



Mutual exchange application form

Both you and your mutual exchange partner need to complete a separate form. We will approve or refuse the request to exchange within a maximum of 42 days. However we will always aim to do this in less time to complete the exchange process as quickly as possible.

Your details

Title Mr Mrs Ms Miss

First name(s)

Surname

Current address

Who is your landlord?

Red Kite Community Housing

Other (please specify)

Please also give us details of the tenant you would like to exchange homes with

Title Mr Mrs Ms Miss

First name(s)

Surname

Current address

How did you find the person/home you wish to exchange with?

HomeSwapper Friend Local Authority Other

If other, please specify

About you

Your details

You

Joint tenant

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>
First name(s)	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>
National insurance number	<input type="text"/>	<input type="text"/>
Relationship to you		<input type="text"/>
Home phone number	<input type="text"/>	<input type="text"/>
Work phone number	<input type="text"/>	<input type="text"/>
Mobile phone number	<input type="text"/>	<input type="text"/>
Textphone number	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>

Current landlord/tenancy details

Landlord name	<input type="text"/>
Address and postcode	<input type="text"/>
Phone number	<input type="text"/>

Tenancy type	<input type="text"/>
Tenancy start date	<input type="text"/>

Do you have a starter, fixed term or flexible tenancy? Yes No

If yes, what date does it end?

Anyone who supports you

If you currently have a support worker, family member, friend or carer who helps you and you would like them to help you in future when we contact you, please give us their name and contact details (including their phone number).

Title Mr Mrs Ms Miss

First name(s)

Surname

Address and postcode

Home phone number

Mobile phone number

Relationship to you

Have you told them that we may contact them to talk about you?

Yes Not yet - please let them know as soon as possible

About your household

Please tell us who will be moving with you

Please list all of the members of your household - those who are living with you now and those who will continue to live with you when you exchange.

First name(s)	Surname	Are they male or female?		Date of birth	Your relationship
<input type="text"/>	<input type="text"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	<input type="text"/>	<input type="text"/>

For all children under 16, who is the child benefit paid to?

Is this the main residence for all children listed?

Yes No

Are you a registered foster carer?

Yes No

Do you have any pets that you will take with you?

Yes No

If yes, please give details - in some homes we operate a no-pets policy.

Details of current accommodation

Please tell us about the type of home you live in now

Flat/Maisonette Bungalow

House Sheltered accommodation

Number of bedrooms Number of bedrooms used

Which floor do you live on?

Ground Second

First Third or above (please specify)

Do you have your own garden or is it shared?

Own Shared

Do you have a garage which is part of your tenancy or do you rent one separately?

With tenancy Rent separately

Is there a lift? Yes No

Have you or a member of your household previously had a tenancy with Red Kite Community Housing? Yes No

If yes, please give details below of their name, address and details of the tenancy

Tenancy details

Has your landlord served a notice of seeking possession or notice to quit on you?

Yes No

If yes, when? What for

Has your landlord obtained a court order against you?

Yes No

If yes, when? What for

Have you been given any warnings for breaching your tenancy conditions?

Yes No

If yes, when? What for

Getting in touch

Preferred contact

How should we contact you? We will usually contact you by phone or letter. Please tell us if you would prefer to be contacted in any additional ways by ticking the boxes below:

	You	Joint tenant		You	Joint tenant
Email	<input type="checkbox"/>	<input type="checkbox"/>	Textphone	<input type="checkbox"/>	<input type="checkbox"/>
Text message	<input type="checkbox"/>	<input type="checkbox"/>	British Sign Language	<input type="checkbox"/>	<input type="checkbox"/>
Home visit	<input type="checkbox"/>	<input type="checkbox"/>	Other (please tell us below)	<input type="checkbox"/>	<input type="checkbox"/>
Large print letter	<input type="checkbox"/>	<input type="checkbox"/>			

The language you want us to contact you in

If you would prefer to be contacted in another language, please tell us the language you would like us to use.

You

Spoken

Written

Joint tenant

Spoken

Written

About you

How would you describe your background?

		You	Joint tenant		You	Joint tenant
White	British	<input type="checkbox"/>	<input type="checkbox"/>	Other - please tell us below	<input type="checkbox"/>	<input type="checkbox"/>
	Irish	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Mixed Race	White and black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	<input type="checkbox"/>
	White and black African	<input type="checkbox"/>	<input type="checkbox"/>	Other - please tell us below	<input type="checkbox"/>	<input type="checkbox"/>

Asian or Asian British	Indian	<input type="checkbox"/>	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>	<input type="checkbox"/>	Other - please tell us below	<input type="checkbox"/>	<input type="checkbox"/>

Black or Black British	Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	Other - please tell us below	<input type="checkbox"/>	<input type="checkbox"/>
	African	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Chinese or other ethnic group	Chinese	<input type="checkbox"/>	<input type="checkbox"/>	Other - please tell us below	<input type="checkbox"/>	<input type="checkbox"/>
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Gypsy or traveller	<input type="checkbox"/>	<input type="checkbox"/>
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Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>
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More about you

What is your country of origin?

