

Mutual exchange application form (2-way)

First applicants' details, to be filled in by Rooftop Tenant:

Please fill in all sections of this form.

Name(s)			
Address			
			Postcode
Telephone	Home		Mobile
Email			

Information about you and your family, your details first.

First name(s)	Surname	Gender	Date of Birth	Relationship to Applicant
				Main Applicant
Are you or anyone in the above list pregnant?			Y	N
If yes, when is the baby due?				
Anyone within the household have any disabilities or vulnerabilities we should be made aware of?			Y	N
If 'Yes', please provide details and who it relates to				

Tenancy Information

What type of Tenancy do you have?	
When did your Tenancy start?	

Your present home

What type of property do you live in currently? (please tick)							
House	<input type="checkbox"/>	Flat/bedsit	<input type="checkbox"/>	Bungalow	<input type="checkbox"/>	Maisonette	<input type="checkbox"/>
How many bedrooms do you have?							
How many living rooms do you have (including dining room)?							
Do you live in supported accommodation?							
How much is your current rent?							
Does your property have any aids or adaptations?						Y	N
If 'Yes', please give details below and do you require them in your new property?							
Do you have any pets?						Y	N
If 'Yes', please give details below							
Do you currently rent a garage from us?						Y	N
If 'Yes', do you wish to continue to rent the garage?						Y	N

Exchange details

What is your reason(s) for the exchange? And where did your exchange?

Second applicants' details:

Please fill in all sections of this form.

Name(s)			
Address			
			Postcode
Telephone	Home		Mobile
Email			

Information about you and your family, your details first.

First name(s)	Surname	Gender	Date of Birth	Relationship to Applicant
				Main Applicant
Are you or anyone in the above list pregnant?			Y	N
If yes, when is the baby due?				
Anyone within the household have any disabilities or vulnerabilities we should be made aware of?			Y	N
If 'Yes', please provide details and who it relates to				

Your landlord details

Name			
Address			
		Postcode	
Telephone			
Housing Officer Name			
Housing Officer email			

Tenancy Information

What type of Tenancy do you have?	
When did your Tenancy start?	

Your present home

What type of property do you live in currently? (please tick)			
House	<input type="checkbox"/>	Flat/bedsit	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	Maisonette	<input type="checkbox"/>
How many bedrooms do you have?			
How many living rooms do you have (including dining room)?			
Do you live in supported accommodation?			
How much is your current rent?			
Does your property have any aids or adaptations?	Y	N	
If 'Yes', please give details below and do you require them in your new property?			
Do you have any pets?	Y	N	
If 'Yes', please give details below			
Do you currently rent a garage from us?	Y	N	
If 'Yes', do you wish to continue to rent the garage?	Y	N	

Exchange details

What is your reason(s) for the exchange?

All parties requesting the exchange must sign the application form

Please be aware we will need to see one form of photographic ID at the property inspection of all parties involved in the exchange

We (the tenants) agree to inform the Association immediately of any changes in our situation that affects the information given on this application form.

We agree that before this application is approved, a date and time will be agreed for our properties to be inspected. Our Neighbourhood Officer will let us know if we need to carry out any work before approving our application for exchange.

We agree that a total of 4 weeks rent will be paid prior to the exchange taking place. Should the full amount not be paid, we accept that the Association may refuse our application.

We understand that our Neighbourhood Officer will tell us within 42 days if any other checks need to be carried out, to make sure that there are no breaches of tenancy.

We understand that the Association could refuse our application if we owe any rent, have ongoing nuisance issues against us, or if the size of the property that we want to move to is unsuitable for our needs. For example, if it is too big or too small for the amount of people.

We understand that if either of us have a joint tenancy, both members of the joint tenancy must agree to the move, and if one of our partners leaves or has left the exchange will be stopped.

Rooftop Housing Association only facilitate exchanges and cannot be charged for any costs involved in the exchange. All parties accept the condition of the property as seen and will be responsible for removing any rubbish from your home before the exchange. If there is rubbish left at the property after the exchange, it will be the responsibility of the new tenant to remove.

Applicant one (please note if you have a joint tenancy, both must sign)

Signature		Date	
Signature		Date	

Applicant two (please note if you have a joint tenancy, both must sign)

Signature		Date	
Signature		Date	

Data Collection and Usage

- The personal data collected will be used solely for the purposes explicitly stated in the form and will not be repurposed without further consent.

Data Accuracy and Retention

- Individuals providing personal data have the right to request updates to their data to ensure accuracy.
- Personal data will be retained only for as long as necessary for the stated purposes and will be securely deleted thereafter.

