



Mutual Exchange Application Form

If you need any help to fill in this form, get in touch with your landlord or the Housing Options Centre on 01332 256483. This form can also be completed online, visit www.derbyhomefinder.org.

We can give you this information in any other way, style or language that will help you access it. Please contact us on 01332 256483 or Minicom 01332 256480.

Derby Homefinder Landlords

Affinity Sutton	01477 539250
Derby Homes	01332 711000
Derwent Living	01332 346477
Friendship Care and Housing	0845 6088110
Guinness Northern Counties	0845 605 9000
Raglan Housing Association	0845 070 7772
Riverside	0845 1110000
Riverside ECHG	0845 1110000
Salvation Army Housing Association	0800 970 6363
Metropolitan	020 3535 3535
Tuntum Housing Association	0115 916 6066

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku.
Prosimy o kontakt: 01332 256483 Tel. tekstowy: 01332 256480

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم 01332 256483 منی کام 01332 256480 پر ہم سے رابطہ کریں۔

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ।
ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ 01332 256483 ਮਿਨੀਕਮ 01332 256480 ਤੇ ਸੰਪਰਕ ਕਰੋ।

Office use only

Application number _____

Notes and guidance

Please read these notes before you fill in this form.

We will not be able to register your exchange form if you do not answer all the questions on this form that apply to you ‘the main applicant’ and the person you are applying with ‘the joint applicant’ if you have one.

We will scan this form using a computer. You can help us to make sure that the information we hold about you is correct by following the instructions given in each section of the form. These instructions will include:

- using black or blue ink when writing on the form
- using capital letters for your answers, such as
- writing as clearly as possible so we can read the information
- putting a cross inside any boxes where you have to select an answer, such as

Last Name

SMITH

X

What is Derby Home Swap?

Derby Home Swap is a mutual exchange scheme that allows Council and housing association tenants living in Derby to swap properties.

Conditions of using the scheme

To use the Derby Home Swap scheme you must:

- be a secure Council tenant **or** an assured housing association tenant living in a Derby Homefinder landlord property. You will not be able to do an exchange if you are an introductory tenant or have an assured shorthold tenancy. Please check your tenancy agreement to confirm what kind of tenancy you have
- and
- be registered as a Derby Home Swap applicant.

Part 1 - About you – the main applicant, the joint applicant and who will be housed with you

Are you already on Derby Homefinder?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what is your Derby Homefinder application number?		
If yes, what is your Derby Homefinder login number?		

	Main applicant	Joint applicant
Title Please put a cross in one box only.	Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> _____	Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> _____
First name		
Last name		
Date of birth	D D / M M / Y Y Y Y	D D / M M / Y Y Y Y
Are you male or female?	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
Is this household member pregnant?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, when is the baby due?	D D / M M / Y Y Y Y	D D / M M / Y Y Y Y
Do you have access to children?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give access details		

Relationship to Main applicant?		
National Insurance Number You will find this on your National Insurance card, your pay slips or from tax papers.	Letters _____ Numbers _____ Letter _____	Letters _____ Numbers _____ Letter _____
Preferred language		

My ethnic origin is:	Main applicant	Joint applicant		Main applicant	Joint applicant
Asian or Asian British			Dual Heritage		
Of Bangladeshi origin	<input type="checkbox"/>	<input type="checkbox"/>	Of White and Asian origin	<input type="checkbox"/>	<input type="checkbox"/>
Of Indian origin	<input type="checkbox"/>	<input type="checkbox"/>	Of White and Black African origin	<input type="checkbox"/>	<input type="checkbox"/>
Of Pakistani origin	<input type="checkbox"/>	<input type="checkbox"/>	Of White and Black Caribbean origin	<input type="checkbox"/>	<input type="checkbox"/>
Of any other Asian origin	<input type="checkbox"/>	<input type="checkbox"/>	Of any other Dual Heritage origin	<input type="checkbox"/>	<input type="checkbox"/>
Black or Black British			White		
Of African origin	<input type="checkbox"/>	<input type="checkbox"/>	British	<input type="checkbox"/>	<input type="checkbox"/>
Of Caribbean origin	<input type="checkbox"/>	<input type="checkbox"/>	Irish	<input type="checkbox"/>	<input type="checkbox"/>
Of any other Black origin	<input type="checkbox"/>	<input type="checkbox"/>	Of any other White origin Please state below	<input type="checkbox"/>	<input type="checkbox"/>
Chinese			Other White origin		
Of Chinese origin	<input type="checkbox"/>	<input type="checkbox"/>	Of any Other Ethnic origin Please state below	<input type="checkbox"/>	<input type="checkbox"/>
			Other Ethnic origin		

Phone Numbers	Main applicant	Joint applicant
Home telephone number		
Work telephone number		
Mobile telephone number		

Current Address Details	Main applicant	Joint applicant
Home address		
	Postcode	Postcode
Date moved into this address?	D D / M M / Y Y Y Y	D D / M M / Y Y Y Y
Who is your current landlord?		

Correspondence Address Details	Main applicant	Joint applicant
Contact address If you would like your post to go to a different place than your home address, please tell us here.		
	Postcode	
E-mail address If you are happy for us to contact you by e-mail, please fill in your e-mail address.		

Additional Household Members

Please list all of the people who will be moving with you.

Title	First name	Last name	Date of birth	Male, female	Relationship to the Main applicant	Ethnic origin

Part 2 - About the property you are looking for

What type of property are you looking for? Please give your first 3 preferred property types in order: 1 st , 2 nd , 3 rd .	House <input type="checkbox"/>	Flat <input type="checkbox"/>	Bungalow <input type="checkbox"/>	Maisonette <input type="checkbox"/>		
Would you consider any other property types in addition to your 3 choices?	Bedsit <input type="checkbox"/>	Apartment <input type="checkbox"/>	Studio Apartment <input type="checkbox"/>			
Minimum number of bedrooms required?	1 Bed <input type="checkbox"/>	2 Bed <input type="checkbox"/>	3 Bed <input type="checkbox"/>	4 Bed <input type="checkbox"/>	5 Bed <input type="checkbox"/>	6 Bed <input type="checkbox"/>
Maximum number of bedrooms required?	1 Bed <input type="checkbox"/>	2 Bed <input type="checkbox"/>	3 Bed <input type="checkbox"/>	4 Bed <input type="checkbox"/>	5 Bed <input type="checkbox"/>	6 Bed <input type="checkbox"/>
Using the table below please list in order of 1st, 2nd, 3rd your areas of preference						
Allestree or Darley Abbey		Mickleover or Littleover				
Alvaston		Normanton or Peartree				
Central Derby, including the city centre, West End and Stockbrook Street area		Oakwood				
Chaddesden		Osmaston or Allenton				
Chellaston		Spondon				
Derwent – including the Cowsley and Sussex Circus estates		Sunnyhill or Sinfin				
Mackworth						
Would you consider other area's in addition to your 3 choices?	Yes <input type="checkbox"/> No <input type="checkbox"/>					

Part 3 - Adaptations

Adaptations to the property

Does the property contain any of the following adaptations?

Is the property suitable for a wheelchair user Through Floor Lift Type: (wheelchair/perching) _____

Stair lift (Curved / Straight) _____ Walk in Shower Shower Tray Height in cm: _____

Level access shower/wet room Bath with Hoist Closo Mat Toilet Drop Down Shower Seat

Kitchen Adapted Widened Doors Ramp to Front Door Ramp to Back Door

Ground Floor Extension Flashing Door Bell Grab Rails

Grab Rails Location(s): _____ External Step Rail External Step Lift

Video Door Entry Life Line Unit Key Safe

Is there a Mobility Problem Front Door Is there a Mobility Problem Back Door

Part 4 - Financial Details

Financial details			
How much is the rent?	£	Do you pay any service charge?	£
Any other charges?	£	Payment cycle?	

Part 5 - Additional Details

Additional details	
Does your property have a valid Energy Performance Certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what rating was it given?	Rating _____ Percentage _____ Certificate Date _____
If your property does not have a valid certificate please contact your landlord to arrange a certificate, you will not be able to exchange without one. Your landlord's contact details can be found at the back of this form.	
What Council Tax band is your property in?	

Part 6 - Your current property details

How many bedrooms does the property have?	1 Bed <input type="checkbox"/> 2 Bed <input type="checkbox"/> 3 Bed <input type="checkbox"/> 4 Bed <input type="checkbox"/> 5 Bed <input type="checkbox"/> 6 Bed <input type="checkbox"/>
What type of property do you live in?	House <input type="checkbox"/> Flat <input type="checkbox"/> Bungalow <input type="checkbox"/> Maisonette <input type="checkbox"/> Bedsit <input type="checkbox"/> Apartment <input type="checkbox"/> Studio Apartment <input type="checkbox"/>
If a flat / maisonette / bedsit / apartment what floor is the property on?	
Is this a sheltered housing property? ie for people over the age of 60 years	Yes <input type="checkbox"/> No <input type="checkbox"/>
Type of garden	None <input type="checkbox"/> Shared <input type="checkbox"/> Rear <input type="checkbox"/> Front <input type="checkbox"/> Front & Rear <input type="checkbox"/>
Location of bathroom	Upstairs <input type="checkbox"/> Downstairs <input type="checkbox"/> Upstairs & Downstairs <input type="checkbox"/>
Type of parking	On Street <input type="checkbox"/> Garage <input type="checkbox"/> Allocated Parking Space <input type="checkbox"/> Shared Driveway <input type="checkbox"/> Communal Car Park <input type="checkbox"/> Driveway <input type="checkbox"/>
Type of heating	
Type of kitchen	Separate Kitchen <input type="checkbox"/> Kitchen / Diner <input type="checkbox"/>
What cooking facilities does the property have?	Gas <input type="checkbox"/> Electric <input type="checkbox"/> Gas & Electric <input type="checkbox"/>
How many double bedrooms in the property?	1 Bed <input type="checkbox"/> 2 Bed <input type="checkbox"/> 3 Bed <input type="checkbox"/> 4 Bed <input type="checkbox"/> 5 Bed <input type="checkbox"/> 6 Bed <input type="checkbox"/>
How many single bedrooms in the property?	1 Bed <input type="checkbox"/> 2 Bed <input type="checkbox"/> 3 Bed <input type="checkbox"/> 4 Bed <input type="checkbox"/> 5 Bed <input type="checkbox"/> 6 Bed <input type="checkbox"/>
What bathroom washing facilities are in the property?	Bath & Separate Shower Cubicle <input type="checkbox"/> Shower Cubicle <input type="checkbox"/> Bath <input type="checkbox"/> Shower Over Bath <input type="checkbox"/> Dish Floor Shower <input type="checkbox"/> Shower Tray <input type="checkbox"/>

