

**MUTUAL EXCHANGE APPLICATION FORM**

Please complete the application below. If there is a joint applicant, please ensure both sections are complete for both people.

Once completed, please return via email [relocations@guhg.co.uk](mailto:relocations@guhg.co.uk), along with a scanned copy of the required documents (please see page 10).

Questions marked with **\*** must be completed.

1. **Your details**

|  |  |  |
| --- | --- | --- |
|  | **Applicant** | **Joint applicant** |
| Title**\*** |  |  |
| First name(s) **\*** |  |  |
| Surname**\*** |  |  |
| Date of birth**\*** |  |  |
| Relationship to applicant |  |  |
| Gender \* |  |  |
| Current Address**\*** |  |  |
| Date moved to this address**\*** |  |  |
| National Insurance no**\***  (in format AB 12 34 56 C) |  |  |
| Correspondence address if different from above |  |  |
| Telephone number**\*** |  |  |
| E-mail address**\*** |  |  |

1. **Household composition**

Please give details of all those who live with you at your current address. Please add Yes in the end column if they are going to be rehoused with you.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | First name | Surname | Sex | Date of birth dd mm yyyy | | | Relationship to applicant | Rehoused with you. |
|  |  |  |  |  |  |  |  |  |
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| --- | --- |
| Are you in receipt of Child Benefit for all children listed above? **Please state Yes or No** |  |

If anyone you wish to be re-housed with does not live at your address, please give details including their current address and reason for living apart.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Full name | Address | Sex | Date of birth dd mm yyyy | | | Relationship to applicant | Reason for living apart |
|  |  |  |  |  |  |  |  |  |
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| Is anyone on your application pregnant?  **Yes / No** |  |  | If yes, who?  Expected due date? |  |

Have you or the joint applicant ever been known by another name? If yes please give details:

|  |  |
| --- | --- |
| Applicant’s Previous Name | Joint Applicant’s Previous Name |
|  |  |

1. **Current accommodation, what type of property do you live in?**

(Please type “yes” in the appropriate box below)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| House |  | Bungalow |  | Maisonette |  |
| Upstairs Flat |  | Ground Floor Flat |  | Studio/Bedsit |  |

|  |  |  |
| --- | --- | --- |
| How many bedrooms are there? |  |  |
|  |  |  |
| How many living rooms are there? |  |  |
|  |  |  |
| Have you carried out any improvements? |  |  |
|  |  |  |
| Did you get permission for these improvements? |  |  |

Reasons for your mutual exchange request:

|  |
| --- |
|  |

1. **Details of your landlord**

|  |  |
| --- | --- |
| Name and address of current landlord |  |

|  |  |
| --- | --- |
| Do you or the joint applicant have any rent arrears for any property in which you have lived in the last two years? **\***  **Please state Yes or No** |  |

If yes, please give details

|  |  |  |
| --- | --- | --- |
| Name of applicant/Joint  applicant with arrears | Address(es) where arrears are outstanding | Give details of how much you owe |
|  |  |  |

1. **Information for current accommodation?**

What type of tenancy do you currently hold? Type Yes next to relevant option

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Assured |  | Secure |  | Fixed term |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Did you succeed the tenancy? Yes/No |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| Is it a joint tenancy? Yes/No \* |  | |  |
|  |  | |  |
| Current rent amount per week £ | |  | | |
|  | |  | | |
| How long have you been a council or housing association tenant? | |  | | |

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| --- | --- |
| Have any of the applicants ever been evicted or repossessed? Yes/No \* |  |

If yes, give details

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Has anyone in your household ever been subject to legal action (including injunction orders, notice seeking possession or court orders?)Yes / No**\*** |  |

If yes please give details

|  |
| --- |
|  |

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| --- | --- | --- |
| Name of household member | Address(es) | Give details of ASB |
|  |  |  |

|  |  |
| --- | --- |
| Has anyone in your household ever been convicted of a criminal offence? **\*** **Please state Yes or No** |  |

Please provide details of any convictions against you, or anyone on your application, involving ‘offences against the person’, including offences of a sexual nature but not convictions which are spent under the Rehabilitations of Offenders Act 1974. (‘Spent’ convictions stay on your criminal record but you no longer have to declare them after a certain period of time.)