Data Security

- All personal data will be stored securely and will be protected against unauthorized access, alteration, disclosure, or destruction.
- Regular security reviews will be conducted to ensure the ongoing confidentiality, integrity, and availability of personal data.

Individual Rights

- Individuals have the right to access their personal data, request correction or deletion, and restrict processing as per the Data Protection Act 2018
- Requests for accessing personal data can be made in writing to the Data Protection Officer (DPO)

For any inquiries regarding data protection, please contact the Data Protection Officer at dpo@rooftopgroup.org

Please return and mark for the attention of «HSG_OFF» Neighbourhood Officer at our Head Office:

Rooftop Housing Group
70 High Street, Evesham
Worcestershire
WR11 4YD

Mutual Exchange Information

This form is to provide information for customers who wish to apply for a mutual exchange. Please read before completing and submitting the application form.

Please be aware we may not be able to complete your exchange if:

- Your tenancy type does not permit you to exchange
- You have rent arrears, breached your tenancy conditions, caused Anti-Social behaviour
- The property has been adapted and the adaptation is not needed by the incoming tenant
- Damaged has been caused to the property by you, a member of your household or your visitors
- Any damage/customer responsible repairs identified throughout the process will need to be rectified by you before the exchange can be consented. This includes where customers have failed to keep their homes in a clean and tidy condition

Please be aware:

- Property Suitability: each property must be suitable for the tenant/s and occupant/s applying to move into it and meet their needs. For example, sheltered accommodation and bungalows may only permit persons over the age of 55, or with a registered disability, to be tenants.
- Rooftop permits under/over occupation by 1 bedroom, but only where this does not worsen the current housing circumstances of the applicant (i.e. a family already overcrowded in a 2 bed may move to another 2 bed but could not move to a 1 bed property. This may differ between housing providers).
- All parties involved in the exchange must complete, sign and submit individual application forms. Rooftop will only begin processing the application once all completed paperwork has been received.
- Any incomplete forms submitted will not be processed and returned to the customer for completion.
- Some properties have specific planning or letting conditions, whereby further evidence will be required. This will be explained (if relevant) upon receipt of your application.
- Tenancy types – when you exchange you may find that your tenancy terms may be different, for example, you may lose the Right to Buy. It is important to check the new tenancy you will have following the swap.

- Conditional Approval – if during the process, issues are identified that need to be rectified, your application may be “conditionally approved”, examples being: -
 - Completing property repairs or improving property condition
 - Paying off arrears
 - Change of family circumstances such as a child getting older and increasing their bedroom need.

A conditional approval relies on the issues notes being rectified within the agreed time period.

- Rooftop are a responsible Landlord and we ask you ‘are you prepared and ready to move?’
 - As part of our application process, we will need you available for appointments, this will include visiting your home, are you going to be able to take time to attend these? The other party will also need to be available
 - Throughout our application we will need see ID for all persons moving, (either Driving Licence, Passports or Birth Certificates) have proof of address and your income, do you have these available?
 - You will also need to provide us with 3 months of your recent bank statements, do you have these available?
 - You will need to pay 4 weeks rent on your new property up front - do you have this?

What to expect once your form is submitted?

- Once all completed paperwork has been received, we will start the application process. We have 42 days to give a decision of consent or non-consent. Please note, this is **NOT** a date to move.
- If for any reason one of the parties involved are not eligible to exchange, we will notify you as soon as possible that we cannot consent to your application and give you the reasoning of how we came to that decision.
- As part of our process, all customers involved in the Exchange (including existing customers) will be required to evidence the property they are moving into is affordable. An Income and Expenditure form will be requested and will need to be completed.
- Whilst processing your application, we will contact the Rooftop customer to arrange a property inspection which will be completed by our Building

Inspector and a Neighbourhood Housing Officer. The other party involved in the exchange will need to present at the inspection.

- If there are any customer damage/customer repairs identified, the exchange will not be consented to until these have been rectified and re-inspected.
- We will contact the other landlord/s to exchange references.
- Once all the above has been completed we will then make a decision on your application. If we are happy to consent, we will contact the other landlord/s to arrange an exchange date. This date will be dependent on the gas and electrical safety checks being booked and completed as these will be completed as close to the exchange date as possible.
- **ALL** parties and landlords must agree on the exchange date. Rooftop allows “any date tenancies”, however other Landlords may not. You must **NOT** move until the exchange date. If you do move and the exchange is stopped for any reason, you will have to move back and could incur additional costs to yourself.

If the exchange is consented, customers moving into a Rooftop property will need to pay 4 weeks rent upfront before the sign up and evidence provided