



MUTUAL EXCHANGE APPLICATION FORM

Please complete this form if you wish to exchange your home with another resident. Both parties must complete a separate Elim application form. Please note that you will be required to pay 2 weeks rent in advance when the exchange paperwork is signed if moving into an Elim property.

We'll try to ensure that we tell you our decision within six weeks of receiving both application forms. Consent is conditional on our receiving all the information we need. You must not exchange properties or make any removal arrangements until:

1. Both parties have the full written permission of the landlord(s) involved
2. Both parties have signed deeds of assignment
3. Both parties have met any conditions of consent.

Conditions for exchanges

- The exchanged properties must a suitable size for each family.
- Rent accounts and sundry debt accounts must be clear.
- There may be restrictions about pets in some schemes.
- Pets are not normally allowed in flats.
- Exchanges involving more than two tenancies can be considered.
- Tenants take on the other person's tenancy.

This means that the incoming tenant becomes responsible for the condition of the property and gardens that they move into, including : - all internal decorations - replacement of missing or damaged fixtures & fittings - repairing any other damage which is the tenant's responsibility - cleaning - clearance of rubbish. If the other tenant's landlord is not Elim, then there must be a satisfactory exchange of references between Elim and the other landlord.

Information on completing this form

If you need any help to complete this form then please contact us on: - 01454 411172

Please use extra sheets of paper if you need more space to tell us about your situation

Please complete all sections in the form.

If a question does not apply to you then write 'not applicable' We may need to contact you again to confirm details on this form. Your 'household' means anyone who would be living with you when you move

Address of property you wish to exchange (if three way exchange or more, please give details of the other properties and people involved):

Who is your Landlord?

Name:

Address:

Telephone Number:

Name of your Housing Officer:

Your Present Home:

What Type of Property do you live in? (please tick)

☐

House

☐

Flat/Bedsit

☐

Bungalow

☐

Maisonette

How many bedrooms do you have?

What type of Tenancy Agreement do you have? If you are unsure, your Landlord will be able to advise.

☐

Assured shorthold
tenancy

☐

Assured

☐

Secure

☐

Other please
state

Your Name:

Telephone/mobile:

Your Address:

Email:

National Insurance Number(s):

Are you:

☐

Single

☐

Co-habiting

☐

Civil Partnership

☐

Married

☐

Seperated

☐

Widowed

How would you like us to get in touch with you?

☐ Telephone ☐ Post ☐ Email ☐ Text Message

Do you need us to communicate with you via; CD/Cassette Tape/Large Print/Braille/Easy Read?

Do you have access to the internet?

Which device do you use to access the internet; laptop/tablet/computer/mobile phone

If you have someone who helps you at home/acts on your behalf, please provide us with their details:

Name:

Relationship to you:

Address:

Telephone Number:

Email address:

We need your consent to disclose information to this person, what information can we give:

☐ All information ☐ All non personal information ☐ None, do not share

Emergency Contact- Please give details of someone who doesn't live with you, but who we could contact in the event of an emergency:

Name:

Telephone/mobile:

Address:

Email:

Relationship to you:

Would you prefer we spoke to you via:

☐ Translator ☐ British sign language ☐ Not applicable

Choice of language

Can you speak English?

☐ Yes ☐ No what language do you speak?

Disability Codes

No disability	ND
Blind or partially sighted	BS
Deaf or hard of hearing	DH
Difficulties reading/writing	RW
Learning difficulties	LD
Restricted mobility	RM
Wheelchair user	WU
Long term illness	LI
Mental health issue	MH
Alcohol/drug or other addiction	AD
Other- please state	OT

Ethnicity Codes

White British	01
White Irish	02
White Other	03
Mixed- white & black Caribbean	04
Mixed- white & black African	05
Mixed- white & Asian	06
Mixed other	07
Asian or British Indian	08
Asian or British Bangladeshi	09
Asian or Asian British other	10
Black or Black British Caribbean	11
Black or Black African other	12
Chinese	13
Chinese other	14
Gypsy/Romany/Irish Traveller	15

Religion/belief Codes

None	NO
Buddhist	BU
Christian	CH
Hindu	HI
Jewish	JE
Muslim	MU
Rastafarian	RA
Sikh	SI
Other- please state	OT
Not required for under 16's	U16

Work Status Codes

Full time work	FT
Part time work	PT
Unemployed & available for work	AV
Unable to work	UW
Retired	RE
Full time Education	FE
Part time Education	PE
Full Time carer	FC
Looking after family & home	FH
Voluntry work	VW
Other- please state	OT

Sexual Orientation Codes

Bisexual	ND
Gay	BS
Hetrosexual	DH
Lesbian	RW
Not required as under 16	LD

Please complete the table below with your details and the details of anyone who normally lives with you, using a separate line for each person. Enter all codes that pply to you using the above codes

Title	First Name	Surname	Gender M/F	Gender identity same as assigned at birth?	DOB	Relationship to tenant	Disability codes	Ethnicity codes	Religious belief codes	Work status codes	Sexual Orientation codes

People who are not living with you now but will live with you when you move (Include children from a former relationship who stay with you regularly)

Full name:

DOB:

Relationship to you:

Current address:

Frequency of stay:

Full name:

DOB:

Relationship to you:

Current address:

Frequency of stay:

Expectant mothers

If anyone who will be living with you when you move is pregnant please write their name below and the date the baby is due. Please attach a doctor’s note or certificate to confirm this. We’ll return any original documents to you.

