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**Mutual Exchange Application Pack**

**What do I need to know?**

**Keep this sheet for your information**

**Home**

**When signing the mutual exchange paperwork their tenancy becomes yours; their home becomes yours – in whatever condition they leave it.**

You need to be clear with the ‘outgoing’ tenant(s) about what they will take and what they will leave behind. It is also important that you are aware of what your responsibilities will be after you have exchanged tenancies. For example:

* **repairing** a conservatory or **fixtures and fittings** the outgoing tenant has installed
* all **personal belongings** and **rubbish** left in the property, including the garden(s)
* any **damage** caused to the property by the ‘outgoing’ tenant
* toilet seats and drain blockages, light bulbs, including fluorescent tubes and starter motors
* internal **decoration,** including cosmetic cracks in walls, condensation and mould growth
* **glass** to doors and windows
* **keys** to windows and doors (Shal will not change the locks or supply additional keys)

SHAL may ask the ‘outgoing’ tenant to put some things right before we allow the exchange to go ahead.

**Home improvements**

Following a recent stock condition survey, Shal has a planned maintenance programme to replace bathrooms, boilers, doors and windows, fascia’s and guttering, kitchens and roofs. You should **always check** with Shal about the property you would like to exchange into and any property improvements we may have planned.

**Rent**

Can you afford to pay the rent and service charge(s)? If you owe money your application may be refused. Also, consent may be given on the condition that you pay any rent, re-charges or costs you owe before the exchange proceeds.

There needs to be a **zero balance** on your rent account before the exchange goes ahead.

We will ask for **one week’s** rent in advance when you sign the Mutual Exchange paperwork.

**Tenancy**

SHAL offers Assured Tenancies. Local Authorities may offer Secure ‘life-time’ tenancies while other landlords may offer Fixed Term tenancies. When you exchange with someone their tenancy becomes yours. Do you know what type of tenancy you are exchanging to? What are the terms and conditions? What will your responsibilities be? You should **always** check!

**Shal’s Mutual Exchange process**



**Mutual Exchange Application Form**

**Return this completed form to us at Shal Housing, 2 King Square, Bridgwater, TA6 3DG**

All parties wishing to complete this Mutual Exchange must ensure all sections of this form are completed. Please note that submitting this form does not guarantee approval of this Mutual Exchange.

**About you (Shal Tenant):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Title (Mr/Mrs/ Ms etc.)** | **First Names** | | **Surname** | **Date of birth** | | **NI number** |
| Tenant 1 |  |  | |  |  | |  |
| Tenant 2 |  |  | |  |  | |  |
| Address |  | | | | | | |
|  |  | | | | | | |
|  |  | | | | | | |
| Postcode |  | | | | | | |
| Telephone | H: | | M: | | | E: | |

**About other people living with you:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title (Mr/Mrs/ Ms etc.)** | **First Names** | **Surname** | **Relationship to you** | **Date of birth** | **NI number** |
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| Is anyone listed on this application pregnant or has given birth in the last 26 weeks?  If yes, please name and provide details: | | | | Yes/ No | |
|  | | | |
|  | | | |
| Are all people listed above moving? | | | | Yes/ No | |
| Details of any pets: | | | |  | |
|  | | | | | |
|  | | | | | |

**About your home**

|  |  |
| --- | --- |
|  | |
| Property Type (\* flat / House/ Maisonette) |  |
| Property size (\* studio / 1 bed / 2 bed etc.) |  |
| Are you under-occupying your home? | Yes/ No |
|  | |
| Have you completed any home improvements at your current property?  If yes, please give details: | Yes/ No |
|  | |
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|  | |

**About other people living with you:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title (Mr/Mrs/ Ms etc.)** | **First Names** | **Surname** | **Relationship to you** | **Date of birth** | **NI number** |
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|  | | | |
| Are all people listed above moving? | | | | Yes/ No | |
| Details of any pets: | | | |  | |
|  | | | | | |
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**Rent account & housing debts**

|  |  |
| --- | --- |
|  | |
| Are there rent arrears on your current tenancy?  If yes, how much is currently owed? | Yes/ No  £ |
| Are you in receipt of Universal Credit?  If yes, when is your payment date? | Yes/ No  Date: |
| Are there other debts in relation to rechargeable repairs?  If yes, how much is currently owed? | Yes/ No  £ |
| Are there any court costs outstanding on your current tenancy?  If yes, how much is currently owed? | Yes/ No  £ |

