**MUTUAL EXCHANGE APPLICATION FORM**

**Grand Union customer exchanging to another Grand Union property**

Please ensure your household details are up to date on your My.GUHG portal before completing this form.

Once completed, please return via email to [relocations@guhg.co.uk](mailto:relocations@guhg.co.uk)

Questions marked with \* must be completed.

1. **Your details**

|  |  |  |
| --- | --- | --- |
| Is your tenancy a joint tenancy?\* **Y/N** | |  |
| If there is a joint applicant, please ensure details are complete for both people. | | |
|  | **Applicant** | **Joint applicant** |
| Title |  |  |
| First name(s) |  |  |
| Surname |  |  |
| Date of birth |  |  |
| Relationship to applicant |  |  |
| Current Address |  |  |
| Telephone number |  |  |
| E-mail address |  |  |

1. **Household composition**

Please give details of all those who are going to be rehoused with you:\*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** | **First name** | **Surname** | **Gender** | **Date of birth**  dd mm yyyy | | | **Relationship to applicant** |
|  |  |  |  |  |  |  |  |
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| --- | --- | --- |
| Are you in receipt of Child Benefit for all children listed above?\* **Y/N** | |  |
|  | | |
| Is anyone on your application pregnant? **Y/N** | |  |
|  | | |
| If yes, please give their name and expected due date |  | |

1. **Your current accommodation and tenancy**

|  |  |
| --- | --- |
| Does your current property have any adaptations?\* **Y/N** |  |
| If yes, please give details: | |
|  | |
|  | |
| How many living rooms are there, excluding the kitchen? |  |

1. **The mutual exchange partnership**

Reasons for your mutual exchange request\*:

|  |
| --- |
|  |

Details of those in the partnership.\* Please include yourself in the below table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Applicant name** | **Address they would**  **like to move to** | **Contact details – email/mobile** | **Existing GUHG customer?** |
| A |  |  |  |  |
| B |  |  |  |  |
| C |  |  |  |  |
| D |  |  |  |  |
| E |  |  |  |  |
| F |  |  |  |  |

1. **Legal action**

Having a conviction does not necessarily mean you will be refused permission to exchange housing. However, it is important that you provide as much detail as possible. We will review the details that you submit and may be in touch to discuss further. Please note that failure to disclose this information will be considered fraud, for which you could face a criminal prosecution.

|  |  |
| --- | --- |
| Do you or does anyone in your application have any unspent criminal convictions?\* **Y/N** |  |

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** | **Details of conviction** |
|  |  |  |

1. **Pets**

|  |  |
| --- | --- |
| Are there any pets moving with you?\* **Y/N** |  |
|  | |
| If yes, what pets are moving with you and 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, and they are aware of this, please tick in the last column.

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency** | **Name** | **Contact number** | **GUHG can contact** |
| 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 indicate (tick all that apply).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Main applicant** | **Joint applicant** | **Another household member** |
| Learning disabilities |  |  |  |
| Mental health illness |  |  |  |
| Physical disabilities |  |  |  |
| Unable to read or write |  |  |  |

|  |  |
| --- | --- |
| Does anyone in your household have other medical issues/disabilities or extenuating circumstances that are affected by your housing\* **Y/N** |  |
| If yes, please give details: | |
|  | |

|  |  |
| --- | --- |
| Will your household require adaptations to the property you are moving to?\* **Y/N** |  |
| If yes, please give details: | |
|  | |

|  |  |
| --- | --- |
| Does the property you are moving to meet the current needs of your household?\* **Y/N** |  |
| If no, please explain why exchange should proceed: | |
|  | |

1. **Ethnicity\***

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

1. **Declaration**

Is anyone on your application:

|  |  |
| --- | --- |
| * Currently employed by Grand Union Housing Group or its Board?\* **Y/N** |  |
|  | |
| * Related to someone who is employed by Grand Union Housing Group or its Board?\* **Y/N** |  |

|  |  |
| --- | --- |
| If you have answered yes to either of these questions, please give details: | |
| Name: |  |
| Relationship: |  |

1. **Consent**\*

Please confirm agreement by ticking each box below before submitting your application.

I/We declare that I/We have not paid or received any money for this exchange.

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

I/We understand Grand Union Housing Group 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 submitting this document to Grand Union Housing Group you are confirming you have read and understood the Privacy Notice.

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

Please be aware that ID Verification will be requested separately following receipt of your application.

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** applicant please provide the following: |
| **One item from this list as** **proof of address:**   * Utility bill (not mobile phone) dated in last three months * Local Authority tax bill (for current year) * Benefit letter |
|  |
| **Proof of income (if moving to Affordable Rent or under-occupying)**   * Evidence of all benefits received and/or wage slips (two if paid monthly, four if paid weekly) |
|  |
| **Photograph:**   * Clear, passport style photo of each applicant |
| For each **child** please provide the following: |
| **Both**:   * 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/>