

# Application for a Mutual Exchange

**All applicants in this exchange must please read this carefully.**

**We may refuse your application. If any of the following reasons apply, they are based on the reasons stated in the housing Act 1988:**

- 1 A court order has been made giving the landlord possession of the tenant's home.
- 2 A notice of seeking possession has been served on either the tenant or the person with whom the tenant wants to exchange the tenancy and the notice is still in force.
- 2a The tenant or any member of his household has behaved in an anti social way and action including Possession proceeding, injunctions, anti-social behaviour orders or a demotion orders against them are in place or are being sought.
- 3 The tenant's home is substantially larger than is reasonably needed by the person with whom the tenant wants to exchange the tenancy.\*
- 4 The tenant's home would be too small for the needs of the person with whom the tenant wants to exchange the tenancy.
- 5 The home has been let to a tenant who was an employee of the landlord and the home is within the boundaries of an operational building or within a cemetery.
- 6 The landlord is a registered charity and the exchange would result in the new tenant's occupation conflicting with the purposes of the charity.
- 7 The home is designed or adapted to suit the needs of a physically disabled person and the exchange would result in it being occupied by someone without these needs.
- 8 The landlord is a housing trust that caters for people with special needs and the exchange would result in the home being occupied by someone without those needs.
- 9 The home is in a group of homes let to people with special needs near some special facility (for example and old people's club) and the exchange would result in the home being occupied by someone without those needs.
- 10 The property is the subject of a management agreement under which the manager is a Housing Association and there are specific arrangements in place that the proposed new tenant will not participate it.

**Please do not exchange properties until both landlords have given you permission to do so.**

**Do also note that your landlord has 42 days in which to process your application.**

**Please note that sections 1 - 4 of the following form must be completed by the present Newlon Housing Trust tenant and sections 5 - 7 (including the declaration and signature section) should be completed by the incoming tenant you wish to exchange with.**

\* 'Substantially larger' means two bedrooms more than you need.

**Sections 1 - 4 to be completed by the present Newlon Housing Trust tenant.****1 Newlon Housing Trust applicant(s)****Applicant 1****Name** (please state Mr/Mrs/Miss/Ms, your last name and your first name)**Date of birth** (day, month, year)**Applicant 2****Name** (please state Mr/Mrs/Miss/Ms, your last name and your first name)**Date of birth** (day, month, year)**2 Your details and details of other people living with you****Flat number****Street number****Block name****Street/road name****Area****Postcode****Home phone number****Work phone number****Mobile phone number****Email address****Please give details of your family and anybody living with you.**

| Name | Relationship to you | Date of birth |
|------|---------------------|---------------|
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**3 Details of where you live**

Please tell us about where you are living now (please tick)

Flat
  Maisonette
  Bungalow
  House
  Warden controlled

Other (please specify)

How many bedrooms do you have?

Floor level

Rent per week inclusive

Garden

Pets

**4 Declaration and signature**

By completing this form you are accepting the following:

- If you have a legal interest in any other property apart from your present address you need to declare this.
- If incorrect or false information is provided, Newlon may seek possession of the property as this is a breach of Ground 17 of Schedule 2 to the Housing Act 1988. This ground can be used where the landlord has been induced to grant a tenancy by a false statement made knowingly or recklessly by a tenant.

I certify that all the information I have given on this application is true in every detail.

Signed

Date

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**Sections 5 - 7 (including the declaration and signature section) to be completed by the incoming tenant you wish to exchange with.**

**5 Person you wish to exchange with**

I request that Newlon Housing Trust allow me to exchange accommodation with

Name (please state Mr/Mrs/Miss/Ms, their last name and their first name)

Date of birth (day, month, year)

Flat number

Street number

|  |  |
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|--|--|

Block name

Street/road name

Area

Postcode

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**Contact person****Name** (please state Mr/Mrs/Miss/Ms, their last name and their first name)**Telephone****Email**

Please give details of their family and anybody living with them.

| Name | Relationship to tenant | Date of birth |
|------|------------------------|---------------|
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**6 Details of where they live**

Please tell us about where they are living now (please tick)

Flat

Maisonette

Bungalow

House

Warden  
controlled**Other** (please specify)**How many bedrooms do they have?****Floor level****Rent per week inclusive****Garden****Pets**

Please note that if the answer is yes, this would not prevent the exchange from happening. We just need to record it.

**Their Landlords contact details****Name** (please state title/full name)**Address** (including postcode)

## 7 Declarations and signature

Section 214 of the Homelessness Act 1996 makes it an offence for you to withhold information that we reasonably require to assess an application or to provide false information that leads to your gaining a tenancy. Ground 5 of Housing Act 1985 and Ground 17 of Housing Act 1988 also enables Newlon Housing Trust to seek possession should it emerge that we were induced to grant the tenancy based on a false statement.

We will take every legitimate action against anyone who gains a tenancy through knowingly or recklessly providing false information.

Please sign below only if you agree with all the following statements:

- I/we have checked the information I/we have supplied. It is correct and complete to the best of my/our knowledge.
- I/we understand that it is my/our responsibility to tell Newlon Housing Trust immediately if there are any changes in any circumstances that may affect this application.
- I/we give permission for you to make enquiries about me/us to assess my application for housing and prevent fraud.
- I/we understand that one of the consequences of giving false information on this form is that Newlon Housing Trust may go to Court to regain possession and evict me/us from any tenancy gained through my/our giving false information.

Are you the tenant (or the joint tenants), related to a Newlon staff/committee member?  Yes  No

Do you the tenant (or the joint tenants), have a legal interest in another property?  Yes  No

(Though exceptions may be made, Newlon Housing Trust does not grant tenancies where an applicant is already the legal owner in part or in full of any other property or dwelling-place in the UK, or holds any other form of tenancy for another property.)

Do you, the tenant (or joint tenants), agree to update Newlon Housing Trust before any such legal interest in another property is entered into in the future, or any change in circumstances?  Yes  No

We stress that Newlon Housing Trust may seek possession where a tenancy has been obtained by a false statement made knowingly or recklessly. We urge you to check your understanding of the contents of this document, and the truthfulness of your answers. We also remind you of the criminal sanctions available under the Prevention of Social Housing Fraud Act 2013 (e.g. for unlawful subletting etc). Newlon Housing Trust may seek possession of the property as this is a breach of Ground 17 of Schedule 2 to the Housing Act 1988. This ground can be used where the landlord has been induced to grant a tenancy by a false statement made knowingly or recklessly by a tenant.

**I/we certify that all the information I/we have given on this application is true in every detail.**

### Signature (Tenant 1)

Name (printed)

Date

### Signature (Tenant 2)

Name (printed)

Date

### Privacy and data protection

Newlon is committed to managing residents' personal data securely in line with the GDPR. Information about how we manage and store your data, details of our Data Protection Officer and your rights in relation to any personal data we hold can be found in our privacy notice for residents at [www.newlon.org.uk/residents/data-protection](http://www.newlon.org.uk/residents/data-protection).

Please return this completed form to: Newlon Housing Trust, Newlon House, 4 Daneland Walk, Hale Village, London, N17 9FE.

## 8 Now complete the enclosed diversity form.