

# Tamworth Borough Council

## Mutual Exchange

### Application Form



**Please fill in this form if you and another tenant of social housing wish to swap homes. Please read all the information below before completing this form.**

A mutual exchange is to swap homes with another tenant. As a secure or flexible fixed-term tenant you have a legal right to arrange a mutual exchange with another tenant or a chain of tenants. You can swap with tenants of other Councils or Housing Associations as well as Tamworth Borough Council tenants. Both parties in any mutual exchange need the permission of each landlord to swap homes.

### Terms and conditions

#### **You will not normally be allowed to exchange if:**

- you have rent arrears
- you have a current notice of seeking possession, court costs or any recharges
- you have a notice of seeking possession order for nuisance or breaking your tenancy agreement
- the property you are moving to is designed for a specific need that you do not have e.g. adapted for wheelchair use or specifically designed for elderly people
- you will over occupy or under occupy the property you are moving to.

#### **You must not exchange properties or make any removal arrangements until:**

- both parties have the full written permission of the landlord(s) involved
- both parties have signed deeds of assignment
- both parties have met any conditions of consent
- This exchange will only take place following a property inspection by a Housing Options officer from Tamworth Borough Council.
- Subject to your acceptance of the property concerned in the decorative order discussed the maintenance of the agreed alterations will be your responsibility. No repairs that are tenants' responsibility will be undertaken by the Council during the first 12 months other than health and safety or fair wear and tear.
- Any outstanding repairs must be put right prior to the exchange taking place. Any repairs that are the responsibility of Tamworth Borough Council should be reported to Wates (on 0800 183 0044) prior to the property inspection.
- Fish Ponds - under Health and Safety legislation as a landlord Tamworth Borough Council cannot grant permission for fish ponds to remain even if the incoming tenant would like this - they must be filled in and the garden re-instated in a satisfactory condition.
- On the day of the exchange the property must be left completely empty by the outgoing tenant - lofts/sheds/garages and gardens should be cleared. None of the household bins should be overflowing - nothing placed in the wrong bins - e.g. only recycling in the blue bin and only garden refuse in the green bins. No bin bags should be left at the property - they must be taken or disposed of by the outgoing tenant at the local waste facility.

**We will tell you our decision within 42 days of receiving both completed proposal forms (providing that the forms are completed correctly and copies of all necessary documents have been included by all parties).**

## Completing this form

1. This form must be completed and signed by the tenant (or both joint tenants if applicable).
2. It is important that you answer all the questions and provide copies of the documents requested.
3. **If your form is not complete or has not been signed and dated it cannot be processed and will be returned to you. If you do not provide all the proof we need, this will also delay your application.**

## Confidentiality

The information you provide is confidential and subject to the requirements of the Data Protection Act 1998. Your personal data will be held and processed by Tamworth Borough Council for the purpose of assessing your eligibility for social housing and housing needs and, in particular, the provision of services for which you may be eligible.

The personal details that you provide may also be shared with third parties as part of any statutory duties requiring such disclosure and to protect the public funds it collects and administers. The information will be kept accurate and up-to-date, and will not be held for longer than is necessary. Any data may be used to prevent fraud or the misuse of resources.

For further information on our privacy notice, please visit: [www.tamworth.gov.uk/privacy](http://www.tamworth.gov.uk/privacy)

## Housing fraud

It is a criminal offence to knowingly provide a false statement or withhold information to assist you in obtaining accommodation from Tamworth Borough Council or a housing association or private housing provider nominated by us. We will take legal action against anyone found committing an offence and may also seek possession of any property obtained.

## Accessibility

**If you would like this document in another format (such as large print) or different language, or if you require an interpreter, please contact us on 01827 709709 or email [enquiries@tamworth.gov.uk](mailto:enquiries@tamworth.gov.uk)**

## Submitting this form

**Please send your signed and completed form, with copies of any necessary proofs, to:**

**Voids & Allocations Team, Tamworth Borough Council,  
Marmion House, Lichfield Street, Tamworth, Staffs, B79 7BZ**

**Tel: 01827 709709, email: [voidandallocationteam@tamworth.gov.uk](mailto:voidandallocationteam@tamworth.gov.uk)**

# 1. About you and your landlord

## Your details

	Tenant	Joint tenant
Your title: (eg. Mr/Mrs/Ms/Miss)		
Your name as it appears on your tenancy:		
Your address:		
Postcode:		
Home telephone number:		
Mobile phone number:		
Work telephone number:		
Email address:		

