

## APPLICATION FORM FOR A MUTUAL EXCHANGE

Tenant(s) wishing to exchange must agree to the following conditions:

- All parties to the exchange must complete a separate application form with their details.
- Obtain the Landlords' written permission before making any arrangements to move.
- A copy of your application form may be sent to other Landlords if requested by them. We will send a reference of how you have conducted your tenancy and we will ask for reference about the person you wish to exchange with.
- Accept the property concerned in its present condition and be satisfied by inspection that the decoration and fittings for which the tenant is liable are in good order.
- By law, we must tell you our decision within 6 weeks of receiving this form.
- It is illegal for any premium to be paid in connection with an assignment of tenancy to influence another party to exchange.
- As a result of the exchange, your terms and conditions of tenancy and rights may change (**e.g. you may no longer have the right to purchase under the Right to Buy legislation, or you may take on a fixed term tenancy at a higher rent than you are currently paying**). You should therefore check this before agreeing to exchange.
- If you are exchanging into a Radian property please supply **Photo ID and Birth Certificates** for all household members who are looking to move.

Please send the completed form to your local office:

- Radian, Drum Court, The Spain, Petersfield, GU32 3NG
- Radian, Collins House, Bishopstoke Road, Eastleigh, SO50 6AD
- Radian, Parkside House, 33-39 Sheet Street, Windsor, SL4 1BY
- Radian, Endeavour House, Crow Arch Lane, Ringwood, Hampshire BH24 1HP
- Radian, Byron House, Common Road, Langley, Slough, Berkshire SL3 8TN

If you have any queries, please contact the Customer Services Team on 0300 123 1 567.



Please give details of those who need housing but do not live with you at the moment – **PLEASE INCLUDE SUPPORTING EVIDENCE**

Title	Full Name	Date of Birth	Gender M/F	Relationship to you	Any additional information including disabilities

Is anyone in the household pregnant? No  Yes

If yes, who and what is their due date: \_\_\_\_\_

**Your current details:**

**What type of tenancy do you currently have? (Please refer to your tenancy agreement for this information):**

Assured  Starter  Fixed Term  Assured Shorthold   
 Secure  Licence  Mortgage Rescue

Do you have a joint tenancy? Yes  No

Do you currently have rent arrears or other debts to your landlord? Yes  No

If yes, please advise how much?

How long have you been at your current property?

What type of property do you currently live in?

House  Bungalow  Maisonette  Flat  What Floor? \_\_\_\_\_

How many bedrooms do you have?

Does your home have any disabled adaptations? Yes  No

If yes, please list:

\_\_\_\_\_

\_\_\_\_\_

Do you rent a Radian Garage? Yes  No

Do you have any pets? Yes  No

If yes, please list: \_\_\_\_\_  
\_\_\_\_\_

Why do you want to move?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. The tenant you wish to exchange with

Full name(s):

Address:

Contact numbers:

Landlord's name & address:

Housing Officer's name:

Landlord's contact number:

What type of property do you currently live in?

House  Bungalow  Maisonette  Flat  What Floor? \_\_\_\_\_

How many bedrooms does it have?

**Please complete the following section only if you are looking to exchange into a Radian property. If you are not exchanging into a Radian property, please go straight to Section 9 of the form.**

**Please provide details of next of kin/emergency contacts (two names)**

Name	Address	Contact Number	Relationship to you

**4. Current housing situation**

Does anyone in the household own a home or have the right to occupy a home other than where they live now?

Yes  No

If yes, please give property details:

Does anyone in the family drive a commercial vehicle? (Please be aware that these are not permitted under the tenancy agreement).

Yes  No

If yes, please give vehicle details:

**5. Current Disabilities/Long term Illness/Support Needs**

Disability/Illness/Support Need	Applicant 1 (name)	Applicant 2 (name)	Child (name)	Child (name)
Learning difficulties				
Mobility difficulties				
Serious health problems				
Literacy/numeracy difficulties				
Violent behaviour				
Victim of violence/abuse				
Victim of harassment				
Debts				
Gambling				
Substance issue				
Alcohol abuse				
Other				

If you have completed the previous box, please provide contact information for support provider/agency/carer. Eg: GP, Social worker, CPN, Occupational Therapist, Mental health worker, Support worker - This information **MUST** be provided.

