



## **Dacorum Borough Council**

### **Application for Mutual Exchange**

Please complete this application form if you wish to apply to mutually exchange your home. All parties involved in the exchange (whether a DBC tenant or not) need to complete and submit a form to us.

**You must not carry out any mutual exchange until all parties involved have received written agreement from us or their landlord.**

#### **Completing the Application Form**

The information you provide on this form allows Dacorum Borough Council to assess if you and the tenant/s you are hoping to swap with are eligible to do so. It is important that you answer all the questions and provide details of your Landlord if not Dacorum Borough Council.

When assessing the suitability of any proposed exchange, we use the same criteria as our Housing Allocations Policy to assess a household. The Policy can be found on our website [www.dacorum.gov.uk](http://www.dacorum.gov.uk).

When you have completed, signed and dated your form, please send or hand it in at the office at The Forum. You can also email it to [Housing@dacorum.gov.uk](mailto:Housing@dacorum.gov.uk).

#### **Privacy Statement**

This information is being collected by Dacorum Borough Council. The information will be used to plan, monitor and manage your tenancy more efficiently. This will enable us to improve the quality of service, by meeting individual tenant needs. Dacorum Borough Council is committed to protecting your privacy and processes data in compliance with the GDPR and other relevant legislation. If necessary, information about any support or communication needs you have told us about may be passed to contractors undertaking work on behalf of the council, in order to provide you with an effective service. We recognise our responsibility in ensuring that your personal data is kept secure and confidential and that data is processed fairly and lawfully. We will be happy to update and amend your data when necessary and will keep data no longer than necessary. Any statistics created from the information provided, will not contain personal information.

You have the right to see Personal Data held about you by Dacorum Borough Council. If you wish to do so please contact us. For further information on Data Protection or if you have a comment or complaint, visit our website.

#### **Tenancy Fraud**

Tenancy fraud is a crime. Making a false declaration or submitting fraudulent documents to obtain a council tenancy is a criminal offence under the Fraud Act 2006, which carries a maximum sentence of 10 years in prison, an unlimited fine or both. Subletting and parting with possession of a property may also be prosecuted under the Prevention of Social Housing Fraud Act 2013 which carries a sentence of up to 2 years and a fine of up to £5,000. **Dacorum Borough Council may prosecute any individual found to have given false information in order to obtain a tenancy.**

## 1. Your Details

	Tenant 1		Tenant 2 (Joint)			
Title						
First name(s)						
Last name						
Date of Birth						
Telephone number(s)						
E-mail address						
Address and postcode						
Tenancy type	Introductory <input type="checkbox"/>	Flexible <input type="checkbox"/>	Secure <input type="checkbox"/>	Starter <input type="checkbox"/>	Assured <input type="checkbox"/>	Shorthold <input type="checkbox"/>
Number of bedrooms and property type, including floor level if applicable	Bedrooms _____	House <input type="checkbox"/>	Bungalow <input type="checkbox"/>	Maisonette <input type="checkbox"/> _____	Flat <input type="checkbox"/> _____	
Have any disabled adaptations been carried out in the property – please tick all that apply	Bedroom Hoist <input type="checkbox"/>	Stair lift <input type="checkbox"/>	Through floor lift <input type="checkbox"/>	External step lift <input type="checkbox"/>	Level-access shower <input type="checkbox"/>	
	Wet room <input type="checkbox"/>	Grab rails <input type="checkbox"/>	Other <input type="checkbox"/>	_____		
If you rent a garage from Dacorum borough council, please include the address details here	n/a <input type="checkbox"/>	Note – garages are not automatically included in the exchange.				

### Reason for Exchange

Please tell us why you would like to exchange:

## 2. Your Household

If applicable, please tell us about everyone that will live at your address if your application for mutual exchange is approved. Please continue on a separate sheet of paper if required.

Please refer to our Housing Allocations Policy for who we will consider as part of your household.

Note, if you are in the third trimester of your pregnancy, then please include the unborn child also.

First name(s)	Last name	Date of birth	Relationship to you

### Pets

If applicable, please tell us about the type of pets you have and how many.

Type	Number

Type	Number

### **3. Alterations and Improvements – Dacorum Borough Council Tenants Only**

If you have carried out any alterations or improvements to the property, please tell us about them in the box below.

**If you have made any changes to the property without our prior written consent, we may refused your application to exchange and take formal tenancy action. If this is the case, retrospective permission should be sought separately first.**

#### 4. Tenant/s wishing to move into your home

Please tell us about the person you are wishing to exchange with.

