

# Mutual EXCHANGES



Broxtowe  
Borough  
COUNCIL



Secure tenants have the right to exchange tenancies by way of a 'Deed of Assignment'. This can be with the tenant of another local authority and most housing associations.



Before exchanging properties you must gain the written consent of this Council and if the person you wish to exchange with is not our tenant, you will also require the consent of the other landlord. In order for your application to be considered you should complete the form below in full and send this to the Council Offices in Beeston; the full address is given at the bottom of this page.



If the person you wish to exchange with is not our tenant, you may also need to fill in an application form for the other landlord.



We have a maximum of 42 days in which to process your application, but try to deal with this as soon as possible. If and when approved, an appointment will be made for you to complete the 'Deed(s) of Assignment' at one of the Council offices. Again if the person you are exchanging with is not our tenant you will also need to sign similar documents with the other Council or housing association landlord.

We will inspect both your property and the property to which you wish to move, if we own it. Should there be items at your property, which as a result of either your neglect or due to damage, require replacement/repair consent to the exchange will be withheld until the necessary works are completed to our satisfaction.

You should ensure that you are completely satisfied with the standard of cleanliness and decoration of the other property. Additionally, where the other tenant has carried out alterations to the property, such as additional kitchen units, fires, fire surrounds, light fittings, etc. you should establish whether or not these are to be left in place. If they are left you will become responsible for their ongoing repair/replacement.

Under no circumstances should you exchange properties without having received our written authorisation to do so.

When you have received the authorisation to exchange you should ensure your rent is paid in full to the end of the tenancy, either prior to or at the time you come to sign the 'Deed of Assignment'. If this is not done you may not be allowed to sign until payment has been made.

## Grounds for refusal

The grounds for refusing permission for an exchange are legally defined. These are:-

- The Council has been granted possession order by a court against either yourself or the other applicant.
- Possession proceedings have been started by the Council by the issuing of a Notice of Seeking Possession
- The property to which you wish to move is either too large or too small for you and your family.
- The property in which you wish to move was either built, or has been extensively adapted, for the occupation by a disabled person and your family has no disabled member, who would make use of such facilities.
- One of the properties is in a Sheltered housing scheme for elderly people and the incoming tenant does not qualify for this type of housing.

**Should you require any further advice or assistance regarding your application please do not hesitate to contact the Housing Management Section at the Council Offices, Foster Avenue, Beeston, Nottingham NG9 1AB.**

**Tel: (0115) 917 7777 ext 3400.**

## Details of Named Tenants

Your Name: .....

Date of Birth: .....

National Insurance Number: .....

Telephone Number: .....

Have you ever been known by another name?

**YES**

☐

**NO**

☐

If **YES**, please give details: .....

.....

Are you pregnant?

**YES**

☐

**NO**

☐

If **YES**, what date is the baby due? .....

.....

Do you consider yourself to have a disability?

**YES**

☐

**NO**

☐

If **YES**, please give full details: .....

.....

Have you any unspent Criminal Offences?

**YES**

☐

**NO**

☐

If **YES**, please give **FULL** details, including date of convictions: .....

.....

Have you ever been evicted from a tenancy for rent arrears?

**YES**

☐

**NO**

☐

If **YES**, please give full details, including any arrangements to pay off arrears: .....

.....

.....

Joint Tenants Name: .....

Date of Birth: .....

National Insurance Number: .....

Telephone Number: .....

Have you ever been known by another name?

**YES**

☐

**NO**

☐

If **YES**, please give details: .....

.....

Are you pregnant?

**YES**

☐

**NO**

☐

If **YES**, what date is the baby due? .....

.....

Do you consider yourself to have a disability?

**YES**

☐

**NO**

☐

If **YES**, please give full details: .....

.....

Have you any unspent Criminal Offences?

**YES**

☐

**NO**

☐

If **YES**, please give **FULL** details, including date of convictions: .....

.....

Have you ever been evicted from a tenancy for rent arrears?

**YES**

☐

**NO**

☐

If **YES**, please give full details, including any arrangements to pay off arrears: .....

.....

.....

Have you ever been evicted from a tenancy for any anti-social behaviour related incidents?

