	<input type="checkbox"/> Do not wish to say

4 Relationship status			
Tenant one		Tenant two	
<input type="checkbox"/> Civil Partnership	<input type="checkbox"/> Separated	<input type="checkbox"/> Civil Partnership	<input type="checkbox"/> Separated
<input type="checkbox"/> Co-habiting	<input type="checkbox"/> Single	<input type="checkbox"/> Co-habiting	<input type="checkbox"/> Single
<input type="checkbox"/> Dissolved Civil Partnership	<input type="checkbox"/> Widowed	<input type="checkbox"/> Dissolved Civil Partnership	<input type="checkbox"/> Widowed
<input type="checkbox"/> Divorced	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced	<input type="checkbox"/> Married
	<input type="checkbox"/> Do not wish to say		<input type="checkbox"/> Do not wish to say

5 Sexual orientation			
Tenant one		Tenant two	
<input type="checkbox"/> Bisexual	<input type="checkbox"/> Gay/Lesbian	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Gay/Lesbian
<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Do not wish to say	<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Do not wish to say
<b>Definitions:</b> <ul style="list-style-type: none"> <li>Sexual orientation = your sexual preference.</li> <li>Heterosexual = a person who is attracted to members of the opposite sex.</li> <li>Gay = a man who is attracted to men, Lesbian = A woman who is attracted to women.</li> <li>Bisexual = a person who is attracted to both men and women.</li> </ul>			

6 Ethnicity			
Tenant one		Tenant two	
Which of the following groups do you consider you belong to:		Which of the following groups do you consider you belong to:	
<input type="checkbox"/> Asian	<input type="checkbox"/> Mixed	<input type="checkbox"/> Asian	<input type="checkbox"/> Mixed
<input type="checkbox"/> Black	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> White
<input type="checkbox"/> Do not wish to say		<input type="checkbox"/> Do not wish to say	
<input type="checkbox"/> African	<input type="checkbox"/> Chinese	<input type="checkbox"/> African	<input type="checkbox"/> Chinese
<input type="checkbox"/> Arab	<input type="checkbox"/> Gypsy, Irish Traveller	<input type="checkbox"/> Arab	<input type="checkbox"/> Gypsy, Irish Traveller
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Indian	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Indian
<input type="checkbox"/> British	<input type="checkbox"/> Irish	<input type="checkbox"/> British	<input type="checkbox"/> Irish
<input type="checkbox"/> Caribbean	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Do not wish to say		<input type="checkbox"/> Do not wish to say	
Other (include European countries):		Other (include European countries):	

7 Religion			
Tenant one		Tenant two	
<input type="checkbox"/> Buddhist	<input type="checkbox"/> Jewish	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Jewish
<input type="checkbox"/> Christian	<input type="checkbox"/> Muslim	<input type="checkbox"/> Christian	<input type="checkbox"/> Muslim
<input type="checkbox"/> Hindu	<input type="checkbox"/> Sikh	<input type="checkbox"/> Hindu	<input type="checkbox"/> Sikh
<input type="checkbox"/> No religion	<input type="checkbox"/> Do not wish to say	<input type="checkbox"/> No religion	<input type="checkbox"/> Do not wish to say
Other (please state):		Other (please state):	

8 Nationality			
Tenant one		Tenant two	
<input type="checkbox"/> United Kingdom (UK)		<input type="checkbox"/> United Kingdom (UK)	
<input type="checkbox"/> European Economic Area (EEA)		<input type="checkbox"/> European Economic Area (EEA)	
<input type="checkbox"/> European Union (EU)		<input type="checkbox"/> European Union (EU)	
<input type="checkbox"/> Other		<input type="checkbox"/> Other	
<p>If applicant is not a UK citizen, you must provide evidence of any existing permit and timescales:</p> <p>All European Economic Area (EEA) nationals should apply to the EU Settlement Scheme to secure their right to live in the UK (and, for those given settled status, their right to claim benefits) after 30 December 2020. This also applies to their family members, including those from outside the EEA.</p> <p>Government advice can be found at: <a href="https://www.gov.uk/settled-status-eu-citizens-families">https://www.gov.uk/settled-status-eu-citizens-families</a></p>			
Yes	No	Yes	No
Evidence provided (inc 'settled status)		Evidence provided (inc 'settled status)	

