

November 2020



PEAKS & PLAINS
Housing Trust

Mutual Exchange Application Form

Before you begin...

- ✓ Can you afford it? The rent and other bills at your new home may be more expensive.
- ✓ Are all applicants' rent accounts up to date with no arrears?
- ✓ Is your property in good condition with no outstanding repairs?
- ✓ Have any of the applicants breached their tenancy conditions, caused neighbour nuisance or damaged their property?
- ✓ Do you have pets? Have you checked that the new property allows them?



Remember...

- All parties must be registered tenants at the property.
- All parties involved in the exchange must complete and submit separate application forms. Processing will only start once all applications are received.
- If the properties in question are under a joint tenancy, both tenants need to have completed and signed the application.
- Any incomplete forms will not be processed. We will return them to you for completion.
- This is **YOUR** exchange so you will be expected to take the lead.
- Your chosen property is 'sold as seen', you will not be able to request unnecessary changes/repairs after exchange.
- Once you sign for the property, you are responsible for it. Any alterations made without prior consent will be your responsibility and we will not repair them.
- Do not make plans to move until you have received written permission.
- You cannot exchange properties without the express consent of **BOTH** landlords. If you move without written permission, you will be asked to move back.
- All moving costs are your responsibility.
- We will write to you within 42 days with a decision.

Your request might be refused if...

- A notice seeking possession has been served on you for a breach of tenancy and the notice is still valid.
- You are in rent arrears. However, we may still approve the exchange on the condition that the rent arrears are paid.
- Legal action is being taken against you or a member of your household for antisocial behaviour.
- The property that you want to move into is too big or too small for your housing needs.
- The property is classed as supported or specialist accommodation and is not suitable for the housing needs of the applicant.



Inspections...

If your exchange request is granted, the Trust will inspect its properties. We will **not** maintain or repair any alterations that you have made to the property. Please note that non-standard fittings (such as sockets, light fittings and internal doors) will only be replaced with standard Peaks & Plains fittings.

You will need to inspect the property that you wish to move to. If you find any issues with the property that require repair, these will need to be sorted prior to the exchange.

Landlords will only be responsible for the repairs to the property that are outlined in the tenancy agreement. Decorating, loft or rubbish clearance and garden maintenance will be the responsibility of the incoming tenant.

Will your tenancy type change?...

Moving properties might also mean that your tenancy type will change. Check with your fellow applicants about their tenancy type or check with your new landlord what your new tenancy type will be (e.g. if you're moving housing associations).

If you're not sure of your current tenancy type, you can find this out by checking your Tenancy Agreement or looking on **'My Account'**. Alternatively, call our Customer Experience Team on **0800 012 1311**.

For more information on different tenancy types, you can visit www.gov.uk/housing-association-homes/types-of-tenancy

Rent payment required in advance...

All applicants (including current Peaks & Plains Trust applicants) will be expected to pay one week's rent in advance. This will be taken on the day of exchange.

Next steps...

Complete this application form in full and email it to us at trust@peaksplains.org or post it to us at **Peaks & Plains Housing Trust, Ropewalks, Newton Street, Macclesfield, SK11 6QJ**

If you have any questions about Mutual Exchange or you need help filling out the form, please call our **New Tenancy Team** on **0800 012 1311**.



Mutual Exchange Application form

Please complete the following questions in full. If you need more space, there is an extra page at the end of the form.

1. Details of the property that you wish to exchange...

Address:

Postcode:

Property Type: House Maisonette Bungalow Flat

Bedrooms: 1 2 3 4 5

2. Details of the property that you wish to exchange with...

Address:

Postcode:

Property Type: House Maisonette Bungalow Flat

Bedrooms: 1 2 3 4 5

3. Details of your current landlord...

Are you a Peaks & Plains Housing Trust tenant? Yes No

If you answered no, please provide details of your current landlord:

Landlord's name:

Landlord's address:

Landlord's telephone:

Housing officer's details:

Date that you moved in:

4. About you and your household...

Main applicant

Joint applicant (if applicable)

Title:

Full name:

Date of birth:

NI number:

Telephone:

Email address:

5. More about you and your household...

| Full name | Relationship to tenant (e.g. son) | Date of birth | NI Number | Will this person be moving with you? |
|-----------|--------------------------------------|---------------|-----------|---|
|-----------|--------------------------------------|---------------|-----------|---|

Is anyone in your household pregnant?