|  |  |  |
| --- | --- | --- |
| Name of person convicted | Date of conviction | Nature of conviction |
|  |  |  |

1. **Person you want to exchange with.**

|  |  |  |
| --- | --- | --- |
|  | Tenant | Joint Tenant |
| First Name(s) |  |  |
| Surname |  |  |
| Their current address |  |  |
| Daytime Telephone |  |  |
| Mobile Telephone |  |  |
| E-mail Address |  |  |

|  |  |  |
| --- | --- | --- |
| **THEIR LANDLORD.** Please detail name and address of their current landlord | | |
|  | | |
| Landlord contact details: | Phone: |  |
| Email: |  |

|  |  |
| --- | --- |
| How many properties are part of this exchange? |  |

1. **Pets**

|  |  |
| --- | --- |
| Do you have any pets? **Please state Yes or No\*** |  |

NB: For some types of accommodation, there is a ‘no pet’ policy. Please look at our pet policy on the GUHG website as permission will be required.

**If yes, please give details as to number and type of animal(s)**

|  |  |
| --- | --- |
| Type of animal | How many |
|  |  |
|  |  |
|  |  |

1. **Who can we discuss your application or tenancy with?**

Please tell us about any individuals or agencies that support you.

If you are happy for us to discuss your application or tenancy with them, please state Yes in the last column.

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency** | **Name** | **Contact number** | **Please type Yes, if you are happy for us to discuss and that they are aware** |
| Social Services |  |  |  |
| Occupational Therapy |  |  |  |
| Mental Health |  |  |  |
| Probation Service |  |  |  |
| Other (please specify) |  |  |  |

1. **Disabilities**

Do you or any household member at this property consider that they have a disability? If so, please explain in what way (add Yes to all that apply).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Main applicant Please state Yes/No |  |  | Joint applicant Please state Yes/No |  |
|  |  |  |  |  |
| Learning disabilities |  |  | Learning disabilities |  |
| Mental health illness |  |  | Mental health illness |  |
| Physical disabilities |  |  | Physical disabilities |  |
| Unable to read or write |  |  | Unable to read or write |  |

|  |  |  |
| --- | --- | --- |
| Are there any adaptations at your current property? Yes /No |  |  |

If, yes please detail.

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| Will your household require adaptations to the property you are moving to? If yes, please detail |  |  |

If, yes please detail.

|  |
| --- |
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| --- | --- | --- |
| Does the property you are moving to meet the current needs of your household? Yes /No |  |  |

If no, please explain why exchange should proceed.

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| --- |
|  |

1. **Medical or extenuating circumstances**

Please give details of anyone in your household with medical issues/disabilities or other circumstances that are affected by your housing.

|  |
| --- |
|  |

**Ethnic group \***

Please state Yes in the relevant column

|  |  |  |
| --- | --- | --- |
|  | Main applicant | Joint applicant |
| - Do not want to disclose |  |  |
| **White** |  |  |
| - English, Scottish, Welsh, Northern Irish, British |  |  |
| - Irish |  |  |
| - Gypsy, Irish Traveller |  |  |
| - Other |  |  |
| **Mixed** |  |  |
| - White & Black Caribbean |  |  |
| - White & Black African |  |  |
| - White & Asian |  |  |
| - Other |  |  |
| **Asian or Asian British** |  |  |
| - Indian |  |  |
| - Pakistani |  |  |
| - Bangladeshi |  |  |
| - Chinese |  |  |
| - Other |  |  |
| **Black, African, Caribbean or Black British** |  |  |
| -Caribbean |  |  |
| -African |  |  |
| -Other |  |  |
| **Other ethnic group** |  |  |
| - Arab |  |  |
| - Other |  |  |

1. **Declaration\***

Is anyone on your application:

|  |  |
| --- | --- |
| Currently employed by GUHG or its Board? **Please state Yes or No** |  |

|  |  |
| --- | --- |
| Related to someone who works for GUHG or is a Board Member of GUHG? **Please state Yes or No** |  |

If you have answered yes to any of these questions, please give details.

|  |  |
| --- | --- |
| Name: |  |
| Relationship: |  |

1. **Consent \***

I/we confirm that the information given on this application form is true to the best of my/our knowledge and declare that I /we have not paid or received any money for this exchange. I understand that GUHG may reject my application or take legal action if I deliberately give false or incomplete information.

