


North Kesteven District Council	
Mutual Exchange Application Form	

Important Information – please read carefully

Do I need permission to do an exchange?

Yes. The landlords of all the people involved in the exchange must agree to the exchange before you can move. Make sure you have seen the property and are happy with it before you apply to exchange – the Council will not clear gardens or decorate dwellings as a result of an exchange. Only repairs covered by the conditions of tenancy will be carried out (if repairs are required, check with the Housing Officer that they will be done). To apply for permission to exchange you will need to complete this form. The other household(s) in the exchange will also need to complete a form. You must not move home until you have both been and signed the agreement form. If you do move without permission the Council can take legal action against you.

What happens next?

We will need to check some details before we agree to the exchange. If there are any problems you will be sent a letter to tell you and explain any steps you can take that might lead the Council to reconsider your application.

How long will it take for the checks to be made?

Once we receive your application to exchange your home, it will usually take about 4 – 6 weeks for us to process your application and to carry out the necessary checks. If there are no problems then we will be able to process your application quicker. If you are applying to exchange with someone who is not an NKDC tenant it may take longer, as we have to make some additional checks with the other landlord. We will process your exchange as quickly as possible, and let you know if there are any problems. Once all the checks have been completed satisfactorily, we will contact you to arrange an appointment for you to complete the mutual exchange paperwork.

Please remember, in agreeing to the exchange you are accepting the condition of the property you are moving to, including:

- the standard of the decoration and any alterations that have been carried out by the other tenant
- any rubbish left in the property
- any damage to the property.

If any of these things need to be put right after the exchange, you will be held responsible for any costs that may arise in carrying out the work.

The Council will not be involved in any decoration or rechargeable repairs (repairs that are not a landlord’s responsibility).

PLEASE COMPLETE IN BLOCK CAPITALS USING BLACK INK

Tenant's name	
Joint tenant's name	
Address	
Contact phone number	
Mobile number	
Email Address	
Your landlord's name	
Your landlord's address (if not NKDC)	
Your landlord's phone number (if not NKDC)	
Why do you want to move?	

Please give details of everyone in your Household

Relationship to you	Family name	First name	Date of birth	National Insurance Number	Sex	Living with you now?
Tenant					M/F	Y/N
Joint Tenant					M/F	Y/N
					M/F	Y/N
					M/F	Y/N
					M/F	Y/N
					M/F	Y/N

Is anyone in your household pregnant?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details
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Do you have any pets?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes , please provide details
Please give some details about your property	
Property Type e.g. house, flat, bungalow	
Number of bedrooms	
Have any adaptations been made to your property?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes , please provide details
Have you made any changes to your property in any way?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes , please provide details

Please give some details about who you are exchanging with	
Their name(s)	
Their address	
How many bedrooms does their property have? (Consider Housing Benefit changes detailed on Page 5)	
Their landlord's name	
Their landlord's address (if not NKDC)	
Their landlord's phone number (if not NKDC)	
Have you seen their property?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration – it is important you read this before signing

I/We understand that in order to process this application information regarding my/our tenancy will be shared now and in the future with other Landlords. I/We expressly give my/our permission for this information to be shared. (The Council will not disclose information about you to anyone outside the Council unless the law permits us to). The District Council is the Data Controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use your information, ask for the Data Protection Officer at our main offices in Sleaford or telephone 01529-414155 or 01522 699699 if calling from a Lincoln number.

I/We have read and understand the information on this form. I/We intend to move into the property should the exchange be agreed. I/We agree not to move into the property until the exchange is agreed and I/we sign the documents.

I/We accept the condition of the property that I/we are moving to, including

- the standard of the decoration
- any and all alterations that have been carried out by the other tenant
- any and all damage to the property.

I/We understand if any of these things need to be put right after the exchange, I/We will be responsible for arranging it, or for any costs that may arise if the Council carries out the work.

I/We understand that if I/We give false information (or withhold relevant information) in connection with this exchange, the Council may take legal action to gain possession of the property. I/We declare that no payment has been made in connection with this proposed exchange.

