

Mutual Exchange Request Form

We require:

- Each party involved in the Mutual Exchange to complete one of these forms
- You to ensure you have supplied proofs of identification and address - see page 6 for more information
- The form to be completed in full and signed by all parties including joint tenants

The application will not be processed and the form will be sent back to you if you have not:

- Completed all sections
- Signed it
- Provided the documents we require from you

This will delay the process.

Tenant Surname		First Name	
Title:	NI Number:	Nationality:	

Joint Tenant Surname		First Name	
Title:	NI Number:	Nationality:	

Partner's Surname (If not joint tenant)		First Name	
Title:	NI Number:	Nationality:	

Your landlords details	
Landlord's name	
Address	
Email	
Telephone	

Your address			
Town			
County		Postcode	
Day time phone		Mobile number	
Email address			

What type of tenancy do you have? (Please tick)				
Introductory <input type="checkbox"/>	Secure <input type="checkbox"/>	Flexible <input type="checkbox"/>	Fixed term <input type="checkbox"/>	Assured <input type="checkbox"/>

Please list where you have lived for the last five years.
 (If you need more space please use another sheet of paper.)

	Address	From Month/Year	To Month/Year
1			
2			
3			
4			

Please provide details of your household, including yourself.
PLEASE PROVIDE PROOFS FOR EACH PERSON IN THE HOUSEHOLD.
SEE PAGE 6 FOR MORE INFORMATION

Name	Relationship to tenant	Date of birth
	Tenant	

(If you need more space please use another sheet of paper.)

About your home

Property type (Please tick)	Flat <input type="checkbox"/>	House <input type="checkbox"/>	Bungalow <input type="checkbox"/>		Maisonette <input type="checkbox"/>	
How many bedrooms do you have? (Please tick)	Studio <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

Please provide details of any disabled adaptations carried out to your property

Support Needs			
Social <input type="checkbox"/>	Physical <input type="checkbox"/>	Medical <input type="checkbox"/>	Special other <input type="checkbox"/>
Please provide details			

Do you rent a garage from SBC?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, please provide address and number:
Do you rent a store from SBC?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, please provide number and location:

NB. Garages and stores are not automatically included in the exchange. Please contact us for more information

Do you have any pets?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, how many?		
Please list the types of animals you have.		
If you have dog/s, are they micro chipped?	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Please provide their microchip number/s		

Details of the property you wish to move to

Address							
Town							
County					Postcode		
Tenants name							
Landlords name							
Address							
Telephone number				Email			
Property type (Please tick)	Flat <input type="checkbox"/>	House <input type="checkbox"/>	Bungalow <input type="checkbox"/>		Maisonette <input type="checkbox"/>		
How many bedrooms does it have? (Please tick)	Studio <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	
Please provide details of any disabled adaptations carried out to the property							
Do you need any disabled adaptations?	Yes <input type="checkbox"/>			Yes <input type="checkbox"/>			
If yes, list what you need							

Details of the tenant's household wishing to move into your home.

NB. If the exchange involves more than 2 parties, these may be different to the address you are moving to.

Name	Relationship to tenant	Date of birth
	Tenant	

Is there more than one property in this exchange?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please complete the details below.

Tenant's name	Moving from	Moving to	Landlord

Reason for requesting exchange:

For Stevenage Borough Council Tenants Only

Have you carried out any alterations or improvements to the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please list them below <i>(Use extra paper if necessary)</i>
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Did you get permission from the Council to carry out the works?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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You will be asked to provide copies of any documents or electrical certificates for any electrical work.

To ensure that the exchange is dealt with in the quickest way possible, please provide the following proofs for each person in the household, along with this form:

Adults and any person over 16:

- 2 proofs of identification (e.g. Full birth certificate/passport/photocard driving license/NI card)
- 2 proofs of address dated within the last six months (e.g. Council Tax Bill, Utility Bill, Bank statement, Child Benefit letter)

Children (16 and under):

- Full birth certificate

We only accept original documents. Please provide them to our Customer Service Centre where they will make copies and return them to you.

By signing this form, you agree and confirm that:

- You have carried out a thorough inspection of the property and are satisfied with its condition and suitability for your family.
- The inspection carried out by the Council is for our own purpose and benefit.
- You will be taking on the other person's tenancy with all its responsibilities.
- The information given in this form is correct in every detail.
- You authorise the Council to make any necessary enquiries to check the information given for the persons included in this application is correct and for the purposes of preventing and detecting fraud.
- If any party to the exchange is the tenant of another Landlord, then Stevenage Borough Council will exchange information with that Landlord in connection to the proposed exchange.
- You may be asked to make good any work that has been undertaken by the outgoing tenant in the event of a further exchange, Transfer or tenancy termination.
- You will be responsible for removing any unwanted items or rubbish the outgoing tenant leaves behind.
- You will not make any removal arrangement or move house until you have been given confirmation of an assignment date from Stevenage Borough Council.
- You agree to move on the date agreed by the council and take up occupation at the new address on a permanent basis.
- All rent and any housing related debt must be clear before an exchange can take place.
- You will not receive or make any payments to the other tenant as a condition of making the exchange. **This may result in your Landlord seeking possession of your home.**

1) Tenant Signed: Date:

2) Tenant Signed: Date:

If your exchange is an external move to another housing provider we will share your tenancy information held on our records with the other Landlord involved in the move.

Council Service: Mutual Exchanges	Tenancy
The reasons we use your information	<ul style="list-style-type: none"> • Process your mutual exchange application • Verification of the property type, tenure and household details • Report safeguarding issues • Tenancy conduct
Why we are allowed to use your information	<ul style="list-style-type: none"> • Legal Obligation or performance of a public task under various UK laws including but not limited to: Localism Act 2011
Who we can share your information with	<ul style="list-style-type: none"> • Advisory & Support Services • Health Agencies • Other Local Authorities and Housing Associations • Police • Safeguarding Boards • Contractors providing housing services (e.g. electrical, gas operatives etc.) and IT services
How long do we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not applicable.
When your information gets sent to other countries	Not applicable.

Further details to the Council's privacy notice can be found on our website:
<http://www.stevenage.gov.uk/privacy-policy>

Equality and diversity information

Please tell us your Race/Ethnic background. Ethnic background means the ethnic group of your ancestors. It's not the same as your nationality (Please Tick)

Tenant	1	2
Asian or Asian British		
Indian/Pakistani/Bangladeshi/Chinese/Other	<input type="checkbox"/>	<input type="checkbox"/>

Black or Black British		
African/Caribbean/Other	<input type="checkbox"/>	<input type="checkbox"/>

Mixed	<input type="checkbox"/>	<input type="checkbox"/>
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Other Ethnic Group	<input type="checkbox"/>	<input type="checkbox"/>
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White		
British/English/Northern Irish/Scottish/Welsh	<input type="checkbox"/>	<input type="checkbox"/>
European	<input type="checkbox"/>	<input type="checkbox"/>
Gypsy or Irish Traveler	<input type="checkbox"/>	<input type="checkbox"/>
Irish	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>

Please tell us your Religion/Belief		
Buddhist	<input type="checkbox"/>	<input type="checkbox"/>
Christian	<input type="checkbox"/>	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	<input type="checkbox"/>
No religious belief	<input type="checkbox"/>	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>
Other (please state which)		

Please tell us your sexual orientation		
Heterosexual / Straight	<input type="checkbox"/>	<input type="checkbox"/>
Gay / Lesbian	<input type="checkbox"/>	<input type="checkbox"/>
Bisexual	<input type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>