I/We hereby authorise GUHG to act on my/our behalf and obtain information from other agencies relating to this application for a mutual exchange.

I/We understand GUHG may need to share information with organisations. Information shared will be limited, treated as confidential and shared only when necessary with those who need it, except where we are required to by law.

Please refer to the attached Privacy Notice. By adding your name and emailing this document to Grand Union Housing Group you are confirming you have read and understood the Privacy Notice attached to this form and agree to consent to the above.

**If this is a joint application, both applicants must add their full names to this form below.**

|  |  |  |
| --- | --- | --- |
| Main applicant name |  | Joint applicant name |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Date |  | Date |
|  |  |  |

**Required documents (to be scanned or a clear photo taken and emailed with the application form)**

Please note that your application cannot be processed unless you provide the following documentary evidence.

**Please do not send original documents through the post.**

For each adult: one piece of evidence from Group 1 and one from Group 2

|  |
| --- |
| **Group 1 (identification)**  Valid Full Passport  Current photo card UK/EC Driving Licence  Current old style UK Driving Licence  Residents permit issued by the Home Office to EU National  Other documents may be accepted in exceptional circumstances |

|  |
| --- |
| **Group 2 (permanent or last fixed address)**  Utility bill (not mobile phone) dated in last three months  Local Authority tax bill (for current year)  Benefit letter  Other documents may be accepted in exceptional circumstances |

**Information needed for each adult on application:**

|  |
| --- |
| Clear passport style photo of each applicant |

|  |
| --- |
| Proof of income; benefit letter(s) and/or wage slips (**two** if paid monthly, **four** if paid weekly) |

**Information needed for all children**

|  |
| --- |
| Child Benefit notification letter  CSA maintenance notice (where applicable) |

**Privacy Notice**

Grand Union Housing Group (GUHG) is committed to treating your information securely and safeguarding your rights to confidentiality. We will ensure your personal information is processed in accordance with the provisions of the Data Protection Laws to promote accountability and transparency.

This privacy notice tells you what to expect when GUHG processes your personal Information. It applies to information about housing applicants which is necessary to fulfil our legal and regulatory obligations.

**The data we collect may be used for the following purposes**

* Enable us to provide you with accommodation and to communicate with you in order to provide services which meet your needs
* Ensure that we meet all our legal and statutory duties such as those which apply under the Equality Act 2010
* To liaise with local authorities, health and social care professionals and previous care providers for information about your health, care and support needs, and those of your household (including your children)
* To contact previous landlords and credit agencies – for your rental history, credit checks and information about your financial status/history
* To carry out affordability checks to help us prevent and detect fraud and illegal subletting. We also receive information about you from credit reporting agencies for the same purposes. We process this information to fulfil our legal obligations and to prevent and detect unlawful acts
* **To keep individuals safe and secure and make sure no one is at risk of harm**
* Help with crime prevention and the prosecution of offenders

**Who we may share or exchange your information with**

* Experian, a consumer credit reporting agency to assess affordability
* Statutory agencies i.e. the police, social services, national probation service, NHS.
* Organisations that handle public funds for verification of details and to prevent and detect fraud and / or crime
* Local councils and central government departments such as the Department for Work and Pensions
* Utility companies
* Social Housing Regulator
* MPs and Councillors acting on your behalf
* Crown Decorating Centres to enable them to provide you with Home decorating packs
* Once your household enters into a new social housing tenancy, social housing providers will sharepersonal data withthe Ministry of Housing, Communities & Local Government (MHCLG) and other Government Departments and Agencies for research and statistical purposes. This Information is collected by the Core Data Provider Organisation (CORE) Continuous Recordingand the information shared is anonymous
* To liaise with authorities for information about anti-social behaviour, criminal activity and convictions, crime prevention and the prosecution of offenders

**How long we keep your data**

* Your information once you have entered into a contract with us will not be kept for any longer than is necessary and will be stored for up to six years after the tenancy ends.
* We document retention schedules against different types of information. This is based on legal requirements, best practice and the National Housing Federation guidance

For further information on your rights and how Grand Union Housing Group stores and uses your personal data please refer to our Privacy Policy at [**https://guhg.co.uk/about-us/terms-and-conditions/privacy-policy/**](https://guhg.co.uk/about-us/terms-and-conditions/privacy-policy/)