**MUTUAL EXCHANGE APPLICATION FORM (MX2 – NON-CITIZEN TENANT)**

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| Complete this form if you wish to exchange with a Citizen tenant. 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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| **Is any member of your household pregnant?** | **Yes** |  | **No** |  |

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| **What type of tenancy do you have?** | | | | | | | |
| **Assured** |  | **Secure** |  | **Starter** |  | **Assured Shorthold** |  |

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| **When did your tenancy commence?** |  |

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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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| **Do you have any pets?** | **Yes** |  | **No** |  |
| **If yes, please list them** | | | | |
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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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| **What is your main Language?** |  |

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| **If English is not your main language, how well can you speak English?** | | | | | | | |
| **Very well** |  | **Well** |  | **Not very well** |  | **Not at all** |  |

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| **Can you read English?** | **Yes** |  | **No** |  |

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| **If you cannot read English, what language can you read?** |  |

**NATIONALITY OF APPLICANT AND RIGHT TO RENT**

**This information is required by law**

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| **Is the applicant a UK national resident in UK?** | **Yes** |  | **No** |  |

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| **Is the applicant a UK national returning from residence overseas?** | **Yes** |  | **No** |  |

The UK has left the European Union (EU) and the Immigration and Social Security Co-ordination (EU Withdrawal) Act 2020 ended free movement on 31 December 2020. On 1 January 2021, a grace period of six months began, during which time relevant aspects of free movement were saved to allow eligible EU, EEA and Swiss (EEA) citizens and their family members resident in the UK by 31 December 2020 to apply to the EU Settlement Scheme (EUSS). This period ended on 30 June 2021.

Since 1 July 2021, EEA citizens and their family members are required to hold a valid immigration status in the UK, in the same way as other foreign nationals. They can no longer rely on an EEA passport or national identity card to prove their right to rent.

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| **Is the applicant from an EU or EEA Country? – see list below** | **Yes** |  | **No** |  |

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| **The EU countries are:** | | |
| **Austria** | **Belgium** | **Croatia** |
| **Republic of Cyprus** | **Czech Republic** | **Denmark** |
| **Estonia** | **Finland** | **France** |
| **Germany** | **Greece** | **Hungary** |
| **Ireland** | **Italy** | **Latvia** |
| **Lithuania** | **Luxembourg** | **Malta** |
| **Netherlands** | **Poland** | **Romania** |
| **Slovakia** | **Slovenia** | **Spain** |
| **Sweden** |  |  |

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| **The EEA includes EU countries and also:** | | |
| **Iceland** | **Liechtenstein** | **Norway** |
| Switzerland is neither an EU nor EEA member, but Swiss nationals have the same rights to live and work in the UK as other EEA nationals. | | |

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| **Any other country (please specify)** |  |

**PROOF OF IDENTIFICATION**

Please provide proof of identity, **either one of box A or two of box B must** be provided

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|  | **Document Provided** | | **Document Number** |
| A – one document required | UK Passport |  |  |
| National Identity Card |  |
| Settled Status – See government website below  <https://www.gov.uk/check-tenant-right-to-rent-documents> | |
| B – two documents required (if no proof from box A) | Driving Licence |  |  |
| Birth Certificate |  |
| DWP/HMRC |  |
| Employer Letter |  |
| Letter from Police or Doctor |  |
| *All letters to be dated within last 3 months – see government website below for further examples*  <https://www.gov.uk/check-tenant-right-to-rent-documents> | |  |

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| **For Office Use Only** | | | | |
| **Does the applicant have the right to rent? (Refer to policy guidelines)** | **Yes** |  | **No** |  |

**PREVIOUS 12 MONTHS PROOF OF RESIDENCE REQUIRED**

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| **Please provide the following:** |
| **One proof from the confirming identification for the applicant at your address**  (Passport, driving licence, birth certificate, home office paperwork, residency permits) |
| **3 Proofs of address at this property**  (Utility bill, bank statement, Council Tax Bill required) |

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| **Employment Status** | | | | | |
| **Full Time** |  | **Part Time** |  | **Job Seeker** |  |
| **Retired** |  | **Unemployed** |  | **Not Seeking Work** |  |
| **Student Over 18** |  | **Unable to work due to illness/disability** |  | **Other** |  |

**DISABILITIES AND ILLNESSES**

**(The provision of disabilities and illnesses information is voluntary)**

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| **Detail below if the applicant suffers from any long-term health problems or disabilities** | | | | | | | |
| **Physical** |  | **Mental Health** |  | **Learning Difficulties** |  | **Medical** |  |
| **Sensory Hearing** |  | **Sensory Sight** |  | **Sensory Speech** |  | **Dementia** |  |
| **Details** |  | | | | | | |

**PREVIOUS ADDRESS/TENANCY HISTORY**

Please give us details of all the addresses where the applicant has lived over the past five years, including this address.