Are pets allowed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes with Restriction <input type="checkbox"/>
Steps to rear door	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Number of steps to the:	Front Door:		Rear Door:
Is there a lift? i.e. to the first/second floor. This does not include stair lifts	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is there plumbing for a washing machine?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the property have any of the following rooms?	Lounge <input type="checkbox"/>	Dining Room <input type="checkbox"/>	Second Reception Room <input type="checkbox"/> Study <input type="checkbox"/>
Is there a downstairs toilet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is there a secure door entry system?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the property have double glazing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Can the property be purchased under the right to buy scheme?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the property let under a furnished tenancy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Burglar alarm	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Smoke alarm	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Part 7 - Marketing Information

Marketing information (max 150 characters)

Please provide some details about your property that potential viewers may find useful. (Examples: is it close to shops or bus stops, are there schools nearby?)

Part 8 - Contact Details

Please enter details of how you should be contacted. These details will be given to the current tenants of the mutual exchange properties you bid on so they can contact you to discuss exchanging properties.

(Example: Please contact me on my mobile number 07111 123456 or by email contactme@email).

Phone Numbers	Main applicant	Joint applicant
Home telephone number		
Work telephone number		
Mobile telephone number		
Email address/s	1 st	
	2 nd	

Declaration

Please check through the form carefully when you have completed it as it is important that the information you give is correct. Derby Homefinder landlords are by law, entitled to take action to end any tenancy you are given if you have, knowingly or recklessly made a false statement.

Please ensure that all tenants have signed this form and return it to your landlord. Please see addresses of the Derby Homefinder Landlords listed at the end of this form.

I understand that my property details, contact details and the street name will be shown on the Derby Homefinder website when my property is advertised.

	Main applicant	Joint applicant
Signature		
Date		



We will treat all the information you provide in confidence and in accordance with the Data Protection Act 1998. We will use it for the purpose of processing your mutual exchange application. We will need to share it with other departments or organisations to get further information for your application. These include Housing Benefits, Derby Homes local housing offices, housing associations, Council Tax, The Department for Work and Pensions, Experian or other credit reference agencies, Probation Service, Police, Social Services, Occupational Therapists and other local councils. We may also use it to contact you from time to time to review your information and our service to you.

We may share your information with other housing providers or organisations for research purposes. If you **do not** wish the Council to use the information you have supplied in this way, please tick the box.

Declaration – You are responsible for the information on this form and must sign the declaration - even if someone else has filled in this form for you. If you have a joint applicant, they must sign the declaration as well. Please read it carefully before you sign and date it.

You must not exchange with another tenant unless you have written permission from both landlords.

What to do now

Check that you have filled in and signed the Derby Home Swap form for yourself and any joint applicant.

Send your completed form to your landlord. Your landlord will contact you within 28 days of receiving your Home Swap form to confirm your property is being advertised or to request further information.

Derby Homefinder Landlords

Affinity Sutton

Holme House
Manor Lane
Holmes Chapel
Cheshire CW4 8AF
Tel: 01477 539250

Derby Homes

Floor 2 South Point
Cardinal Square
10 Nottingham Road
Derby DE1 3QT
Contact Centre Tel: 01332 711000

Derwent Living

1 Centro Place
Pride Park
Derby DE24 8RF
Tel: 01332 346477

Friendship Care and Housing

5 The Triangle
Enterprise Way
NG2 Business Park
Nottingham NG2 1AE
Tel: 0845 6088110

Guinness Northern Counties

38a Moyne Gardens
Chellaston
Derby DE73 6UE
Tel: 0845 605 9000

Raglan Housing Association Ltd

22-24 Oxford Road
Bournemouth
Dorset BH8 8EZ
Tel: 0845 070 7772

Riverside

Riverside House
49 Western Boulevard
Leicester LE2 7HN
Tel: 0845 1110000

Riverside ECHG

Unit 3
Little Chester Park
Alfreton Road
Derby
DE21 4AA
Tel: 0845 1110000

Salvation Army

Housing Association
33-35 Chorley New Road
Bolton
BL1 4QR
Tel: 0800 970 6363

Metropolitan

68-84 Alfreton Road
Nottingham
NG7 3NN
Tel: 020 3535 3535

Tuntum Housing Association

90 Beech Avenue
New Basford
Nottingham NG7 7LW
Tel: 0115 916 6066