Do you consent to us contacting any of the above to help us make a decision about your application for housing, and to ensure adequate support is in place before we offer /once we have offered a tenancy?

Yes

No

Any other relevant information which may support the exchange?

Would you benefit from a support referral to Radian's support team?

Yes

No

Will you require adaptations to be carried out in the new property?

Yes

No

If yes, please list below which adaptations you may require

## 6. Financial Information

### Housing Benefit/Universal credits

Will you be claiming housing benefit/universal credits for your new rent payments?

Yes

No

If yes, would you require help completing a change of circumstances form for your housing benefit/universal credit claim?

Yes

No

Would you like an appointment with a Radian Welfare Benefits Officer to discuss your benefits and ensure you are receiving all the benefits you are entitled to?

Yes

No

Do you currently have any rent arrears?

Yes

No

If you answered Yes to the previous question, please detail below How much do you owe and if you have set up a payment plan to clear your debt?

Income Details	Please state the amount and whether this amount is received weekly, fortnightly, 4-weekly or monthly	
	Self	Partner
Gross earnings-before any deductions		
Tax deducted		
N.I deducted		
Pension deducted		
Net earnings after tax, N.I and pension deducted		
Please state the number of hours worked by each party		
Income Support		
Job Seekers Allowance – contributions based		
Working tax credits		
Child tax credits		
Universal credits		
Employment and Support Allowance. Is this income based or contributions based? Please state.		
Attendance Allowance		
Disability Living Allowance-mobility Please state which family member the DLA mobility applies to.		
Disability Living Allowance-care. Please state which family member the DLA care applies to.		
Personal Independence Payments (PIP)		
Carer's Allowance		
Child benefit		
State Retirement Pension		
Pension Credit- guarantee element		
Pension Credit- savings element		
Private pensions and annuities		
Child maintenance Adult maintenance		





<p>Do you or anyone living with you have any criminal convictions?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, please give details</p>
<p>Have you or has anyone living with you been to prison?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, please give details</p>
<p>Have you or has anyone living with you been on probation?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, please give details</p>
<p>Do you or anyone living with you have any forthcoming court dates?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, please give details</p>

## 8. Equality and Monitoring

### Ethnicity

**Asian or Asian British**    Pakistani     Chinese     Indian     Bangladeshi

**Any other Asian background – specify here if you wish:**

**Black, African, Caribbean or black British**    African     Caribbean     British

**Any other black background - specify here if you wish:**

**Mixed or multiple ethnic groups**

White and black African     White and Asian   
 White and black Caribbean     White and Chinese

**Any other mixed background – specify here if you wish:**

**White**    English, Welsh, Scottish, Northern Irish or British     Irish   
 Gypsy, Romany or Traveller

**Any other white background – specify here if you wish:**

Arab     I prefer not to say     Any other ethnic groups or background   
**Any other ethnic groups or background – specify here if you wish:**

## 9. Declarations

### Statement and Declaration

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

- That I/we accept the property in its present condition.
- That I/we accept full responsibility for any defects or damage to fittings or fixtures which are not due to fair wear and tear.
- That I/we put right any breach in my Tenancy Agreement, such as payment of outstanding rent arrears.

“The above information I/we have given is true and complete and I declare that I/we have not paid or received any money for this exchange. I understand that my application may be rejected or I may have possession proceedings commenced against me if I deliberately give false or incomplete information”

### False or misleading statements

I understand that my application may be cancelled if I give false or misleading information, or if I withhold information. If I am granted a tenancy because I have given false or misleading information, or because of information I have not given, I understand that my tenancy may be terminated.