	Tenant 1		Tenant 2 (Joint)			
Title						
First name(s)						
Last name						
Telephone number(s)						
E-mail address						
Address and postcode						
Number of bedrooms and property type, including floor level if applicable	Bedrooms _____	House <input type="checkbox"/>	Bungalow <input type="checkbox"/>	Maisonette <input type="checkbox"/> _____	Flat <input type="checkbox"/> _____	
Landlord, and if not Dacorum Borough Council, contact details for your Housing Officer (name, email address and telephone number)						

Please note; all parties involved in your proposed exchange must individually complete one of these forms. Have you encouraged them to do so?

Yes  No

**We will not start our process of consideration until all parties have supplied their forms.**

#### 4(a)

If you are not wishing to exchange into the above property please enter the address here				
How many properties are involved in this exchange?	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>

## 5. Reasons for Refusal

Dacorum Borough Council can refuse permission for a tenancy exchange if there are reasonable grounds to do this.

Grounds for refusing a tenancy exchange include:

- your landlord has started eviction proceedings
- your home is adapted for a person with special needs and nobody in the new tenant's household has those needs
- the home you want to move to is larger than your household needs as defined in the Housing Allocations Policy - Note: we do allow one 'spare' room with a mutual exchange.
- the home you want to move to is too small for your household and you would be overcrowded as defined in our Housing Allocations Policy.

**If you owe rent, Dacorum Borough Council may only approve your application on the condition that the arrears are paid off first.**

## 6. Important Advice

Before you agree to a mutual exchange, check what your tenancy rights will be in a new home. You may have different or fewer rights with your new tenancy. Dacorum Borough Council strongly advises you to get independent housing advice before you exchange tenancies.

If you move to a property which is too big for your needs as described in the social sector size criteria regulations and receive Housing Benefit or Universal Credit you will have to pay some of your rent – this is commonly known as 'bedroom tax.' You can find information about how many bedrooms you can receive Housing Benefit or Universal Credit for on the Dacorum Borough Council website ([www.dacorum.gov.uk](http://www.dacorum.gov.uk))

To exchange tenancies, you must be a:

- council tenant with a secure council tenancy or a flexible council tenancy
- housing association tenant with an assured tenancy or a secure tenancy

You can also exchange tenancies if you are a housing association tenant with a fixed-term assured shorthold tenancy of 2 years or more.

You can't exchange tenancies if you:

- are a council tenant with an introductory tenancy or a demoted tenancy
- are a housing association tenant with a starter tenancy
- rent your home from a private landlord, even if you got the home through the council
- own your home as a shared ownership leaseholder

**It is illegal for you or the other tenant to charge a fee as part of the tenancy exchange. You could be evicted if you charge or receive any money to swap your home.**

## 7. Declaration

Please read the following carefully before signing –

- I confirm that I have read the advice provided on the previous page
- I confirm that I have not been subject to any pressure or coercion and that the decision I have made is of my own free will
- I acknowledge that I have been advised by Dacorum Borough Council to obtain independent legal advice
- I confirm that I have been advised that Tenancy fraud is a crime. Making a false declaration or submitting fraudulent documents to obtain a council tenancy is a criminal offence under the Fraud Act 2006, which carries a maximum sentence of 10 years in prison, an unlimited fine or both. Subletting and parting with possession of a property may also be prosecuted under the Prevention of Social Housing Fraud Act 2013 which carries a sentence of up to 2 years and a fine of up to £5,000.
- Confirm that if the exchange is agreed you will take up occupation at the new property on a permanent basis.
- I understand I may need to make good any works undertaken by the previous tenant.

### Tenant 1

Print full name \_\_\_\_\_

Signature

Date

### Tenant 2 (Joint), if applicable

Print full name \_\_\_\_\_

Signature

Date

## 8. Mutual Exchange Application Checklist – Dacorum Borough Council

### Tenants Only

Before submitting your mutual exchange application form, please consider the following

	Yes	Dacorum Borough Council Office Use Only	
If you have made any alteration/improvements to your home, have they been formally approved	<input type="checkbox"/>	<input type="checkbox"/>	
Is your property in a good decorative order, free of damage and is the garden clear of any rubbish	<input type="checkbox"/>	<input type="checkbox"/>	
Have you logged all necessary repair jobs with your landlord	<input type="checkbox"/>	<input type="checkbox"/>	
Is your rent account clear	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Dacorum Borough Council Office Use Only</b>			

This form can be taken to The Forum in Hemel Hempstead, the Civic Centre in Berkhamsted/Tring or e-mailed to: [housing@dacorum.gov.uk](mailto:housing@dacorum.gov.uk).

Alternatively, you can send them by post to:

Dacorum Borough Council  
 The Forum  
 Marlowes  
 Hemel Hempstead  
 Hertfordshire  
 HP1 1DN

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