	You	Joint tenant		You	Joint tenant
UK national, resident in the UK	<input type="checkbox"/>	<input type="checkbox"/>	Bulgaria	<input type="checkbox"/>	<input type="checkbox"/>
Estonia	<input type="checkbox"/>	<input type="checkbox"/>	Czech republic	<input type="checkbox"/>	<input type="checkbox"/>
Lithuania	<input type="checkbox"/>	<input type="checkbox"/>	Latvia	<input type="checkbox"/>	<input type="checkbox"/>
Slovenia	<input type="checkbox"/>	<input type="checkbox"/>	Slovakia	<input type="checkbox"/>	<input type="checkbox"/>
Other European Economic Area (EEA) Country	<input type="checkbox"/>	<input type="checkbox"/>	Romania	<input type="checkbox"/>	<input type="checkbox"/>
Other UK national returning from residence overseas	<input type="checkbox"/>	<input type="checkbox"/>	Other - please specify	<input type="checkbox"/>	<input type="checkbox"/>
Hungary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
Poland	<input type="checkbox"/>	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>

What is your religion?

	You	Joint tenant		You	Joint tenant
Christian	<input type="checkbox"/>	<input type="checkbox"/>	I don't have a religion	<input type="checkbox"/>	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	<input type="checkbox"/>	Other - please tell us below	<input type="checkbox"/>	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
Muslim	<input type="checkbox"/>	<input type="checkbox"/>			
Sikh	<input type="checkbox"/>	<input type="checkbox"/>			

Understanding the needs your household has

Do you or anyone living with you have any needs that you would like us to be aware of when we visit you at home or when you call into our office?

Gender and orientation

Is your gender identity the same as the gender you were assigned at birth?

Yes No Prefer not to say

If no, please state opposite whether you are a Transgender woman or Transgender man

Transgender Woman

Transgender Man

You	Joint tenant
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

How would you describe your sexuality?

	You	Joint tenant		You	Joint tenant
Bisexual	<input type="checkbox"/>	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>	<input type="checkbox"/>
Gay man	<input type="checkbox"/>	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian	<input type="checkbox"/>	<input type="checkbox"/>			

Please tell us who will be moving with you

Do you or anyone who will be living with you consider themselves to have a disability?

Yes No

Disability

Household member affected (name)

Uses a wheelchair

Has problems getting around but does not use a wheelchair

Is registered blind or is partially sighted

Is deaf or has hearing problems

Cannot speak or has a difficulty with speech

Has a learning difficulty

Has mental health problems

Long-term health problems

Prefer not to say

Has a disability not mentioned above

Please share with us if any of the above are part of the reason you wish to exchange your home. (please provide details below)

Adaptations

Do you require any special adaptations to your home?

Yes No

Walk-in shower

Ramps

24hr emergency system

Grab rails

Door-entry system

Lever taps

Stair-lift

Other - please tell us below

Why do you wish to mutually exchange your home?

Home too small - over crowding

To move nearer work/school

Home too large/under-occupying

To move to accommodation with support

Cannot afford the rent

Other (please tell us below)

Property unsuitable because of ill health/disability

To move nearer family/friends

Your housing requirements

When considering a mutual exchange, we use the the bedroom criteria in the Bucks Home Choice and Red Kite Allocations Policies.

One bedroom each for:

- Every adult couple
- Any other adult aged 16 or over
- Any two children of the same sex aged under 16
- Any two children regardless of sex aged under 10
- Any other child aged under 16
- A non-resident carer (where the claimant and/or their partner have a disability and need overnight care)

Children whose main residence is elsewhere are not eligible for a bedroom

Your financial status and work

You and the joint tenant's work status

Please tick any that apply	You	Joint tenant		You	Joint tenant
Works full-time	<input type="checkbox"/>	<input type="checkbox"/>	Is in full-time education at school, college or university	<input type="checkbox"/>	<input type="checkbox"/>
Works part-time	<input type="checkbox"/>	<input type="checkbox"/>	Is looking after family or the home	<input type="checkbox"/>	<input type="checkbox"/>
Is self-employed	<input type="checkbox"/>	<input type="checkbox"/>	Is permanently sick or disabled	<input type="checkbox"/>	<input type="checkbox"/>
Is on government supported training	<input type="checkbox"/>	<input type="checkbox"/>	Is doing something else	<input type="checkbox"/>	<input type="checkbox"/>
Is unemployed	<input type="checkbox"/>	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>
Is retired from work	<input type="checkbox"/>	<input type="checkbox"/>			
Not seeking work	<input type="checkbox"/>	<input type="checkbox"/>			

You - Name and address of employer

Joint tenant - Name and address of employer

Which of the following benefits do you (and your partner if they live with you) get?