Signature ..... (1<sup>st</sup> applicant)

Signature .....(2<sup>nd</sup> applicant)

### Declarations

**Now please check the information you have provided and sign below. In signing this form you are declaring that all information is correct at the time of completing this form.**

The Organisations listed below are barred by statute (Housing Association Act 1996, schedule 1) from making allocations to any person or business in which a Director / Proprietor / Senior manager or employee is related to or associated with any Board Member, Officer or employee. Should such a relationship exist, it must be declared in advance and where possible we will seek an exemption agreement.

#### Radian Group Companies:

Windsor & District Housing Association Limited; Longwood Park Limited; Turnstone Support Limited; Oriol Housing Limited; Drum Housing Association Limited; The Swaythling Housing Society Limited; Portal Housing Association Limited.

Are you related to or associated with any person employed by any of the Radian Group companies?

Yes  No

Details:

**Privacy Statement and Consent (Data Protection Act 1998)**

**Resident Declaration:**

I understand the information supplied by me will be used by the Association to help them to provide a housing service. I understand that people who may have access to this information are:-

- Radians Officers who will use the information to provide a housing management service, etc. To assist and advise me about Housing Benefit or preventing unauthorised sub-letting and other similar matters relating to management of my tenancy.
- Other employees of the Association (eg. Housing, maintenance and customer service) involved in the management and support of my tenancy.

In addition to Association staff, I agree that the Association may also share the information provided with outside agencies where this is for the purposes of the Association's legitimate interests as a provider of social housing or is otherwise permitted under the Data Protection Act 1988.

Below is a list of some of the external agencies to whom the Association may disclose the information I have provided:-

- The Police – The Association wishes to cooperate with the police in the prevention and detection of crime. The Association will always check the reason for the request before disclosing any relevant information.
- The Local Authority – The Association is obliged to supply information to local authority departments for a variety of purposes eg. To enable them to identify the person liable for Council Tax; to assist the Local Authority Environmental Health Services take legal action; to assist the Local Authority in dealing with action to combat anti-social behaviour.
- Department of Work and Pensions and Housing Benefit Departments – The Association will normally provide to the Benefits authorities any relevant information to assist in the processing of a benefit claim eg. Housing benefit. The Association is also obliged to notify the Local Authority if the Association suspects that a tenant is receiving benefit to which they are not entitled.
- Research & Analysis Organisations – The Association may disclose personal data, in confidence, to another organisation for research and analysis purposes. This may include disclosure to assist in combatting social housing fraud and other criminal and sub-criminal activity to organisations such as Experian and similar organisations which undertake analysis of resident's personal and financial details for the purpose of identifying fraud.
- Social Services/Probation Service/Support and/or Care Providers etc – relevant information may be disclosed pending on the type of information required and the reason it is requested.
- The Association's legal representatives.
- Other organisations that have a legitimate interest in seeing the information provided and the Association decides that disclosure is warranted and does not prejudice the rights of the resident.
- Other organisations to whom the Association wishes to make disclosure of the information provided for the Association's own legitimate business interests as a registered provider of social housing.

I give consent to the processing of the information and such further personal information as I may provide to the Association during the course of my tenancy. I consent to it's disclosure to any of the above organisations or individuals if the Association considers disclosure to be necessary for the purposes of providing a housing service or disclosure is otherwise permitted under the Data Protection Act 1988.

<b>PLEASE SIGN HERE:</b>			
<b>Name: (1<sup>st</sup> Applicant)</b>			
<b>Signed: (1<sup>st</sup> Applicant)</b>		<b>Date</b>	
<b>Name: (2<sup>nd</sup> Applicant)</b>			
<b>Signed: (2nd Applicant)</b>		<b>Date</b>	

**FOR RADIAN OFFICE USE ONLY**

**Approval Signatures:**

**Type of Tenancy granted:**

Tenancy Type: \_\_\_\_\_

**Paperwork required**

Surrender & Re-grant

Deed of Assignment

**Permission**

**Granted / Refused**

Signature (NTL): \_\_\_\_\_

Name: \_\_\_\_\_

Date:

**If refused – reason why:**

**Permission granted if outside policy  
(Consent of Assistant Director required)**

Signature (AHM): \_\_\_\_\_

Name: \_\_\_\_\_

Date: