



Mutual exchange application form

BOTH YOU AND YOUR MUTUAL EXCHANGE PARTNER NEED TO COMPLETE A SEPARATE FORM.

We will approve or refuse the request to exchange within a maximum 42 days. However we will always aim to do this in less time and to complete the exchange process as quickly as possible. Please ensure you have read the [Information for Applicants](#) prior to completing the following application form to ensure you are eligible to be considered for a mutual exchange.

Your details

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Other <input type="text"/>
First name(s)	<input type="text"/>				
Surname	<input type="text"/>				
Present address and postcode	<input type="text"/>				

Please also give us details of the tenant you would like to exchange homes with

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Other <input type="text"/>
First name(s)	<input type="text"/>				
Surname	<input type="text"/>				
Present address and postcode	<input type="text"/>				

About you

Question 1 - Your details

	You	Joint tenant (for example your partner who will be on the tenancy with you)
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>
OR other title	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>
First name(s)	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>
National Insurance Number	<input type="text"/>	<input type="text"/>

We can often provide you a quicker service if we have all of all your main contact details

Home phone number	<input type="text"/>	<input type="text"/>
Work phone number	<input type="text"/>	<input type="text"/>
Mobile phone number	<input type="text"/>	<input type="text"/>
Textphone number	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>

Current landlord/tenancy details

Landlord name	<input type="text"/>
Address and postcode	<input type="text"/>
Phone number	<input type="text"/>
Tenancy type	<input type="text"/>
Tenancy start date	<input type="text"/>
Do you have a starter, fixed term or flexible tenancy?	<input type="checkbox"/> <input type="checkbox"/>
If 'Yes', what date is it due to end?	<input type="text"/>

Question 2 – Anyone who supports you

If you currently have a support worker, family member, friend or carer who helps you and you would like them to help you in future when we contact you, please give us their name and contact details (including their phone number).

Please ask their permission before giving us their details.

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>
First name	<input type="text"/>			
Surname	<input type="text"/>			
Address and postcode	<input type="text"/>			
Home phone number	<input type="text"/>			
Mobile phone number	<input type="text"/>			
Relationship to you	<input type="text"/> (e.g. your son, support worker or friend)			
What type of support do they give you?	<input type="text"/>			

About your household

Question 3 – Please tell us who will be moving with you

Please list all members of your household who are **LIVING WITH YOU NOW and who **WILL CONTINUE TO LIVE WITH YOU** when you are rehoused.**

First name	Last name	Gender	Date of birth	Their relationship to you
1 <input type="text"/>	<input type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
2 <input type="text"/>	<input type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
3 <input type="text"/>	<input type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
4 <input type="text"/>	<input type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
5 <input type="text"/>	<input type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
6 <input type="text"/>	<input type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
7 <input type="text"/>	<input type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>

For all children under 16, who is the child benefit paid to?

Is this the main residence for all children listed?

Yes

☐

No

☐

Please list all members of your household who are **NOT LIVING WITH YOU NOW** and who **WILL TO LIVE WITH YOU** when you are rehoused.

First name	Last name	Gender	Date of birth	Their relationship to you
1		Male <input type="checkbox"/> Female <input type="checkbox"/>	/ /	
2		Male <input type="checkbox"/> Female <input type="checkbox"/>	/ /	
3		Male <input type="checkbox"/> Female <input type="checkbox"/>	/ /	
4		Male <input type="checkbox"/> Female <input type="checkbox"/>	/ /	
5		Male <input type="checkbox"/> Female <input type="checkbox"/>	/ /	

For all children under 16, who is the child benefit paid to?

Is this the main residence for all children listed?

Yes

☐

No

☐

Are you a registered foster carer?

Yes

☐

No

☐

Do you have any pets to take with you?

Yes

☐

No

☐

If **'Yes'** please give details. Please note: In some properties we operate a **no pets** policy.

Details of present accommodation

Question 4 - Please tell us about the type of home you live in

Type of property

Flat/Maisonette

☐

Bungalow

☐

House

☐

Sheltered accommodation

☐

Number of bedrooms in the property

☐

Number of bedrooms used

☐

On which floor do you live?

Ground

☐

Second

☐

First

☐

Third or above (please specify)

☐

Is there a lift?

Yes

☐

No

☐

Have you or a member of your household previously had a tenancy with Home (including Stonham, Nashayman, Home Scotland and Copeland Homes)?

Yes

☐

No

☐

If **'Yes'** please give details below of the name, address and dates of tenancy.

Tenancy details

Has your landlord served a notice of proceedings on you? Yes ☐ No ☐

If 'Yes' when What for

Has your landlord obtained a Court Order against you? Yes ☐ No ☐

If 'Yes' when What for

Getting in touch

Question 5 - Preferred contact

How should we contact you? We will usually contact you by phone or letter. Please tell us if you would prefer to be contacted in any additional way. Please tick all the boxes that apply.

	You	Joint tenant		You	Joint tenant
Email	<input type="checkbox"/>	<input type="checkbox"/>	Textphone	<input type="checkbox"/>	<input type="checkbox"/>
Text message	<input type="checkbox"/>	<input type="checkbox"/>	British Sign Language (BSL)	<input type="checkbox"/>	<input type="checkbox"/>
Home visit	<input type="checkbox"/>	<input type="checkbox"/>	Other (please tell us below)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>					

Question 6 - Giving you information

We will usually provide you with information by phone or letter. What additional ways would you like to receive information? Please tick all the boxes that apply.

	You	Joint tenant		You	Joint tenant
Email	<input type="checkbox"/>	<input type="checkbox"/>	Large-print letter	<input type="checkbox"/>	<input type="checkbox"/>
Text message	<input type="checkbox"/>	<input type="checkbox"/>	Audio	<input type="checkbox"/>	<input type="checkbox"/>
Braille	<input type="checkbox"/>	<input type="checkbox"/>	CD	<input type="checkbox"/>	<input type="checkbox"/>
Other (please tell us below)	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="text"/>					

Question 7 - The languages you want us to contact you in

We will normally contact you in English by phone or letter. If you would prefer to be contacted in another language, please tell us the language you would like us to use to contact you.

Unfortunately we are not able to translate all of our documents, but will try to make sure that important documents are translated for you. Please tell us the preferred language that you would like us to use to contact you in, if **NOT English**.

	You		Joint tenant
Spoken	<input type="text"/>	Spoken	<input type="text"/>
Written	<input type="text"/>	Written	<input type="text"/>

More about you

In this section we ask for personal information that you may find sensitive. You can refuse to answer any particular question, but we would be grateful if you could answer as many questions as you can.

Question 8 - How would you describe your ethnic background?

How would you describe your ethnic background?

		You	Joint tenant		You	Joint tenant
White	British	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>
	Irish	<input type="checkbox"/>	<input type="checkbox"/>	(please tell us below)		
	Scottish	<input type="checkbox"/>	<input type="checkbox"/>			
Mixed race	White and black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	<input type="checkbox"/>
	White and black African	<input type="checkbox"/>	<input type="checkbox"/>	Other mixed background	<input type="checkbox"/>	<input type="checkbox"/>
				(please tell us below)		
Asian or Asian British	Indian	<input type="checkbox"/>	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>
	Asian Scottish	<input type="checkbox"/>	<input type="checkbox"/>	(please tell us below)		
Black or Black British	Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>
	African	<input type="checkbox"/>	<input type="checkbox"/>	(please tell us below)		
	Black Scottish	<input type="checkbox"/>	<input type="checkbox"/>			
Chinese or other ethnic group	Chinese	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>
				(please tell us below)		
Gypsy or traveller		<input type="checkbox"/>	<input type="checkbox"/>			
Prefer not to say		<input type="checkbox"/>	<input type="checkbox"/>			

Question 9 - Nationality

	You	Joint tenant		You	Joint tenant
UK national, resident in UK	<input type="checkbox"/>	<input type="checkbox"/>	Poland	<input type="checkbox"/>	<input type="checkbox"/>
Estonia	<input type="checkbox"/>	<input type="checkbox"/>	Bulgaria	<input type="checkbox"/>	<input type="checkbox"/>
Lithuania	<input type="checkbox"/>	<input type="checkbox"/>	Czech republic	<input type="checkbox"/>	<input type="checkbox"/>
Slovenia	<input type="checkbox"/>	<input type="checkbox"/>	Latvia	<input type="checkbox"/>	<input type="checkbox"/>
Other European Economic Area (EEA) Country	<input type="checkbox"/>	<input type="checkbox"/>	Slovakia	<input type="checkbox"/>	<input type="checkbox"/>
UK national returning from residence overseas	<input type="checkbox"/>	<input type="checkbox"/>	Romania	<input type="checkbox"/>	<input type="checkbox"/>
Hungary	<input type="checkbox"/>	<input type="checkbox"/>	Any other Country	<input type="checkbox"/>	<input type="checkbox"/>
			Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>

Question 10 - Religion

What is your religion?

	You	Joint tenant		You	Joint tenant
Christian	<input type="checkbox"/>	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	<input type="checkbox"/>	I don't have a religion	<input type="checkbox"/>	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	<input type="checkbox"/>	(please tell us below)		
Muslim	<input type="checkbox"/>	<input type="checkbox"/>			
Sikh	<input type="checkbox"/>	<input type="checkbox"/>			

Question 11 - Understanding the needs you or your household have

Do you or anyone living with you have any needs that you would like us to be aware of when we visit you at home or when you call into our office e.g. cultural needs?

Question 12 – Gender Identity & Sexual orientation

Is your gender identity the same as the gender you were assigned at birth?

Yes ☐ No ☐ Prefer not to say ☐

If 'No' please state opposite whether you are a Trans Woman or Trans Man?

Trans Woman

Trans Man

You

Joint
tenant

☐
☐
☐
☐

If No please state your current gender identity” with additional options for “Other”, “non binary”, “Genderfluid

You

Joint
tenant

Bisexual

☐
☐

Gay man

☐
☐

Lesbian

☐
☐

Heterosexual (straight)

Prefer not to say

You

Joint
tenant

☐
☐
☐
☐

Question 13 – Disabilities

Do you or anyone who will be living with you consider themselves to have a disability?

Yes ☐ No ☐

Disability

Household member affected (name please)

Uses a wheelchair

Has problems getting around but does not use a wheelchair

Is blind or has sight problems

Is deaf or has hearing problems

Cannot speak or has a difficulty with speech

Has a learning difficulty

Has mental-health problems

Long-term health problems

Prefer not to say

Has a disability not mentioned above

If any of the above contributes to the reasons you wish to be re-housed (please provide details below)

Question 14 – Adaptations

Do you require any special adaptations to your property?

Yes ☐

No ☐

Walk-in shower ☐ Ramps ☐ 24-hour emergency call system ☐
 Grab rails ☐ Door-entry system ☐
 Lever taps ☐ Stairlift ☐ Other (please tell us below) ☐

Question 15 – Why do you wish to mutually exchange your home?

Please tick the main reason you wish to exchange

☐ Property too small ☐ To move nearer to family/friends
☐ Property too large/under-occupying ☐ To move nearer to work/school
☐ Property unsuitable because of ill health/disability ☐ To move to accommodation with support
☐ Cannot afford the rent ☐ Other (please tell us below)

Your housing requirements

When considering an application for mutual exchange we use Home Group's room requirement criteria. Applicants may be entitled to more than the minimum depending on circumstances, the age and gender of any children. This is a guideline only as variations may occur.

Household members	Number of bedrooms
Single person/couple	Bedsit or 1 bedroom
Two adults who are not a couple	2 bedrooms
Couple/single parent with one or two children aged under 10	2 bedrooms
Couple/single parent with up to four children aged under 10	3 bedrooms
Couple/single parent with up to four children, and at least one whom is 10 years or over	2 to 4 bedrooms depending on age and gender of children
Couple/single parent with three adult dependants	4 bedrooms

- 'Adult' refers to anyone aged 16 or over
- Households with a medical requirement for level access will be given priority for ground floor flats and bungalows, where they are available.

Eligibility for spare bedrooms – a separate bedroom is considered necessary for:

- Every adult couple (married/civil partnership or unmarried)
- Any adult aged 16 or over who lives with you
- Any two children of the same sex aged under 16
- Any two children aged under 10
- A child with severe disabilities who is unable to share a bedroom
- Any other child
- An approved foster carer to use for placements (subject to meeting the DWP rules)
- A carer (or team of carers) who does not live with the applicant but provides the applicant or their partner with overnight care.

NOTE: Children whose main residence is elsewhere are not eligible for a bedroom.

Your financial and work status

Question 16 – You and the joint tenant's work status

Please tick the box that you think is most relevant.

	You	Joint tenant
Works full-time	<input type="checkbox"/>	<input type="checkbox"/>
Works part-time	<input type="checkbox"/>	<input type="checkbox"/>
Is self-employed	<input type="checkbox"/>	<input type="checkbox"/>
Is on government-supported training	<input type="checkbox"/>	<input type="checkbox"/>
Is unemployed	<input type="checkbox"/>	<input type="checkbox"/>
Is retired from work	<input type="checkbox"/>	<input type="checkbox"/>

	You	Joint tenant
Is in full-time education at school, college or university	<input type="checkbox"/>	<input type="checkbox"/>
Is looking after family or the home	<input type="checkbox"/>	<input type="checkbox"/>
Is permanently sick or disabled	<input type="checkbox"/>	<input type="checkbox"/>
Is doing something else	<input type="checkbox"/>	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>

You Name and address of employer

Joint tenant Name and address of employer

Question 17 – Which of the following benefits do you (and your partner if they live with you) receive?

Please tick as many boxes as apply.

	You	Joint tenant		You	Joint tenant
I DO NOT receive any benefits	<input type="checkbox"/>	<input type="checkbox"/>	Carer's Allowance	<input type="checkbox"/>	<input type="checkbox"/>
Universal Credit	<input type="checkbox"/>	<input type="checkbox"/>	Personal Independence Payment	<input type="checkbox"/>	<input type="checkbox"/>
Job Seekers Allowance	<input type="checkbox"/>	<input type="checkbox"/>	Disability Living Allowance	<input type="checkbox"/>	<input type="checkbox"/>
Income Support	<input type="checkbox"/>	<input type="checkbox"/>	State Pension	<input type="checkbox"/>	<input type="checkbox"/>
Employment and Support Allowance	<input type="checkbox"/>	<input type="checkbox"/>	Pension Credit	<input type="checkbox"/>	<input type="checkbox"/>
Incapacity Benefit	<input type="checkbox"/>	<input type="checkbox"/>	Attendance Allowance	<input type="checkbox"/>	<input type="checkbox"/>
Child Benefit	<input type="checkbox"/>	<input type="checkbox"/>	Housing Benefit	<input type="checkbox"/>	<input type="checkbox"/>
Child Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>	Council Tax Reduction	<input type="checkbox"/>	<input type="checkbox"/>
Working Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>

Question 18 – Do you have a bank, building society, savings or cheque account?

	You	Joint tenant		You	Joint tenant		You	Joint tenant
Yes	<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>

Declaration

Question 19 – Immigration status

Did you or any of the persons applying with you come into the UK during the last five years?

Yes ☐ No ☐

Are you or any of the persons applying with you subject to any immigration controls?

Yes ☐ No ☐

Are you or the persons applying with you Asylum Seekers?

Yes ☐ No ☐

Question 20 – Relationship to Home Group

Have you or the joint applicant, currently or in the past 12 months been:

- employed by Home Group?
- involved in customer and client activities?
- a Board Member of Home Group?

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Are you or the joint tenant closely connected to anyone who would fall into the categories listed above?

Yes ☐ No ☐

If 'Yes' to any of the above, please give details below:

Office use only: If 'Yes' to the above, please refer application to your line manager prior to banding.

Information for applicants

Process

Once we have received an application form, a reference will be requested from the other landlord (if applicable) and we will carry out a home visit. The home visit is to ensure all the details on the form are correct and to check the condition of your property before we can approve your exchange. Mutual exchanges are intended to be a voluntary arrangement between tenants, each accepting the accommodation they are moving into in the condition that it is left in by the outgoing tenant. This includes accepting responsibility for tenant's improvements and/or alterations.

The home visit will always be at your current address. We will aim to contact you within 7 working days of the home visit to discuss if the exchange can go ahead or whether certain works need to be carried out before you exchange.

Home Group will not accept responsibility for any environmental health issues, repairing damage, waste disrepair or poor decorative condition except where this is clearly the landlord's responsibility and where the fault is not the consequence of abuse or misuse.

Things to consider

- You can exchange with most other Home Group tenants, or a tenant(s) of another social landlord including local authorities.
- Applications can only be made by the tenant(s) as only tenants can exchange.
- No exchange can take place without prior written consent from Home Group and the other landlord (if applicable).
- You may be required to repair any defect which has been caused by alterations damage or neglect.
- You should remember that fixtures and fittings such as kitchen units, electric dimmer switches, shower units and gas fires are part of the property and must be retained in the property, even if you fitted them yourself.
- If you have a garage and/or shed you should agree to leave all keys to the incoming tenant.
- You should also remember to dispose of any unwanted effects or rubbish from the property garages/sheds and gardens.
- You should also be aware that pets are only permitted with permission from Home Group.
- Depending on the type of tenancies you and your exchange partner have, you may lose security of tenure or benefits of your current tenancy by exchanging your home. In some cases, you take on the same terms as the tenant you are exchanging with. If for example you have the right to buy or preserved right to buy, you may lose these rights. In other cases, you will be given a new tenancy which is equivalent of the one you currently have. Whether you swap tenancies or have a new tenancy depends on who you swap with and what type of tenancy they have, as well as the type of tenancy you have. Please contact Home Group or your landlord (if it is not Home Group) for more information on how this will work.

Viewing the proposed exchange property – what to look for

When viewing the proposed exchange property please consider the following points and confirm with the outgoing tenant what they are leaving including sheds, garage, as part of their tenancy.

- What kind of heating is there?
- Has the garden been maintained?
- The decorative condition of the property – has there been any alterations by the tenant which will become your responsibility.
- Is there allocated parking?
- Is there a garage or shed with the property?

- What do they cook with (gas/electric)?
- Will your cooker, fridge-freezer, washing machine etc. fit in these spaces?
- Are there enough electrical sockets?
- Will your furniture fit into the rooms?
- Are there any washing machine or dishwasher points?
- Is the outgoing tenant leaving carpets behind?
- What type of tenancy agreement do they have?
- How much is the rent?
- Are there any service charges for the property?

Reasons for refusal

Permission for an exchange will usually be granted however it may not be given if any of the tenants who wish to exchange:

- Are subject to an order of the court for the possession of their tenancy.
- Face legal action for possession of their tenancy, or have been served with a notice of proceedings of possession and it is still in force.
- Has an application pending before any court for an order in relation to anti-social behaviour, demotion of their tenancy in relation to them or a person living with them.
- Has a property adapted for a person with special needs and nobody in the new tenant's household has special needs.
- Would have a home that is much larger than their household needs.
- Would have a home that is too small for their household needs.
- Is living in a property that is in a building that's not used for housing purposes and was let to the tenant or their predecessor as part of their job.

This list is not exhaustive and is intended to give applicants an indication of the main reasons for refusal. We will consider each application carefully and give full consideration to the applicants' circumstances.

Tenants who have housing related debts to Home Group will be required to repay all money owed before the exchange can take place.

Right to appeal

If you are unhappy with a decision we make, you have the right to appeal that decision. You can appeal against the decision made but not the policy itself.

If you have either given or accepted any money in order to exchange, Home Group may take legal action to gain possession of the property.

When undertaking a mutual exchange you take the property you are moving to in its present condition. If there is any damage in the property to which you are moving which is the tenant's responsibility, you should be aware that this will become your responsibility if not remedied.

A large rectangular area with a light blue border, containing numerous horizontal lines for writing.

Informed consent

	You	Joint applicant
First name(s)	<input type="text"/>	<input type="text"/>
Last name	<input type="text"/>	<input type="text"/>
Current address	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>

By signing this form you are confirming that:

1. You understand that the information supplied on this form will be used to process your application for housing. As part of your application for housing, you understand that it may be necessary for us to request information from a previous or current landlord, mortgage lenders, local government departments, social workers, probation officers or the police. You hereby authorise and agree to us contacting any of the above to obtain such information as we feel is necessary.
2. The European General Data Protection Regulation and the Data Protection Act 2018 came into force in May 2018. This required some changes in how data is managed but also provides additional rights for you as an individual.

Please ensure that all sections of this form are completed. Partially completed forms will not be accepted. Both applicants must sign if this is a joint application.

You

Signature	
<input type="text"/>	<input type="text"/>
Print name	Date

Joint applicant

Signature	
<input type="text"/>	<input type="text"/>
Print name	Date

If this form has been filled in by someone other than the person(s) making the application.

Please tell us why you are filling in this form for the applicant.

I declare that as far as possible, I have confirmed with the person(s) applying that the answers I have written on this form are correct

Signature

Name Date

Relationship to the Applicant(s)

Both you and your exchange partner (or partners, if you're part of a chain of exchanges) will need to fill out a mutual exchange application form each. This form must be completed and then scanned and returned via email to contactus@homegroup.org.uk. If you can't do this, please call us on 0345 141 4663 so that we can put you in touch with your housing manager. They will be able to advise on an alternate option to get the form to us. You may also need to fill out application forms for any other landlords involved.

Translation service

If you need help to complete this form, or need any part of it to be translated or in another format, please contact your local office. Please let us know if you would like an audio or large print version of this document.

Arabic

إذا رغبت بأن تحصل على كامل محتويات هذه الوثيقة أو احد أجزاء هذه الوثيقة مترجماً برايل أو على هيئة صوتية أو مطبوعاً بالخط الكبير ، فيرجى الاتصال مع مركز خدمة الـ 0345 141 4663.

Chinese

您如果需要将本文件或者其中的一部分进行翻译，或者需要以盲文、声音、或者大号印刷体的形式显示，请联系我们 的‘顾客服务中心’，电话号码是 0345 141 4663。

Polish

Jeśli chciał(a)by Pan(i) uzyskać tłumaczenie tego dokumentu lub dowolnej jego części, czy też otrzymać jego wersję alfabetem Braille'a, audio lub dużym drukiem, prosimy o kontakt z naszym Centrum Obsługi Klienta (Customer Service Centre) pod numerem tel. 0345 141 4663.

Russian

Если вы хотели бы получить полный или частичный перевод этого документа, или он нужен вам шрифтом Брайля, в аудиоформате или крупным шрифтом, пожалуйста, свяжитесь с нашим Центром клиентского обслуживания по телефону 0345 141 4663.

Tamil

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Portuguese

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Welsh

Os hoffech chi i'r ddogfen hon neu unrhyw ran ohoni gael ei chyfieithu, neu os oes arnoch ei hangen mewn braille, sain, neu brint fawr, cysylltwch â'n Canolfan Gwasanaethau i Gwsmeriaid ar 0345 141 4663.

Urdu

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