## About your landlord

Are you currently a tenant of Tamworth Borough Council?  Yes  No  
**If Yes, please go straight to next page. (Section 2)**

If No, are you a tenant of another council?  Yes  No

If No, are you a tenant of a housing association (or registered housing provider)?  Yes  No

Name of your landlord:	
Landlord's address:	
Postcode:	
Landlord's telephone number:	
Name of your housing officer:	

## 2. About your current home

What type of property do you live in?

House

Flat/Bedsit

Bungalow

Maisonette

What floor?

What floor?

How many bedrooms do you have:

Is your property adapted for a person with mobility issues?  Yes

No

If Yes, what adaptations do you have:

Is your property within a sheltered housing scheme?

Yes

No

## 3. About your current tenancy

What type of tenancy do you have?

Secure

Introductory

Flexible

Assured

Assured shorthold

When did your tenancy start?

Do you have any pets or animals?

Yes

No

If Yes, please provide information on the type of animal(s), such as breed and number:

If you have any disability or problems that might affect the type of property you need to live in, please give details:

## 4. About you and your family

Please provide these details for yourself and anyone living in your household now and whether they will be moving with you or not.

First Name	Last name	Date of birth	Sex (M/F)	Relationship to you	National Insurance number	Moving with you (Yes/No)

### Proof required

You must provide the following for every person included in this application.

- The National Insurance number of every member of your household aged 16 or over
- one proof of identity including date of birth, for example a passport, driving licence, birth certificate or home office papers
- one proof of address, for example a utility bill, bank statement or current tenancy agreement.

**Proof that your children live with you, or will be a part of your household when you move. You must provide one of the following:**

- Letter from Child Benefit Agency - confirming payment for children at your current address
- A recent bank statement showing Child Benefit payments

### Pregnancy

Is anyone listed in the previous question pregnant?  Yes  No

If Yes, please give their name(s) and expected due date:

Name: Due date:

Name: Due date:

### Proof required

You must provide proof of pregnancy, for example a MAT B1 form or a letter from your doctor or midwife confirming when the baby is due.

## Additional details

Are any of the people who are going to be living in the property on the Sex Offender Register?

Yes

No

Is everyone on the application a UK National?

Yes

No

If No, what is your country of origin?

Tamworth Borough Council will welcome applications for housing from individuals looking to live, work or study in the UK. All applications will be checked to ensure that all applicants detailed in the application:

- are not subject to immigration control
- have entitlement to a tenancy

**Non UK Nationals will be required to provide supporting documentation confirming their right to reside in the UK.**

- Applicants accepted as a refugee or granted Indefinite, Exceptional, Discretionary or Limited leave to remain in the UK, must provide Home Office documentation
- Nationals of the EEA must provide proof of current employment or self-employment
- If you are a UK citizen but have recently returned from abroad, please provide proof that you are habitually resident in the UK

Has anyone ever taken action against you, anyone else in your household, or anyone on your application for anti-social behaviour?

Yes

No

If Yes, please give full name of person(s):

Court action taken?

Yes

No

Anti-Social Behaviour Order (ASBO) issued?

Yes

No

Less formal action taken e.g. Verbal/Written Warning?

Yes

No

Do you or any joint applicant have current or former tenant rent arrears?

Yes

No

If Yes, please give full name of person(s):

Have you made arrangements to clear your debt?

Yes

No

Are you maintaining the arrangement?

Yes

No

## Proof required

You must provide one of the following:

Rent statement

Bank statement

Reference from current landlord

Are you or anyone moving with you, ever had any support/plan from Social Services, child protection, probation and/or any other support providers?

Yes

No

If Yes, please detail:

## 5. About your mutual exchange

Please explain your reasons for requesting a mutual exchange:

### Homeswapper

Tamworth Borough Council tenants can register for free with Homeswapper, a service that helps people find mutual exchange partners, at [www.homeswapper.co.uk](http://www.homeswapper.co.uk)

Are you registered with Homeswapper?

Yes

No

Did you find the person you want to exchange homes with through Homeswapper?