**YES**

☐

**NO**

☐

If **YES**, please give full details: .....

.....  
.....

Have you ever been investigated or evicted from a tenancy for Breaching your Tenancy Terms and conditions?

**YES**

☐

**NO**

☐

If **YES**, please provide full details: .....

.....  
.....

Have you ever been evicted from a tenancy for any anti-social behaviour related incidents?

**YES**

☐

**NO**

☐

If **YES**, please give full details: .....

.....  
.....

Have you ever been investigated or evicted from a tenancy for Breaching your Tenancy Terms and conditions?

**YES**

☐

**NO**

☐

If **YES**, please provide full details: .....

.....  
.....

Are you or any member of your household a Council employee, related to a Council employee, a Borough Councillor or related to a Borough Councillor?

**YES**

☐

**NO**

☐

If **Yes**, please provide full details: .....

.....  
.....

**Main reason for wanting a mutual exchange?** .....

.....  
.....  
.....

Do you have any pets?

**YES**

☐

**NO**

☐

If **Yes**, please provide full details of **ALL** pets: .....

.....  
.....

## Your Property Details

Address: .....

.....  
.....

Postcode: .....

Number of bedrooms: .....

Weekly rent: £ .....

Are there any rent arrears?

**YES**

☐

**NO**

☐

If **YES**, how much? £ .....

### Your Property Details continued

Are you in receipt of Housing Benefit?

☐

**YES**

☐

**NO**

Has the property been adapted to meet the needs of a disabled resident?

☐

**YES**

☐

**NO**

If **Yes**, please give details: .....

.....

.....

Have you made any alterations/improvements to the property (including changing doors/light fittings etc.)?

☐

**YES**

☐

**NO**

If **Yes**, please give details: .....

.....

.....

Are you intending to leave any non-standard Council items at the property?

☐

**YES**

☐

**NO**

If **Yes**, then please list every item that you intend to leave, including items in the gardens (please ensure that the incoming applicant is fully aware of these items that they will be taking responsibly for):

.....

.....

### Additional Family Members to be housed with you

Name: .....

Date of Birth: .....

Relationship to you: .....

Gender: .....

**Length of time at current address?** .....  
(residency proofs may be required)

**Do they have a disability?**

**YES**

☐

**NO**

☐

If **YES**, please explain? .....

.....

Name: .....

Date of Birth: .....

Relationship to you: .....

Gender: .....

**Length of time at current address?** .....  
(residency proofs may be required)

**Do they have a disability?**

**YES**

☐

**NO**

☐

If **YES**, please explain? .....

.....

**Additional Family Members to be housed with you continued**

Name: .....

Date of Birth: .....

Relationship to you: .....

Gender: .....

**Length of time at current address?** .....  
(residency proofs may be required)

**Do they have a disability?**

**YES**

☐

**NO**

☐

If **YES**, please explain? .....

.....

Name: .....

Date of Birth: .....

Relationship to you: .....

Gender: .....

**Length of time at current address?** .....  
(residency proofs may be required)

**Do they have a disability?**

**YES**

☐

**NO**

☐

If **YES**, please explain? .....

.....

**Details of the Tenant(s) with whom you wish to exchange**

Your Name: .....

Date of Birth: .....

National Insurance Number: .....

Telephone Number: .....

**Have you ever been known by another name?**

**YES**

☐

**NO**

☐

If **YES**, please give details: .....

.....

**Are you pregnant?**

**YES**

☐

**NO**

☐

If **YES**, what date is the baby due? .....

.....

**Do you consider yourself to have a disability?**

**YES**

☐

**NO**

☐

If **YES**, please give full details: .....

.....

Joint Tenants Name: .....

Date of Birth: .....

National Insurance Number: .....

Telephone Number: .....

**Have you ever been known by another name?**

**YES**

☐

**NO**

☐

If **YES**, please give details: .....

.....

**Are you pregnant?**

**YES**

☐

**NO**

☐

If **YES**, what date is the baby due? .....

.....

**Do you consider yourself to have a disability?**

**YES**

☐

**NO**

☐

If **YES**, please give full details: .....

.....