9 Disability/long term medical condition			
Tenant one (please select any that apply)		Tenant two (please select any that apply)	
<input type="checkbox"/> Hearing impaired <input type="checkbox"/> Speech problems <input type="checkbox"/> Mobility problems <input type="checkbox"/> Mental health <input type="checkbox"/> Do not wish to say <input type="checkbox"/> No disabilities	<input type="checkbox"/> Visually impaired <input type="checkbox"/> Learning difficulties <input type="checkbox"/> Wheelchair user <input type="checkbox"/> Permanent injury <input type="checkbox"/> Long term medical condition	<input type="checkbox"/> Hearing impaired <input type="checkbox"/> Speech problems <input type="checkbox"/> Mobility problems <input type="checkbox"/> Mental health <input type="checkbox"/> Do not wish to say <input type="checkbox"/> No disabilities	<input type="checkbox"/> Visually impaired <input type="checkbox"/> Learning difficulties <input type="checkbox"/> Wheelchair user <input type="checkbox"/> Permanent injury <input type="checkbox"/> Long term medical condition
<input type="checkbox"/> Other (please state):		<input type="checkbox"/> Other (please state):	
If you've selected one or more boxes, we'll contact you to find out how we can help.			

10 Current landlord			
Landlord name		Phone number	
Landlord address and email			
How long have you been in your property?		Why do you want to exchange/move	
Do you have any arrears?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount of arrears	
How do you currently pay your rent?			
Have there been any anti-social behaviour issues at your property in the last two years?  If yes, please describe			
What type of tenancy do you have?			
Is it a joint tenancy?	Yes	No	
Do you hold any other tenancies?	Yes	No	

<b>If yes, please tell us more details</b>		
<b>Do you own or have an interest in any other properties?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please give more details:
<b>Does your name appear on any other tenancy with a landlord</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please give more details:

11 About your current home				
<b>What type of home do you live in?</b>	<input type="checkbox"/> Flat	<input type="checkbox"/> House	<input type="checkbox"/> Bungalow	<input type="checkbox"/> Maisonette
<b>If a flat, what floor do you live on?</b>				
<b>How many bedrooms do you have?</b>				
<b>Does your home have any disabled adaptations (for example, a wet room)?</b> <b>Who needs this adaptation?</b>				
<b>Does the home you're moving to have any adaptations you need?</b>				

12 Alternative formats			
<b>Please tell us if you need us to communicate with you in a different way. Please also let us know the reason for your request.</b>			
Tenant one (please select any that apply)		Tenant two (please select any that apply)	
<input type="checkbox"/> Audio CD <input type="checkbox"/> Audio tape <input type="checkbox"/> Braille  <input type="checkbox"/> Not required	<input type="checkbox"/> Different language* <input type="checkbox"/> Large print <input type="checkbox"/> Sign language	<input type="checkbox"/> Audio CD <input type="checkbox"/> Audio tape <input type="checkbox"/> Braille  <input type="checkbox"/> Not required	<input type="checkbox"/> Different language* <input type="checkbox"/> Large print <input type="checkbox"/> Sign language
<input type="checkbox"/> Other (please state):		<input type="checkbox"/> Other (please state):	
*If this applies, please tell us which language:		*If this applies, please tell us which language:	
Reason for alternative format:		Reason for alternative format:	
<b>If you have selected one or more boxes, we'll contact you to find out how we can help.</b>			

### 13 Pets

<b>Do you have any pets?</b>  <input type="checkbox"/> Yes  <input type="checkbox"/> No	If yes, please give more details:
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### 14 Are you related to any staff or board member of SNG? (Sovereign Network Group)

Name of relation			
Department			
How are you related?			
Are you an employee or contractor of SNG?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Role or organisation			

### 15 Behaviour and conduct issues

	✓	Details - if needed
ASBO/ABC/Injunctions/ Court Orders		
Drug issues		
Alcohol issues		
On bail		
Probation		
Curfew		
On a tag/license		
Prison leaver		

Criminal record - unspent		
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<b>16 Have you ever been evicted for arrears or anti-social behaviour?</b>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details:	

<b>17 Have you, or any member of your household, ever had any other legal action taken against you relating to a tenancy (for example, Notice of Seeking Possession or Court Order?)</b>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details:	

<b>18 Does any household member own any weapons?</b>			
Shotgun/Firearm/Swords/Bayonets/Knives/Clubs or similar			
<input type="checkbox"/> No	<input type="checkbox"/> Yes	Details:	
Do they hold the appropriate licence?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Details:
Where to you intend to store it?			