Yes

No

## 6. About your mutual exchange partner

Please give us as much information as you can about the person you wish to exchange with:

	Tenant	Joint tenant
Their title: (eg. Mr/Mrs/Ms/Miss)		
Their name:		
Their address:		
Postcode:		
Home telephone number:		
Mobile phone number:		
Work telephone number:		
Email address:		

What type of tenancy do they have?

Secure

Introductory

Flexible

Assured

Assured shorthold

When did their tenancy start?

## 7. About the proposed exchange property

### Type of property

What type of property are you proposing to exchange your home for?

House

Flat/Bedsit

Bungalow

Maisonette

What floor?

What floor?

How many bedrooms does it have:

Is this property adapted for a person with mobility issues?

Yes

No

If Yes, what adaptations does it have:

Is your property within a sheltered housing scheme?

Yes

No

### Landlord details

Who is the landlord of the property you are proposing to exchange your home for?

Name of landlord:

**If the landlord is Tamworth Borough Council, please go to the next page. (Section 8)**

Landlord's address:	
Postcode:	
Landlord's telephone number:	
Landlord's email address:	
Name of relevant housing officer:	



## 8. Declaration

**Please read this page carefully and sign overleaf.**

**If you hold a joint tenancy then both tenants must sign this form.**

**Once you sign and date this form it becomes a legally binding document. If there is any part of the declaration you do not understand, it is your responsibility to find someone to explain it to you. Tamworth Borough Council's customer service centre has trained staff who can explain anything you do not understand.**

I have viewed the property and understand that the proposed exchange can only be approved subject to the following conditions:

1. I accept full responsibility for any defects or damage to the fittings and fixtures which are not due to fair wear and tear.
2. I accept full responsibility for any alterations carried out by the outgoing tenant(s).
3. I will rectify any breach in my tenancy agreement, such as paying off my outstanding rent arrears in full.
4. I understand that the mutual exchange cannot be agreed until I have provided all necessary proofs of ID.
5. I have not accepted any payment in connection with this exchange.
6. I give permission for Tamworth Borough Council to disclose information to the proposed exchangee's landlord regarding my rent account, any action taken against me in respect of possession proceedings and any breach of tenancy.

Please note:

**Housing fraud** - It is a criminal offence to knowingly provide a false statement or withhold information to assist you in obtaining accommodation from Tamworth Borough Council or a housing association or private housing provider nominated by us. We will take legal action against anyone found committing an offence and may also seek possession of any property obtained.

**Confidentiality** - Tamworth Borough Council is the Data Controller for all personal data collected in this application. We collect your personal information under Legal Obligation to allow us to provide administration for your application. We may share your personal information with third-parties where required to by law or where it is necessary to process your application. Full details for types of personal information we collect, purpose we collect it, third-parties we share it with, third-party services providers and how we maintain the security of your information can be found in our Fair Processing Notice [www.tamworth.gov.uk/privacy-notice](http://www.tamworth.gov.uk/privacy-notice) - a hard copy is available upon request. Please ensure you read our fair processing notice before submitting your personal information to us. Information you give us will be kept for no longer than necessary. Our Retention Schedule can be found at [www.tamworth.gov.uk/sites/default/files/privacy/Retention-Schedule.pdf](http://www.tamworth.gov.uk/sites/default/files/privacy/Retention-Schedule.pdf)

To the best of my knowledge and belief the information that has been provided on this form is true, complete and correct.

I will immediately declare any changes in this information.

I understand that if I give false or misleading information or I omit information for the purpose of obtaining housing, it may be regarded as a criminal offence and action could be taken against me, including refusal of my application, court action and recovery of property.

I understand that the information I have provided will be used to help determine my eligibility for housing, and that any information given by me relating to this housing application, or given with my consent by others, will be placed on Tamworth Borough Council's housing register. Where other people's personal information is given on the form, I confirm that they have consented to its use.

I give permission for you to contact individuals or agencies referred to by me on this form, when necessary, and also other individuals and agencies in order to process my application.

**Applicant**

Print name:

Signature:  
(applicant)

Date:

**Joint applicant (for joint tenancies)**

Print name:

Signature:  
(joint applicant)

Date:

**If your form is not complete or has not been signed and dated it cannot be processed and will be returned to you. If you do not provide all the proof we need, this will also delay your application.**

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