Please tick any that apply

	You	Joint tenant		You	Joint tenant
I do not receive any benefits	<input type="checkbox"/>	<input type="checkbox"/>	Carers allowance	<input type="checkbox"/>	<input type="checkbox"/>
Universal Credit with housing payment	<input type="checkbox"/>	<input type="checkbox"/>	Personal Independent Payment - PIP	<input type="checkbox"/>	<input type="checkbox"/>
Universal Credit no housing payment	<input type="checkbox"/>	<input type="checkbox"/>	Disability Living Allowance	<input type="checkbox"/>	<input type="checkbox"/>
Job Seekers Allowance	<input type="checkbox"/>	<input type="checkbox"/>	State Pension	<input type="checkbox"/>	<input type="checkbox"/>
Income support	<input type="checkbox"/>	<input type="checkbox"/>	Pension Credit	<input type="checkbox"/>	<input type="checkbox"/>
Employment and Support Allowance	<input type="checkbox"/>	<input type="checkbox"/>	Attendance Allowance	<input type="checkbox"/>	<input type="checkbox"/>
Incapacity Benefit	<input type="checkbox"/>	<input type="checkbox"/>	Housing Benefit	<input type="checkbox"/>	<input type="checkbox"/>
Child Benefit	<input type="checkbox"/>	<input type="checkbox"/>	Council Tax Reduction	<input type="checkbox"/>	<input type="checkbox"/>
Child Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>
Working Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>			

Do you have a bank, building society or cheque account?

	You	Joint tenant		You	Joint tenant
Yes	<input type="checkbox"/>	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>			

Does your bank have a direct debit facility?

	You	Joint tenant
Yes	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>

Do you use this facility?

	You	Joint tenant
Yes	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>

Declaration

Immigration status

Are you or any of the persons applying with you subject to any immigration controls? If yes, please specify

Yes No

Are you or any of the people applying with you asylum seekers? Yes No

We will ask you and each member of your household to provide identification i.e. passport, birth certificates, driving licences etc.

Relationship to Red Kite Community Housing

Have you or the joint applicant, currently or in the past 12 months been:

Employed by Red Kite Community Housing? Yes No

Involved in any customer activities? i.e. telephone surveys Yes No

A Board member of Red Kite Community Housing? Yes No

Are you or the joint tenant closely connected to anyone who would fall into the categories above?

If yes, please give details:

You and the joint tenant's work status

Process

Once we have received an application form, a reference will be requested from the other landlord (if applicable) and we will carry out a home visit. The home visit is to make sure all the details on the form are correct and to check the condition of your home before we can consider your exchange application. Mutual exchanges are intended to be a voluntary arrangement between tenants, each accepting the accommodation they are moving into - in the condition that it is left in by the outgoing tenant. This includes accepting responsibility for tenants improvements and/or alterations.

We will keep in contact with you while we process your application. We have a maximum of 42 days to consider the application and give you our decision. As part of this process we will arrange the home visit, an affordability check, ask for references from previous landlords, carry out an Energy Performance check where needed, discuss any repairs, your rent account and keep you up to date at each stage of the process.

After the home inspection, we will clarify with you what work will need to be done if you do swap. There are some things which will remain your responsibility, for instance any damage caused by you or your household or visitors, and there may be some which are ours. If you do not carry out repairs which are your responsibility, these will fall to the incoming tenant to do and they might decide they do not wish to exchange with you. Your tenancy agreement and Tenant Information Pack will contain information on what your responsibilities are - you can also see this on our website.