I/We understand that where the assignment is to take place via the surrender and granting of new tenancies, I/We understand the implications of surrendering my/our tenancy. This application in those circumstances will be treated by the Council as our request to surrender our tenancy and we understand the implications of this.

I/We certify that the above information is true and correct.

Signed (tenant)		Print name		Date	
Signed (joint tenant)		Print name		Date	

Changes to Housing Benefit Entitlement

From 1 April 2013, the way in which Housing Benefit entitlement is calculated is changing. New rules will take into account how many bedrooms a household claiming Housing Benefit in council and housing association properties needs compared to how many bedrooms the property has. These rules already apply to private rented properties.

The new size criteria will allow:

- 1 bedroom for each single person or couple living as a household
- 1 bedroom for 2 children under 16 of the same sex
- 1 bedroom for 2 children under 10 regardless of their sex
- A disabled tenant/partner needing overnight carer will be allowed an extra bedroom

If you are of working age (i.e. under the state pension age) and under-occupying your home based on the above, then your Housing Benefit will be cut by a fixed percentage of the gross weekly rent. This is:

- 14% if you have 1 extra bedroom
- 25% if you have 2 or more extra bedrooms

You will be expected to find the difference between rent due and benefit paid from your other income sources.

For example: You occupy a 3 bed property but are only entitled to as 2 bed property. Your rent for the 3 bed property is £80, and you are currently receiving Housing Benefit to cover the full £80. From 01/04/13 you will only receive £68.80 Housing Benefit each week, and must pay the £11.20 weekly difference yourself from your other income.

Tenants who are under-occupying properties can apply for a transfer to a different property that better meets their needs. However, whilst some priority is given to such transfer applications, the Council's Housing Allocations Policy details how applications will be processed and properties let and is further restricted by the housing stock available. It is therefore important to point out that it may be a long time before you are offered alternative accommodation, if at all.

Declaration:

I/we sign to confirm that I/we understand:

- the benefit changes that will be coming into effect from 1 April 2013
- if I/We am under occupying this property at that time I/We am responsible for ensuring the difference in rent due and any benefit entitlement is paid
- paying all rent due is a priority, if I/We incur any rent arrears I/We will be at risk of losing my home
- taking all the above in to account it is my/our choice to make this exchange application.

Signed:			
Full Name		Dated:	
Signed:			
Full Name		Dated:	

North Kesteven District Council aims to promote and ensure equality. It is important therefore, that we ask the following questions to monitor equal treatment. This information is optional and will not be linked back to you as an individual, but by answering these questions you will help us make sure that we are not discriminating against anyone. All personal information will be completely confidential and held in accordance with the Data Protection Act 1998.

Q1 What is your home postcode?..... **Q2 Gender:** Male
Female.....

Q3 What is your current age?
16 - 2425 - 3435 - 4445 - 5455 - 64
65 - 7475 - 8485+.....

Q4 Do you have any long-standing illness, disability or infirmity?
(Long-standing means anything that has troubled you over a period of time or that is likely to affect you over a period of time) Yes Go to Q5 No

Q5 Does this illness or disability limit your activities in any way? Yes..... No

Q6 How would you describe your ethnic origin?
White
British..... Irish Any other White background (write in).....

Mixed
White and Black Caribbean White and Black African.....
White and Asian..... Any other Mixed background (write in)

Chinese
Chinese

Black or Black British
Caribbean..... African
Any other Black background (write in).....

Asian or Asian British
Indian BangladeshiPakistani Any other Asian background (write in).....

Any Other Ethnic Group
Any other Ethnic Group (write in).....

Q7 How would you describe your religion or belief?
No religion..... Christian - all denominations.....
Buddhist.....Hindu.....Jewish.....Muslim.....Sikh
Prefer not to say..... Other

Q8 Which of the following options best describes how you think of yourself?
Heterosexual/Straight Gay/Lesbian Bisexual
Other..... Prefer not to say