**MUTUAL EXCHANGE APPLICATION FORM (MX1 – CITIZEN TENANT)**

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| Complete this form if you wish to exchange with another resident. Both (all) parties must complete a separate form. We will tell you about our decision within six weeks of receiving the completed forms. Consent is conditional on us receiving all the relevant information we need. You must not exchange properties or make any removal arrangements until:* Both parties have the full written permission of the Landlord(s) involved
* Both parties have signed deeds of assignment
* Both parties have met any conditions of consent
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| **About You** |

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| **Title** |  | **First Name(s)** |  | **Last Name** |  |
| **Date of Birth** |  | **Telephone Number** |  |
| **Address (inc. Post Code)** |
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| **Email Address** |  |

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| Please state details of all other people for whom accommodation is required: (your family who will be living with you) |
| **Title** | **First Name(s)** | **Last Name** | **Date of Birth** | **Relationship** | **Sex** |
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| **Do you receive Housing Benefit?** | **Yes** |  | **No** |  |

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| **Please state if this is a 2-way or 3-way mutual exchange:** |  |

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| **How did you find your exchange partner? i.e., Homeswapper, Facebook** |  |

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| **Why do you want to move/exchange homes?** |
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| **Is your current tenancy in your sole name?** | **Yes** |  | **No** |  |

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| **If no, who is the other named person on your tenancy agreement** |
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| **Are you closely connected to anyone who works for Citizen?** | **Yes** |  | **No** |  |

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| "Closely connected" includes an individual's family members (including persons who might reasonably be regarded as similar to family members even where there is no relationship by birth or in law and includes a partner (someone to whom the individual is married, a civil partner or someone with whom they live in a similar capacity), parent, parent-in-law, son, daughter, stepson or stepdaughter, child of a partner, brother, sister, brother or sister of a partner, grandparent, grandchild, uncle or aunt, nephew or niece, partners of any of these people, any dependents and any person on whom the individual depends and includes estranged, separated and divorced family members) and a person with whom the individual has a close association (being someone with whom they were in regular or irregular contact over a period of time who was more than an acquaintance. It would be someone a member of the public might reasonably think the individual would be prepared to favour or disadvantage when discussing a matter that affects them. It may be a friend, colleague, neighbour, business associate or someone known through general social contacts. |

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| **About Your Home** |

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| **Is your home a:** |
| **House** |  | **Flat** |  | **Bungalow** |  | **Maisonette** |  |

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| **If your home is a flat, what floor do you live on?** |  |

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| **How many bedrooms are there?** |  |

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| **Your Household Income and Expenditure** |

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| Please complete either weekly or monthly depending on how you manage your money |
| **Income** | **Weekly** | **Monthly** |
| Your wages |  |  |
| Your partners wages |  |  |
| Income Support |  |  |
| Universal Credit |  |  |
| Job Seekers Allowance (Old or New) |  |  |
| Child Benefit |  |  |
| Working Tax Credit |  |  |
| State Pension/Pension Credit |  |  |
| Bereavement Allowance |  |  |
| Personal Independence Payment (PIP) |  |  |
| Disability Living Allowance (DLA) |  |  |
| Attendance Allowance (AA) |  |  |
| Carers Allowance |  |  |
| Maintenance |  |  |
| Money from anyone who lives with you |  |  |
| Housing Benefit |  |  |
| Council Tax Benefit |  |  |
| Student Loan/Grant |  |  |
| Insurance Payments |  |  |
| Other (please specify) |  |  |
| **Total Income** | **£** | **£** |

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| **Expenditure** | **Weekly** | **Monthly** |
| Rent |  |  |
| Council Tax |  |  |
| Contents Insurance |  |  |
| Water |  |  |
| Electricity |  |  |
| Gas |  |  |
| Groceries |  |  |
| TV Licence |  |  |
| Maintenance Payments |  |  |
| Maintenance |  |  |
| Travel Expenses |  |  |
| Phones |  |  |
| Pet Costs |  |  |
| Child Minding |  |  |
| Socialising |  |  |
| Memberships i.e., gym |  |  |
| Insurance Payments |  |  |
| Other (please specify) |  |  |
| **Other Debts** |
| Rent Arrears |  |  |
| Council Tax Arrears |  |  |
| Credit Card Debts |  |  |
| Loans |  |  |
| Unpaid Maintenance |  |  |
| Other (please specify) |  |  |
| **Total Expenditure** | **£** | **£** |

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| **Overall** | **Weekly** | **Monthly** |
| **A - Total Income** |  |  |
| **B - Total Expenditure** |  |  |
| **Balance (A Minus B)** | **£** | **£** |

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| **Details about who you want to exchange with** |

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| **Title** |  | **First Name(s)** |  | **Last Name** |  |
| **Date of Birth** |  | **Telephone Number** |  |
| **Address (inc. Post Code)** |
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| **Email Address** |  |

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| Please state details of all other people for whom accommodation is required: (your family who will be living with you) |
| **Title** | **First Name(s)** | **Last Name** | **Date of Birth** | **Relationship** | **Sex** |
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| **Exchange Partner – Landlord Contact Details** |

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| **Name** |  |
| **Address** |  |
| **Housing Officer** |  |
| **Telephone Number** |  |
| **Email Address** |  |

**Please note:** You will be required to pay one week’s rent and set up a direct debit at a minimum of £5 per week when signing your Deed of Assignment paperwork. This is irrespective as to whether you will be

claiming housing benefit. Your payment will need to completed using a debit card, as we are unable to accept cash.

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| **STATEMENT**I have inspected the property that I want to move to and understand that Citizen will only approve proposed exchange subject to the following conditions:* I accept full responsibility for any defects or damage to the fittings and fixtures which are not due to fair wear and tear
* I accept full responsibility for any alterations carried out by the outgoing tenant
* I will rectify any breach in my tenancy agreement, such as payment of outstanding rent arrears.

I declare that I have not accepted payment in connection with this exchange. I give permission for Citizen to disclose information to the proposed exchanges landlord regarding my rent account and any action taken against me in respect of possession proceedings and any breech of tenancy. |

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| **Signature****(Applicant)** |  | **Date** |  |
| **Signature****(Joint Applicant)** |  | **Date** |  |
| **If this is a joint tenancy, both applicants must sign.** |

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| **What happens after I submit the application forms?**Once you and your proposed exchange partner have submitted the forms the following will take place:* We will assess your application forms to make sure that the swap is suitable for both parties
* You will receive text messages updating you where we are at in the process. This means that you do not need to phone us. The process can take up to 6 weeks.
* A Housing Officer will contact you to arrange to inspect your home
* We will advise you about any repairs you may need to make
* We will contact the other landlord to request a reference
* We will assess your application and it will be approved or refused
* You will receive a letter giving or denying permission

If your application is successful, we will contact you to arrange to sign the paperwork. At this stage we will ask you to provide identification. We will also take a photograph of you for our records |

**Please send the completed form back to** **info@citizenhousing.org.uk** **or by post to Citizen Housing, 4040 Lakeside, Solihull Parkway, Birmingham, B37 7YN**