Income details: (Please complete either weekly or monthly figure. Do not mix)

	First Applicant	Second Applicant
Wages/salary		
Overtime (guaranteed)		
Pensions		
Universal Credit		
JSA or Income Support		
ESA or Incap benefit		
Working Tax Credit		
Child Tax Credit		
Child Benefit		
Maintenance		
Housing Benefit		
Discretionary Housing Payment		
Council Tax Benefit/Reduction		
DLA Mobility or Care		
Other Benefit		
Other Income		
	Total:	Total:
Current Savings: £		Please provide proof

Outgoings: Please state your current expenditure and estimate what you think you will pay on your new home. Some costs are likely to remain the same, like housekeeping, telephone and TV.

What you pay now

What you expect to pay

	What you pay now	What you expect to pay
Rent		
Council Tax		
Home Contents Insurance		
Water Charges		
Service Charges		
Life Insurance		
Pension		
Gas		
Electricity		
Other Fuel		
Telephone		
Housekeeping (food)		
Pet food/vets fees		
TV rental/license		
Maintenance Payments		
Travelling expenses		
Car costs (petrol/insurance)		
School/work meals		
Clothing		
Laundry		
Perscriptions		
Childcare		
Hire Purchase		
Loans/debt		
Internet		
MISC		
HB Overpayment		

Outgoings: Please state your current expenditure and estimate what you think you will pay on your new home. Some costs are likely to remain the same, like housekeeping, telephone and TV.

What you pay now

What you expect to pay

Deductions from benefits		
Total:		
Total income MINUS outgoings:		

Moving costs

You'll need to consider the cost of moving house, such as removal fees, carpets, curtains, telephone installation, cooker installation etc.

For all prospective tenants we contact a credit reference agency for a credit reference check to help verify your identity and credit rating status. This check helps us to identify anyone who may benefit from our help with budgeting or debt advice assistance.

Loans/debts- include all bank loans. credit/ store cards, HP loans etc

First Applicant

Second Applicant

Company	Amount Owed	Monthly payment	Company	Amount Owed	Monthly Payment

First Applicant

Second Applicant

County Court Judgements	Amount Owed	Monthly Payment	County Court Judgements	Amount Owed	Monthly Payment

First Applicant

Second Applicant

Is there notice of satisfaction?

Y/N

Y/N

Have you ever previously applied to be an Elim Resident?

Y/N (If yes, please specify)

Y/N (If yes, please specify)

Please select your preferred method of payment:

☐

Monthly direct debit

☐

Paypass (Allpay) card

☐

Other (Please specify)

Do you have a bank account?

☐

Yes

☐

No

Preferred payment date?:

Please select your preferred payment cycle

☐

Monthly

☐

Weekly

Please note, you'll need to make an upfront payment at sign-up to cover the period up until your chosen payment cycle to ensure your account is up to date. We'll advise you of the amount you need to pay before you sign any tenancy documents.

Your Pets

List any pets you currently have or intend to have if you move. Pets are not normally allowed in flats. However, exceptions may be made for dogs trained to assist a person to deal with a disability.

Disability or Illness

Give details of anyone in your household who has a permanent disability, a chronic illness, a medical condition, or who has mental health issues. Describe how this limits what they can do, or means they cannot do certain things.

Does anyone in your household use a wheelchair/electric scooter?

☐

Yes

☐

No

Adaptations to your home- List any special features (e.g. walk in shower etc) your home needs

What is your main reason for wanting to move from your current home?

Was your tenancy granted by succession or a previous exchange? If you're unsure what this means, your landlord will be able to tell you.

If yes, please state which)

Give details if any member of the household is a Elim employee (or is related to someone who is) or is a member of Elim's Board (or is related to someone who is). Permission to house employees, Board members or any relative of theirs is needed from Elim's Board.

Data Protection Act

The information supplied on this form will be held on Elim's computers and manual records and is treated as strictly private and confidential. The information will only be used in accordance with Elim's registration under the Data Protection Act 1998. The information may be used from time to time for statistical purposes. Your name and address may be given to researchers for the purpose of carrying out tenant/resident satisfaction surveys and other surveys required by Elim's regulators.

Your declaration and confirmation (Please check the information you have given and sign to confirm the following statement)

I/We have read, understood and accept the conditions about exchanges, and agree that my landlord can share information about my tenancy with the other party's landlord.

I/We confirm to the best of my/our knowledge that the information in this application is true.

I/We agree to inform Elim immediately of any changes in the details given on this form.

I/We understand that giving false information could result in cancellation of my application or lead to me losing a home offered by Elim.

For prospective tenants only

I/We give consent for a credit check enquiry to be requested



Your signature:

Signature of your partner:

Date: