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**Mutual Exchange Application Form**

Please answer all questions as fully as you can. Where there is a box, please mark it clearly with a tick 🗹

Please note:

Chesterfield Borough Council will consider a request from any of their secure tenants wishing to arrange an exchange of dwellings by mutual agreement with another secure tenant of Chesterfield Borough Council or another local authority, or person holding a form of with a Housing Association.

Chesterfield Borough Council will only approve a request to mutually exchange upon being satisfied of the following conditions apply in respect of all the parties involved:

* The present rent is being paid satisfactorily.
* The conditions of the current tenancy are being complied with, particularly in relation to the care of the property and the avoidance of nuisance to neighbours.
* The occupation of the new dwelling will not cause overcrowding or serious degree of under-occupation.
* The extent of the accommodation afforded is reasonably suited to the needs of the proposed assignee and their family.
* The arrangements proposed will not lead to occupation of a dwelling-house provided for special needs by a household containing a person without those special requirements.

If you have any questions, please contact us on 01246 345700 or home.options@chesterfield.gov.uk.

|  |
| --- |
| Your current address: |

**Household details** - please provide details of the people moving, including yourself and children.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname | First Name(s) | Date of Birth | National Insurance Number | Relationship to tenant |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

**Contact details** – please provide details of how you can be contacted.

|  |  |
| --- | --- |
| Mobile |  |
| Home Telephone |  |
| Email |  |

**Property details**

Type: 🞎 House 🞎 Flat 🞎 Bungalow 🞎 Maisonette

Bedrooms: 🞎 1 🞎 2 🞎 3 🞎 4 🞎 Other *Please state*…………………

Heating: 🞎 Gas 🞎 Electric 🞎 Storage Heaters 🞎 Communal/District

Cooking: 🞎 Gas 🞎 Electric

Garden: 🞎 Front 🞎 Back

Parking: 🞎 Driveway 🞎 On Street 🞎 Garage 🞎 Other *Please state…………*

**Who is your landlord?**

🞎 Chesterfield Borough Council

🞎 Housing Association *Please state……………………………………………………………*

🞎 Other Local Authority *Please state…………………………………………………………….*

**Additional Information** – please state any adaptations your property has, including grab rails, stair lift, widened doors etc. Please provide any additional information about your property that you feel is appropriate.

Additional Information:

**Other required information:**

Are you or anyone moving with you pregnant? 🞎 Yes 🞎 No

If yes, when is the baby due? (DD/MM/YYYY) ……………/……………/……………

Is your home unsuitable for you due to a medical condition? 🞎 Yes 🞎 No

If yes, why is the property unsuitable? ………………………………………………………………………………………………………………..………………………………………………………………………………………………………………..

Do you consider yourself or any member of your household to be disabled?

🞎 Yes 🞎 No

If yes, please provide details of the disability below.

|  |  |
| --- | --- |
| Name of person with disability | Details of the disability |
|  |  |
|  |  |
|  |  |

**Details of who you are exchanging with:**

Name and address of family with whom you wish to exchange:

Name and address of their landlord:

Are you registered on Chesterfield Borough Councils housing list?

🞎 Yes 🞎 No

If yes, please provide your housing application number (if known) …………………

Reason for exchange (please state any special circumstances) ………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

List any improvements you have made to the property.

………………………………………………………………………………………………………………………….………………………………………………………………………………………………………………..

In the case of a dwelling not owned by Chesterfield Borough Council, applicants must obtain prior permission from the landlord before the exchange can be approved.

**Declaration and conditions of exchange**

1. The information that I/we have given is correct in every detail.
2. If the exchange is approved I/we undertake to occupy the other dwelling involved in the exchange.
3. I/we will **NOT** make arrangements for removal unless I/we receive approval in writing that the exchange may proceed.
4. You **MUST** be satisfied that the condition and space of the dwelling into which you wish to move is entirely suitable.
5. By submitting this application, I/we give consent for CBC to apply for references and information for the purposes of assessing my/our eligibility for a Mutual Exchange.

Signed……………………………………………………………………...

Signed……………………………………………………………………… Date………………………

Neither tenant is obliged to give up possession as a secure tenant under a Court Order or is involved in possession proceedings for the dwelling-house of which either is a secure tenant.

**Applications for mutual exchanges should be submitted to Housing Services, Town Hall, Chesterfield, S40 1LP.**

**Equal Opportunities Monitoring Form**

***We ask the following questions to make sure we provide equality of opportunity and ensure discrimination does not occur. Any information you provide is optional.***

How would you describe your ethnic origin?

|  |  |  |
| --- | --- | --- |
| White – English/Welsh/Scottish/Northern Irish 🞎 | Mixed – other 🞎 | |
| White - Irish 🞎 | Asian/Asian British - Indian 🞎 | |
| White - Gypsy or Irish Traveller 🞎 | Asian/Asian British - Pakistani 🞎 | |
| White - Any other white background 🞎 | Asian/Asian British - Bangladeshi 🞎 | |
| Black/Black British - Caribbean 🞎 | Asian/Asian British - Chinese 🞎 | |
| Black/Black British - African 🞎 | Asian/Asian British - Any other Asian background 🞎 | |
| Any other Black/African/Caribbean background 🞎 | Arab 🞎 | |
| Mixed - White and Black Caribbean 🞎 | Not stated 🞎 | |
| Mixed - White and Black African 🞎 | Other 🞎 | |
| Mixed - White and Asian 🞎 | If other, please write in here: |  |

How would you describe your sexuality?

|  |  |  |
| --- | --- | --- |
| Bisexual 🞎 | Gay woman (lesbian) 🞎 | Other 🞎 |
| Gay man 🞎 | Heterosexual (straight) 🞎 | Prefer not to say 🞎 |

How would you describe your religion?

|  |  |  |
| --- | --- | --- |
| Christian (all denominations) 🞎 | Jewish 🞎 | |
| Buddhist 🞎 | No religion 🞎 | |
| Hindu 🞎 | Prefer not to say 🞎 | |
| Muslim 🞎 | Other religion or belief 🞎 | |
| Sikh 🞎 | If other, please write in here: |  |