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| **Does the applicant give us permission to contact their previous landlords for a reference?** | **Yes** |  | **No** |  |

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| **Applicant Address History** | | | |
| **Address** | **Landlord details (include contact information)**  **Living at home and ownership of properties.** | **Dates to and from** | **Reason for leaving** |
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| **Does the applicant owe any debt (including rent arrears or any other debt e.g. court costs or rechargeable repairs) to any Landlord, including Citizen?** | **Yes** |  | **No** |  |

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| **Landlord Debt Owed To** | **Amount of Debt Owed** | **Reason for Debt** | **Agreement to Clear?**  **(Provide details)** |
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| **Have you ever been evicted?** | **Yes** |  | **No** |  |

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| **Do you need support regarding any debts you have?** | **Yes** |  | **No** |  |

**ANTI-SOCIAL BEHAVIOUR (ASB)/CONVICTIONS**

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| **Has the applicant in the past been served with an injunction order?** | **Yes** |  | **No** |  |
| **If yes, please provide details** | | | | |
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| **Does the applicant have any unspent criminal convictions?** | **Yes** |  | **No** |  |
| **If yes, please provide details** | | | | |
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| **Do you or any of your household have any drug or alcohol related issues?** | **Yes** |  | **No** |  |

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| **Are you fleeing domestic abuse?** | **Yes** |  | **No** |  |

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| **Do you receive any support from agencies such as Probation or Social Care?** | **Yes** |  | **No** |  |

**APPLICANT’S EMERGENCY CONTACT/NEXT OF KIN**

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| --- | --- |
| **Emergency Contact 1** | |
| **Name** |  |
| **Address** |  |
| **Contact Telephone Number** |  |
| **Relationship** |  |

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| **Emergency Contact 2** | |
| **Name** |  |
| **Address** |  |
| **Contact Telephone Number** |  |
| **Relationship** |  |

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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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| **Are there any current adaptations to your home?** | **Yes** |  | **No** |  |

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| **Have you been asked to make repairs to your home?** | **Yes** |  | **No** |  |

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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 |  |  |
| Universal Credit |  |  |
| Income Support |  |  |
| 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** | **£** | **£** |

|  |  |  |
| --- | --- | --- |
| **Expenditure** | **Weekly** | **Monthly** |
| Rent |  |  |
| Council Tax |  |  |
| Contents Insurance |  |  |
| Water |  |  |
| Electricity |  |  |
| Gas |  |  |
| Groceries |  |  |
| TV Licence |  |  |
| Maintenance Payments |  |  |
| Household 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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| **Do you have a bank account and are able to pay by direct debit?** | **Yes** |  | **No** |  |

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| **Are comfortable managing your money?** | **Yes** |  | **No** |  |

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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)** | | | | | | | |
|  | | | | | | | |
| **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. The payment will need to be made on a debit card, as we are unable to accept cash.

**PRE-MUTUAL EXCHANGE ASSESSMENT**

**Emergency Contact/Next of Kin -** I confirm that the person(s) named have consented to Citizen processing their data for the provided purpose. If required, it may be necessary for Citizen to contact the named individuals.

**\*** Your personal details such as name, address, tenancy start, and end date and any forwarding addresses would be shared with the utility service companies and relevant local authorities where there is legal justification to do so. This will be applicable pre-tenancy and during the course of our relationship and post tenancy in the event that monies are owed to the utility companies.

**DIGITAL PHOTO**

Under tenancy contract we are entitled to take your photo for identity purposes. For further information in respect of how we process your personal data, please see <https://www.citizenhousing.org.uk/privacy/#row1> Please select the Housing Customers Privacy Notice.

**DATA PROTECTION**

The information gathered above is required to establish whether any support is necessary to help you sustain your tenancy. Under the Data Protection Act 2018, Citizen is the controller of this information and confirms it will be kept safe and secure and not be shared with other agencies unless you give us express permission to do so. For further information on Citizen’s Privacy Notice and how Citizen uses your information, please visit <https://www.citizenhousing.org.uk/privacy/#row1>

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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**](mailto:info@citizenhousing.org.uk) **or by post to Citizen Housing, 4040 Lakeside, Solihull Parkway, Birmingham, B37 7YN**