Yes No

If yes, who?

When are they due? DD MM YYYY

6. Child benefit...

Do you receive child benefit?

Yes No

Please list below which of your children you receive child benefit for:

7. Child care arrangements...

Do you share custody of your children?

Yes No

e.g. Do your children live at another address part of the week?

If you answered yes, please provide details of the arrangement:

11. Financial Assessment - Outgoings...

| Housing/utilities... | Amount | Frequency | | | | |
|--|--------|-----------|-------------|---------|-----------|--------|
| | | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Rent | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Service charge (if applicable) | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Council tax | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Gas | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Electricity | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Water | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Insurances... | | | | | | |
| Contents insurance | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Life insurance | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Medical insurance | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Entertainment... | | | | | | |
| Landline and internet | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Mobile phone(s) | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Television licence | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Satellite or cable television | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Appliance rental (e.g. Bright House) | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Transport costs... | | | | | | |
| Fuel & parking | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Car insurance | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Road tax | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Breakdown cover | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Car services/ repairs & MOT | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Public transport | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |

Child costs...

(Total costs for all children)

| | | | | | | |
|---------------------------------------|---|--------|-------------|---------|-----------|--------|
| Child support (paid by you) | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Childcare | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| School meals | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| School trips/activities | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Education fees | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Children's pocket money | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |

Food & housekeeping...

| | | | | | | |
|---|---|--------|-------------|---------|-----------|--------|
| Housekeeping (inc food, toiletries & cleaning supplies) | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Tobacco & alcohol | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Clothing & footwear | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Meals at work | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Pets (inc food, vet bills, & insurance) | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |

Personal & leisure...

| | | | | | | |
|--|---|--------|-------------|---------|-----------|--------|
| Medicines & prescriptions | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Dentist &/or optician | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Hairdresser/barber | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Newspapers &/or magazines | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Sports & hobbies | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Entertainment | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| Church & / or charity donations | £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |

Other Spending...

| | | | | | |
|---|--------|-------------|---------|-----------|--------|
| £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |
| £ | Weekly | Fortnightly | Monthly | Quarterly | Yearly |

Total spending £

12. Benefits and other income...

| | Main applicant | Joint applicant (if applicable) |
|---|-----------------------|---|
| Universal credit | £ | £ |
| Income support | £ | £ |
| Job seeker's allowance - income based | £ | £ |
| Job seeker's allowance - contribution | £ | £ |
| Working tax credit | £ | £ |
| Employment support allowance / Incapacity benefit | £ | £ |
| Maternity allowance | £ | £ |
| Child benefit | £ | £ |
| Child tax credit | £ | £ |
| Disability living allowance / Personal independence payment | | |
| Care (L/M/H) | £ | £ |
| Mobility (L/M/H) | £ | £ |
| Carers allowance | £ | £ |
| Attendance allowance | | |
| Lower | £ | £ |
| Higher | £ | £ |
| State retirement pension | £ | £ |
| Guaranteed pension credit | £ | £ |
| Pension savings credit | £ | £ |
| Occupational pension | £ | £ |
| Bereavement allowance | £ | £ |

13. Disabilities...

Does anyone in your household have a disability? Yes No

Does anyone in your household require any adaptations to assist them in the property that you wish to move to? Yes No

If you answered yes to one or both of the above, please provide details below:

14. Nationality...

Are all the members of your household UK citizens? Yes No

If you answered no, please provide details below:

Name

Immigration status

15. Details of your current property...

Do you live in a flat or maisonette? Yes No

If you answered yes....

What floor is the entrance to your property on?

Is there a lift? Yes No

Is the property accessible to wheelchairs? Yes No

Does the property have any adaptations? Yes No

If you answered yes, please provide details of the adaptations below:

Have you made any alterations to the property? Yes No

e.g. Minor alterations such as replacing internal doors or light switches or major alterations such as replacement kitchens or structural works.