<b>19 Do you currently receive support from any of these agencies?</b>			
	✓	Reason for support and how often	Name and contact
Adult/Children Services			
Care leaver			
Drug or alcohol support			
Probation/prison leaver			
CMHT			
MIND or equivalent			

Floating support			
Tenancy support			
GP			
Family Intervention Team			
Other			
Disability services			

20 Do you require any support or advice for the following?			
	✓	Tenant one	Tenant two
Reading and writing			
Form filling			
Furniture			
Setting up gas/electric suppliers			
Budgeting			
Home contents insurance			
Mental health			
Community care grant			
Crisis loan			
Outstanding debts/loans/CCJs			
Incentive scheme			
Local information			
Other agencies (such as DV/OT/community group)			
Would you like to be referred to a Tenancy Support Advisor?			<input type="checkbox"/> Yes <input type="checkbox"/> No



**21 Family members** – please use this space to include any support needs, health issues or any relevant information

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**22 Next of kin details**

Tenant one			Tenant two		
<b>Name</b>			<b>Name</b>		
<b>Address</b>			<b>Address</b>		
<b>Contact number</b>			<b>Contact number</b>		
<b>Relationship to applicant</b>			<b>Relationship to applicant</b>		
<b>Key holder?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Key holder?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Income and expenditure

*You only need to complete questions 23 to 26 if you're exchanging into a Sovereign Network Group home*

23 Earned income				
Are you working?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Office use only
	Employer's name and address	Net income weekly	Income monthly	Proof seen
Tenant one		£	£	
Tenant two		£	£	
	Total income after tax (A1)	£	£	£

24 Details of unearned income and benefits							Office use only
	Tenant 1 (£)		Tenant 2 (£)		Dependants		Proof seen
	Weekly	Monthly	Weekly	Monthly	Weekly	Monthly	
Income Support							
Job Seekers Allowance – Income Based							
Job Seekers Allowance – Contributory							
State Retirement Pension							
Pension Credit							
Private Pension							
Child Benefit							
Working Tax Credit							
Child Tax Credit							
Child Maintenance							
Employment & Support allowance							
Industrial Injuries Benefit							
DLA/PIP							
Severe Disablement Allowance							
Attendance Allowance (Over 60)							

Carer's Allowance							
Statutory Sick Pay							
Statutory Maternity Pay							
Widows Pension							
Widowed Mothers Allowance							
Bereavement Allowance							
War Pension							
Expected Housing Benefit (full or partial)							
Expected Universal Credit							
Other (detail)							
Totals	Weekly £	Monthly £	Weekly £	Monthly £	Weekly £	Monthly £	Total income (A2) £

25 Monthly spending					
<b>A) Priority spend</b>	Amount	Debt	<b>E) Other credit debts (non priority)</b>	Amount owed	Monthly payment
Rent (NEW)			Credit Cards		
Council Tax			Store Cards		
Electricity			Catalogues		
Gas			Loans		
Water			Overdraft		
Court Fines			Other		
<b>Total A</b>			<b>Total E</b>		
<b>B) Household</b>	Amount		<b>F) Travel</b>	Amount	
Phone/Internet			Bus/train fares		
Mobile Phone			Car (tax, MOT, service, insurance)		
TV Licence			Fuel		
TV subscriptions (Sky)			Parking		
Insurance					
Food/drink (groceries)					
Pets					
<b>Total B</b>			<b>Total F</b>		
<b>C) Leisure</b>	Amount		<b>G) Other spending</b>	Amount	
Going out			Clothing and footwear		
Alcohol/cigarettes			Prescriptions		
Holidays/days out			Celebrations		
Gym membership			Pensions		
			Other		
<b>Total C</b>			<b>Total G</b>		
<b>D) Children</b>	Amount		<b>For office use only</b>		
Childcare			Total income (A1+A2=A)	A=£	
Maintenance			Total spend (A+B+C+D+E+F+G=B)	B=£	
Other			Income less spend	A-B=£	

<b>Total D</b>			£
		<b>Refer to Tenancy Support Advisor?</b>	Yes / No

## 26 Evidence required

If your application is successful, and you're moving into a Sovereign Network Group home, we will need to see the following.

- Copies of your identification, this can include:
  - Driving licence
  - Passport
  - Work ID
  - Marriage certificate
- If you are working, 3 months' wage slips
- If you are claiming benefits, proof of your benefits. This includes:
  - Tax credits
  - Universal credit
  - Income support
  - DLA etc
  - JSA
  - Child Benefit
- 3 months' bank statements

You must provide this information as soon as possible. We won't be able to agree your exchange until we have received this.

## 27 Consent

**Data protection**

We use your personal information in accordance with data protection legislation to allow us to enter into, or manage any contract we have with you (such as your tenancy agreement); provide you with services and benefits in both our legitimate interests which may include ensuring the proper management of your tenancy and giving you appropriate support; and to comply with our legal and regulatory obligations, and acting in the public interest. We ensure that the information we hold about you is only used for limited purposes and only kept for as long as is necessary to provide you with services, deal with your tenancy, or to comply with our other statutory or regulatory obligations. We may need to share some information with third parties, such as local authorities, benefits departments, our repairs and maintenance contractors, social services, other social landlords and government departments as required, and the emergency services. Full details of our Privacy Policy can be found at: <https://www.sovereign.org.uk/privacy-policy>

**Consent**

I/we agree for the above information, that I have provided to Sovereign,

to be used to update their customer records for the purposes of section 30, and to provide housing where appropriate.

