



MUTUAL EXCHANGE WITH PCH

YOU'VE FOUND SOMEONE TO SWAP WITH, CONGRATULATIONS! WHAT HAPPENS NOW?

Simply follow these three steps for a successful move.

Step one:

Read through the Mutual Exchange Ready checklist below and when you can tick off every point, you're ready to move on to step two.

Step two:

Complete the Mutual Exchange Application Form in full using block capital letters in black ink. Questions in red must be completed.

You can add more details on another sheet of paper and attach it to the form if necessary. Remember we need to know about everyone in your Mutual Exchange Chain, and each applicant will need to complete a copy of this form.

Incomplete forms will be returned and may delay your move.

Step three:

Return the completed form by email to exchange@plymouthcommunityhomes.co.uk or by post to: Mutual Exchange, Plumer House, Tailyour Road, Plymouth PL6 5DH.

MUTUAL EXCHANGE READY CHECKLIST

I have an Assured Non-Shorthold Tenancy

I am registered on www.homeswapper.co.uk

I do not owe any rent court costs or recharges

There is no active Notice Seeking Possession or Court order against my tenancy

My home and garden are in a clean, tidy condition

There are no outstanding repairs that I haven't reported

The people applying to move into my home are suitable for it

Any work i have carried out has written consent from my landlord

I have budgeted to pay the rent in advance (the amount will be confirmed once the process has started) and other moving expenses that may be involved



MUTUAL EXCHANGE APPLICATION FORM

Please complete this application form in full

Your details - applicant 1

Title: Mr Mrs Miss Ms **Full Name:**

Date of birth: **Age:** **Gender:**

National insurance number: **Postcode:**

Address:

Telephone number/s and email

Home: **Work:**

Mobile: **Email:**

Details of joint tenant - tenant 2

(named as a joint tenant on your tenancy agreement if applicable)

Title: Mr Mrs Miss Ms **Full Name:**

Date of birth: **Age:** **Gender:**

National insurance number:

Details of anyone else living with you

Important note – You have an obligation to inform the individuals you are naming that you have provided PCH with their personal information. By providing us with this information you are indicating that the individuals have consented to us holding their data in order to assess your suitability for a mutual exchange.

(1) Name: **DOB:** **Age:**

Relationship to applicant 1: **Gender:**

(2) Name: **DOB:** **Age:**

Relationship to applicant 1: **Gender:**

(3) Name: **DOB:** **Age:**

Relationship to applicant 1: **Gender:**

(4) Name: **DOB:** **Age:**

Relationship to applicant 1: **Gender:**

Please give details of any pets who will be moving with you

.....
.....

Please tell us about your property

Tick one:

- | | | | | |
|----------------|---------------------|------------|------------|--------|
| Detached house | Semi-detached house | Half house | Maisonette | Flat |
| Bungalow | End of Terrace | Terrace | Sheltered | Bedsit |

Number of bedrooms:

Please tell us about any property adaptations

Tick all that apply:

| | | | |
|-----------------------------|-----------|-----------------------|------------|
| Front access: | Ramps | Low profile threshold | Grab rails |
| Rear access: | Ramps | Low profile threshold | Grab rails |
| Bathroom facilities: | No stairs | Level access shower | Grab rails |
| Toilet facilities: | No stairs | Toilet level raised | Grab rails |
| Kitchen facilities: | No stairs | Units adapted | Grab rails |

Other adaptations:

.....
.....

Do you rent one of our garages?

- | | | | | |
|-----|----|--|-----|----|
| Yes | No | If yes, do you wish to keep it? | Yes | No |
|-----|----|--|-----|----|

Reason for exchanging

.....
.....

If you are NOT a tenant of Plymouth Community Homes, please complete the following boxes.

Landlord name:

Address:

Telephone:

Type of tenancy: Secure Assured Shorthold/introductory

Details of applicants moving INTO your property - applicant 2

Title: Mr Mrs Miss Ms Full Name:

Current address:

..... Telephone:

Details of any other properties involved in the exchange - application 3

Title: Mr Mrs Miss Ms Full Name:

Current address:

..... Telephone:

Details of any other properties involved in the exchange - application 4

Title: Mr Mrs Miss Ms Full Name:

Current address:

..... Telephone:

Details of any other properties involved in the exchange - application 5

Title: Mr Mrs Miss Ms Full Name:

Current address:

..... Telephone:



Declaration

1. I/We have read the provided information on Mutual Exchanges and my/our property is Mutual Exchange ready.
2. This Mutual Exchange is a private arrangement between me/us and my/our exchange partner/s.
3. I/We have not accepted any money or any other incentive to undertake this Mutual Exchange.
4. I/We have inspected the property that we are planning to move into and are satisfied that it is in good repair and meets my/our housing needs.
5. I/We confirm that on assignment full responsibility of the interior and exterior, including any garden is taken by me/us.
6. I/We understand that any cleaning, decorating, or clearing of items left behind by the previous tenant is our responsibility.
7. I/We agree to allow access for energy, electrical and gas safety checks before and after the move.
8. I/We understand that Plymouth Community Homes will not incur any expense in carrying out work (other than emergency repairs) as a result of my/our proposed exchange.
9. I/We agree that Plymouth Community Homes are not liable for any defaults by my/our exchange partner/s.

Data Protection – The personal information you have provided, or which has been obtained from other sources, will be used to process your application and other housing related activities, and for auditing, monitoring, research, and statistical purposes. If your exchange means moving to another landlord, we will pass on information relating to you and your tenancy to your prospective landlord. Some information may be shared with the local authority and government departments to be used for cross system/authority comparison purposes in accordance with the National Fraud Initiative. For more information on how we use your personal information, please refer to the Tenant's Privacy Notice on the PCH website or ask for a paper copy.

Signed

Applicant 1 Name:

Signature: **Date:**

Joint Tenant Name (if applicable):

Signature: **Date:**

STEP THREE

Please email your completed form to exchange@plymouthcommunityhomes.co.uk or send by post to **Mutual Exchange, Plumer House, Tailour Road, Plymouth PL6 5DH**

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