Application for Home Exchange

Andium Homes needs the items of your personal data requested in this form, in order to process your application for a home exchange. Andium Homes officers may discuss details of your application with officers from the Affordable Housing Gateway or other housing providers. Your information will not be disclosed to any other third party, or used for any other purpose, without your prior consent.

Name (applicant 1)

Address

Phone number **Email**

Please tick this box if you are happy for Andium Homes to contact you by email ☐

Who is your current landlord?

Are you currently on the Affordable Housing Gateway waiting list? **Yes** ☐ **No** ☐ If yes, please provide your Gateway application number

Number of bedrooms in your current home

Have any medical adaptations been carried out in your current home? **Yes** ☐ **No** ☐

Your household members

First Name	Surname	Relationship to you	Sex	Date of Birth

Name (applicant 2)

Address

Phone number **Email**

Please tick this box if you are happy for Andium Homes to contact you by email ☐

Who is your current landlord?

Are you currently on the Affordable Housing Gateway waiting list? **Yes** ☐ **No** ☐ If yes, please provide your Gateway application number

Number of bedrooms in your current home

Have any medical adaptations been carried out in your current home? **Yes** ☐ **No** ☐

Your household members

First Name	Surname	Relationship to you	Sex	Date of Birth

Declaration

I declare that the information provided is true and accurate at the time of completing. I have read and understood the information below about the Home Exchange Scheme.

Signature applicant 1	Date	Signature applicant 2	Date

Application checks

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Account Number		Rent Arrears	£	Income support	Full / Part
Account Number		Rent Arrears	£	Income support	Full / Part

Date of application		Date of checks	

Condition report received for property 1		Exchange Declined		Decline reason
Condition report received for property 2		Exchange Approved		

Signature	Date

What is the home exchange scheme?

With a Home Exchange, you may 'swap' your home with another willing tenant (which includes Housing Trust tenants) as long as both landlords agree to accept the transferring tenant.

To be eligible to enter into a Home Exchange:

- first register on the Affordable Housing Gateway
- you must not be in rental arrears
- the property you wish to move to must match your needs as below

  1 bedroom property is suitable for a single person or a couple with no children

  2 bedroom property is suitable for single person or a couple with up to 2 children

  3 bedroom property is suitable for single person or a couple with 3 or more children
- both parties must complete a condition report of each others properties
- you must leave your property in good condition

Before you commit to any Home Exchange, please check with your new prospective landlord about their tenancy obligation as different landlords have different obligations, for example keeping pets in the home.

Exchange agreed

If you found a property that the current tenant wishes to exchange for your property, you should contact our allocations team to discuss to arrange to exchange homes.

You must ensure that the property you are exchanging into has had a condition report completed and that the outgoing tenant has carried out any work needed before you move.

Kitchens and bathrooms must be taken as seen as these are replaced as part of our Planned Maintenance Programme of works

Neither tenant must move until your exchange has been agreed by your housing provider and you have signed a new tenancy agreement for the property.