Things to consider

- You can exchange with another Red Kite tenant, or a tenant of another social landlord (including local authorities)
- Applications can only be made by the tenant as only tenants can exchange
- No exchange can take place without prior written consent from Red Kite Community Housing and the other landlord (where applicable)
- You may be required to repair any defect which has been caused by alterations, damage or neglect
- You should remember that the fixtures and fittings such as kitchen units, electric dimmer switches, shower units and gas fires are part of the home and must be retained in the home, even if you fitted them yourself

- If you have a garage and or shed you should agree to leave all keys for the incoming tenant
- You should also remember to dispose of any unwanted belongings or rubbish from the home/ garages/shed and gardens, lofts, internal and external cupboards and shared areas
- You should also be aware that pets are only allowed if you have written permission from us
- Depending on the type of tenancies that you and your exchange partner have, you may lose security of tenure or benefits of your current tenancy by exchanging your home. In some cases you take on some of the same terms as the tenant you are exchanging with. If for example, you have the right to buy or preserved right to buy, you may lose these rights. In other cases, you will be given a new tenancy which is the equivalent of the one you currently have. Please contact us for more information on how this works.

Viewing the proposed exchange home - what to look for

When viewing the proposed exchange home please consider the following points and confirm with the outgoing tenant what they are leaving including sheds, garage, as part of their tenancy:

- What kind of heating is there?
- Has the garden been maintained?
- The decorative condition of the home - have there been any alterations by the tenant which will become your responsibility?
- Is there allocated parking?
- Is there a garage or shed with the home?
- What do they cook with gas or electricity?
- Will your cooker, fridge, freezer, washing machine etc. fit in the spaces?
- Are there enough electrical sockets?
- Will your furniture fit into the rooms?
- Are there any washing machine or dishwasher points?
- Is the outgoing tenant leaving behind carpets?
- What type of tenancy do they have?
- How much is the rent?
- Are there any service charges for the property?

Reasons for refusal

Permission for an exchange may not be given if any of the tenants who wish to exchange:

- Are subject to an order of the court for the possession of their tenancy
- Face legal action for possession of their tenancy, or have been served with a notice of proceedings of possession and it is still in force
- Has an application pending before any court for an order in relation to anti-social behaviour, demotion of their tenancy in relation to them or a person living with them
- Has a property adapted for a person with special needs and nobody in the new tenant's household has special needs
- Would have a home that is larger than their household needs
- Would have a home that is too small for their household needs
- Is living in a property that is in a building that's not used for housing purposes and was let to the tenant or their predecessor as part of their job
- Have rent arrears

This list is not exhaustive and is intended to give applicants an indication of the main reasons for refusal. We will consider each application carefully and give full consideration to the applicants' circumstances. Applicants who have housing related debts to Red Kite Community Housing will be required to repay all money owed before the exchange can take place.

Right to appeal

If you are unhappy with a decision we make, you have the right to appeal that decision. You can only appeal against a decision but not the policy itself.

If you have given or accepted any money in order to exchange, this is fraud and we will take legal action to gain possession of the property.

When undertaking a mutual exchange you can take the home you are moving to in its present condition. If there is any damage in the home to which you are moving which is the tenants responsibility, you should be aware this will become your responsibility if not remedied.

You will be advised of this after we have inspected the home, and you will be asked to confirm in writing that you understand and accept the home as it is as defined in the tenancy agreement and Tenant Information Pack.

Informed consent

	You	Joint tenant
First name	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Current address and postcode	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>

By signing this form you are confirming that:

You understand that the information you provide on this form will be used to process your application for an exchange. As part of your application for housing, you understand that it may be necessary for us to request information from a previous or current landlord, mortgage lenders, local government departments, social workers, probation officers, the police or any other agency as necessary. You hereby authorise and agree to us contacting any of the above to obtain such information as we feel is necessary.

Data protection - for instance this may be identity related, fraud related or debt related: In order to manage your tenancy and help us deliver efficient services, we need to collect relevant personal details. We comply with the Data Protection Act 1998 when dealing with personal data. This means that your personal data will be processed in accordance with the law. Please note we may share personal data with other agencies or organisations where appropriate, such as but not limited to: government agencies and departments, local authority housing benefit departments, social services, contractors, utility companies, tracing agents and debt collection companies and for the prevention and detection of fraud.

You are consenting to Red Kite Community Housing processing and sharing your personal data.

The details given in this application are true. You understand that if you have knowingly or recklessly given false information, or withheld information in connection with this application, we will take legal action against you and your home may be repossessed.

Please make sure that all sections of this form are completed. Partially completed forms will not be accepted. If you have a joint tenancy at the moment, this form must be signed by you and the joint tenant.

You	Joint tenant
Signature: _____	Signature: _____

_____	_____	_____	_____
Print name	Date	Print name	Date

If this form has been filled in by someone other than the person(s) making the application, please tell us why you are filling in this form for the applicant.

I declare that as far as possible, I have confirmed with the person(s) applying that the answers I have written on this form are correct.

Signature	Date
Name	Relationship to applicant