Have you any unspent Criminal Offences?

YES

☐

NO

☐

If **YES**, please give **FULL** details, including date of convictions: .....

.....

.....

Have you ever been evicted from a tenancy for rent arrears?

YES

☐

NO

☐

If **YES**, please give full details, including any arrangements to pay off arrears: .....

.....

.....

Have you ever been investigated or evicted from a tenancy for Breaching your Tenancy Terms and conditions?

YES

☐

NO

☐

If **YES**, please provide full details: .....

.....

.....

Have you any unspent Criminal Offences?

YES

☐

NO

☐

If **YES**, please give **FULL** details, including date of convictions: .....

.....

.....

Have you ever been evicted from a tenancy for rent arrears?

YES

☐

NO

☐

If **YES**, please give full details, including any arrangements to pay off arrears: .....

.....

.....

Have you ever been investigated or evicted from a tenancy for Breaching your Tenancy Terms and conditions?

YES

☐

NO

☐

If **YES**, please provide full details: .....

.....

.....

Are you or any member of your household a Council employee, related to a Council employee, a Borough Councillor or related to a Borough Councillor?

YES

☐

NO

☐

If **Yes**, please provide full details: .....

.....

.....

Main reason for wanting a mutual exchange? .....

.....

.....

Do you have any pets?

YES

☐

NO

☐

If **Yes**, please provide full details of **ALL** pets: .....

.....

.....

## Property Details

Address: .....

Postcode: .....

Name and Address of Landlord .....

Postcode .....

Name of Housing Officer .....

Telephone number of Housing Officer .....

Weekly rent: £ .....

Are there any rent arrears?

**YES** ☐

**NO** ☐

If **YES**, how much? £ .....

Are you in receipt of Housing Benefit? **YES** ☐

**NO** ☐

If **YES**, how much? £ .....

Length of time at address: .....

Has the property been adapted to meet the needs of a disabled resident?

**YES** ☐

**NO** ☐

If **Yes**, please give details: .....

## Additional Family Members to be housed with you

Name: .....

Date of Birth: .....

Relationship to you: .....

Gender: .....

**Length of time at current address?** .....

*(residency proofs may be required)*

**Do they have a disability?**

**YES** ☐

**NO** ☐

If **YES**, please explain? .....

Name: .....

Date of Birth: .....

Relationship to you: .....

Gender: .....

**Length of time at current address?** .....

*(residency proofs may be required)*

**Do they have a disability?**

**YES** ☐

**NO** ☐

If **YES**, please explain? .....

## Additional Family Members to be housed with you

Name: .....

Date of Birth: .....

Relationship to you: .....

Gender: .....

**Length of time at current address?** .....  
(residency proofs may be required)

**Do they have a disability?**

**YES**

☐

**NO**

☐

If **YES**, please explain? .....

.....

Name: .....

Date of Birth: .....

Relationship to you: .....

Gender: .....

**Length of time at current address?** .....  
(residency proofs may be required)

**Do they have a disability?**

**YES**

☐

**NO**

☐

If **YES**, please explain? .....

.....

### **Declaration** (only sign below and print name if it is your name on page one of this form)

I/we hereby certify that I/we have read the details overleaf and that the information I/we have given on this application form and any other information that I/we may provide in connection with this application is truthful and complete and that I/we have not included information that may misrepresent my/our true household circumstances.

I/we understand that the Council can contact other housing providers in relation to my application to gain information about my/our tenancy where appropriate.

I/we also certify that I/we have viewed the property to which I/we wish to move and am/are completely satisfied with the standard of cleanliness and decoration.

I/we fully understand that should the application be approved, I/we will become personally liable for the repair/replacement of all additional fixtures and fittings provided by the other tenant/s and which have been left in the property.

**Signed Tenant** .....

**Print name** .....

**Date** .....

**Joint Tenant** .....

**Print name** .....

**Date** .....

Broxtowe Borough Council  
Housing - Tenancy and Estates,  
Foster Avenue, Beeston,  
Nottingham, NG9 1AB  
Tel: 0115 917 7777  
[www.broxtowe.gov.uk](http://www.broxtowe.gov.uk)



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