**Support requirements**

|  |  |
| --- | --- |
| Do you or a member of your household need support with any of the following: | |
| Mental health or learning disabilities | Yes/ No |
| Substance (drug/alcohol) misuse | Yes/ No |
| Physical ill health | Yes/ No |
| Help to maintain finances | Yes/ No |
| Help to sustain your current tenancy | Yes/ No |
| Disability or mobility | Yes/ No |

**Additional information**

|  |  |
| --- | --- |
| What are your reasons for wanting to exchange? |  |
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| **Please state the address you are hoping to exchange to:** |  |
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|  |
| Please indicate by ticking one of the boxes below where you obtained details concerning the other party to this exchange. | |
| Homefinder Somerset | Homeswapper |
| Other (i.e. Social Media, shop, newspaper etc.) |  |
| Please use this space to make any additional comments that you consider to be important: | |
|  | |
|  | |
|  | |
|  | |
| **Landlord details:** | |
| Landlord Name: |  |
| Housing Officer (if known): |  |
| Landlord address: |  |
| Landlord email address: |  |
| Telephone number: |  |
|  | |
| **You will need to pay for the necessary safety checks in advance. They cost £75 for gas, oil or electric and £50 for solid fuel; including VAT. You will also need to pay a non-refundable £25.00 admin fee.**  You must ensure that you have one weeks rent available to pay by card/ cash when the Mutual Exchange paperwork is signed. | |



**About the person you are exchanging with (Incoming Tenant):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
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| Tenant 1 |  |  | |  |  | |  |
| Tenant 2 |  |  | |  |  | |  |
| Address |  | | | | | | |
|  |  | | | | | | |
|  |  | | | | | | |
| Postcode |  | | | | | | |
| Telephone | H: | | M: | | | E: | |

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| --- | --- | --- | --- | --- | --- |
| **Title (Mr/Mrs/ Ms etc.)** | **First Names** | **Surname** | **Relationship to you** | **Date of birth** | **NI number** |
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|  | | | |
|  | | | |
| Are all people listed above moving? | | | | Yes/ No | |
| Details of any pets: | | | |  | |
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**About your home**

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| Property size (\* studio / 1 bed / 2 bed etc.) |  |
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|  | |
| Have you completed any home improvements at your current property? | Yes/ No |

**Rent account & housing debts**

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| --- | --- |
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| Help to maintain finances | Yes/ No |
| Help to sustain your current tenancy | Yes/ No |
| Disability or mobility | Yes/ No |

|  |  |
| --- | --- |
| **Landlord details:** | |
| Landlord Name: |  |
| Housing Officer (if known): |  |
| Landlord address: |  |
|  |
|  |
| Landlord email address: |  |
| Telephone number: |  |
|  | |
| **You must ensure that you have one weeks rent available to pay by card/ cash when the Mutual Exchange paperwork is signed.** | |

**Declaration**

|  |
| --- |
| **\*** **We / I** *(Please delete as necessary)* confirm I have read and understood the notes and rules relating to the assignment of tenancies.  **\* We / I** *(Please delete as necessary)* declare that the information given in this form is correct.  **\* We / I** *(Please delete as necessary)* understand that if I decide to move out of the property once the Mutual Exchange has been completed, I will be liable for the 4 weeks’ notice period and any associated recharges.  All persons named as **a tenant** on the tenancy must sign this application form.  In signing this application you are confirming the following:   * You have visited and viewed the property you are intending to move to * Subject to a property inspection, you agree to take responsibility for the maintenance and repair of any alterations identified at the property that are non-standard items. These will be identified as part of the inspection process * If the outgoing tenant does not clear all items before they move, you will become responsible for the removal of any item including rubbish etc. left following the assignment of the tenancy * You are responsible for the all rent due for the new property immediately following signing the Deed of Assignment.   **Signed …………………………… Printed………………………………….**  **Signed …………………………… Printed …………………………………**  **Date…………………………………………………………………………………………..**  **If you are in receipt of housing benefit you *may* be eligible to claim an overlap payment if you are unable to move out of your “old” property immediately. Eligibility is subject to certain criteria and this includes moving into your new home straight away. For further information, please contact your Housing Officer.** |

Please note

The information given on this form is necessary for the proper conduct of SHAL’s exchange and allocations functions. It will be processed by computer and may also be used for statistical purposes.

**Return this completed form to us at Shal Housing, 2 King Square, Bridgwater, TA6 3DG**