**Declaration**

I/we understand if any of the information provided is later determined to be incorrect or untrue, consideration for housing may be declined and/or, where a tenancy has been offered and accepted, that legal action to repossession the property will begin.

**Important information to consider before you exchange**

Before a swap can take place, you and the person you wish to swap with must have written permission from your landlord. If either you, or the person you wish to swap with, are behind

<p>with your rent or have broken any other condition of your tenancy agreement, we'll only give permission once this has been put right.</p> <p>The property you move to is taken as seen. We are not responsible for the condition of the decoration, garden, repair or replacement of any rechargeable item. You must make sure that any outstanding repairs are carried out before you agree to move in.</p> <p>In the event of your mutual exchange application being approved, please note that <u>all</u> applicants will be asked to pay one week's rent in advance.</p>	
<p><b>Number of parties involved</b></p>	
<p>I/we confirm that this application to exchange is part of a (please tick appropriate option):</p>	
<input type="checkbox"/> 2-way exchange <input type="checkbox"/> 3-way exchange <input type="checkbox"/> 4-way exchange	<input type="checkbox"/> 5-way exchange <input type="checkbox"/> 6-way or more exchange

28 Signatures			
Tenant one		Tenant two	
<b>Name</b>		<b>Name</b>	
<b>Signature</b>		<b>Signature</b>	
<b>Date</b>		<b>Date</b>	

To prevent your details being used fraudulently, please return your own form to  
 mailto:[MutualExchangeCoordinators@sng.org.uk](mailto:MutualExchangeCoordinators@sng.org.uk)

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# Are you mutual exchange ready?

So you've found a swap partner - what happens next?

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Before you can swap homes, you will need to speak to **all** of the landlords involved and ask for their approval to exchange. They then have 42 days to approve or reject the application (from when they receive applications from all residents involved).

**All** of the landlords need to agree they are happy for the swap to go ahead before an exchange date can be finalised.

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## What do I need to do?

Before applying to all of the landlords for approval to exchange, you should check the following:

- ☐ I have an Assured Tenancy
- ☐ I have a clear rent account
- ☐ I do not owe any rent, court costs or recharges
- ☐ There is no active Notice Seeking Possession or Court Order against my tenancy
- ☐ There are no repairs outstanding that I haven't reported
- ☐ My home and garden are in a clean, tidy and good condition
- ☐ The people applying to move into my home are suitable for it

## Inspecting your home

Once your application has been received, your property will be inspected.

We take pride in our homes and are not able to approve for an exchange to go ahead if the property isn't in a good condition. Before the inspection, it's a good idea to have a look at whether your home is up to scratch and, if needed, spend some time putting things right.

You'll need to make sure that we can easily view all rooms and walls. Please take down posters and pictures and move large furniture away from the wall.

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## Is your home ready?

### Kitchen

- ☐ All existing kitchen units and worktops should be in a reasonable condition (clean and with no chips or scratches)
  - ☐ Cupboard doors should be fitted correctly and the handles should be secure
- 

### Bathroom and toilets

- ☐ The bath, basin and WC should be free from cracks and stains, with plugs and chains attached
  - ☐ The taps should be clean and in good working order
- 

### Flooring and staircases

- ☐ Floors, staircases, banisters and handrails should be sound and free from damage
- 

### Doors and windows

- ☐ Front and rear external doors should be sound and secure
  - ☐ Windows should be sound and secure. Keys should be provided for windows with locks
  - ☐ Internal doors should be in good order and any missing or damaged doors should be repaired or replaced
- 

### Decoration

- ☐ Skirting boards and door frames should be in good order
  - ☐ All wall surfaces should be in a good state of repair
  - ☐ Any graffiti should be removed
- 

### Gardens

- ☐ All gardens should be tidy and free from hazards and personal belongings
- 

### Electrical items

- ☐ If you have used your own light fittings, and don't have a certificate of installation from a professional contractor, you will need to return them to our original standard
- 

### Repairs

- ☐ If you have repairs that are our responsibility and need reporting, please report them before we visit
- 

### Improvements

- ☐ Any alterations that you have completed in your current home will need written permission from us
- 

### Before you move

- ☐ When it's time to move, you will need to make sure your home and garden, including loft space and garages, are free from belongings and rubbish