If you answered yes, please provide details of the alterations below:

Do you have a gas pre-payment meter? Yes No

Do you have an electric pre-payment meter? Yes No

16. Accommodation history...

If you have lived in your current property less than 5 years, please provide details of your previous addresses.

Main applicant...

Address 1:

Address 2:

Dates from to

Dates from to

Did you own this property: Yes No

Did you own this property: Yes No

If you answered no, please provide your landlord's name, address and telephone:

If you answered no, please provide your landlord's name, address and telephone:

Address 3:

Address 4:

Dates from to

Dates from to

Did you own this property: Yes No

Did you own this property: Yes No

If you answered no, please provide your landlord's name, address and telephone:

If you answered no, please provide your landlord's name, address and telephone:

Address 5:

Address 6:

Dates from to

Dates from to

Did you own this property: Yes No

Did you own this property: Yes No

If you answered no, please provide your landlord's name, address and telephone:

If you answered no, please provide your landlord's name, address and telephone:

16. Accommodation history (continued)...

Joint applicant (if applicable)...

Address 1:

Address 2:

Dates from _____ **to** _____

Dates from _____ **to** _____

Did you own this property: Yes No

Did you own this property: Yes No

If you answered no, please provide your landlord's name, address and telephone:

If you answered no, please provide your landlord's name, address and telephone:

Address 3:

Address 4:

Dates from _____ **to** _____

Dates from _____ **to** _____

Did you own this property: Yes No

Did you own this property: Yes No

If you answered no, please provide your landlord's name, address and telephone:

If you answered no, please provide your landlord's name, address and telephone:

Address 5:

Address 6:

Dates from _____ **to** _____

Dates from _____ **to** _____

Did you own this property: Yes No

Did you own this property: Yes No

If you answered no, please provide your landlord's name, address and telephone:

If you answered no, please provide your landlord's name, address and telephone:

17. Further details...

Have you/anyone in your household been convicted of any criminal offence within the last 5 years?

Yes No

If you answered yes, please provide details including dates below:

Have you/anyone in your household been evicted for rent arrears or found guilty of any antisocial behaviour? This includes drug offences, racial harassment or any conduct likely to cause nuisance or annoyance.

Yes No

If you answered yes, please provide details including dates below:

Do you have any outstanding rent or mortgage payments on your current property or any of the properties you have lived in over the last 5 years?

Yes No

If you answered yes, please provide details including dates below:

Have you/anyone in your household caused damage to any of the properties that you have lived in?

Yes No

If you answered yes, please provide details below:

18. About the exchange...

How many households are involved in this exchange?

Details of who you wish to exchange with...

Name(s):

Address:

Their landlord's name, address and telephone:

Details of who will be moving in to your current property? (if different from above)

Name(s):

Address:

**Their landlord's
name, address
and telephone:**

19. Reason for your application...

Please provide details below for the reasons you wish to move:

20. Extra space...

Please use this page if you require more space to answer any of the questions:

21. Declarations...

Please check the information that you have provided, then read and sign the statement below:

- The information that I/we have given on this form is true and complete. If my/our circumstances change I/we will notify Peaks & Plains Housing Trust.
- I/we understand that I/we must not move without the written consent of the Trust.
- I/we understand that Peaks & Plains Housing Trust may reject my/our application if I/we withhold information or the information that I/we have provided is untrue.
- I/we confirm that I/we have inspected the property to which I/we propose to exchange, and I/we accept the property as seen.
- I/ we understand that the Trust will only carry out repairs that are the landlords responsibility, and that I/ we will be responsible for any repairs that are the responsibility of the existing tenant. For example, the Trust will not be responsible for replacing or repairing any fixtures or fittings, including appliances, that the existing tenant has installed and I/we understand that the Trust will not be responsible for removing any items left in the property by the existing tenant.
- I/ we give consent for Peaks & Plains Housing Trust to check, verify and share any information with other agencies such as statutory organisations, police, probation or other social landlords to make further checks before consent is given.

Signature of applicant:

Date:

Signature of joint applicant: (if applicable)

Date:

Please send this completed form back to us at Ropewalks, Newton Street, Macclesfield, SK11 6QJ.