

Tenant's Name

Mr/Mrs/Miss/Ms

Surname

First Names

Home Address

Postcode

Telephone Numbers:

Home Tel.

Work Tel.

Mobile Tel.

If you hold a joint tenancy, please give your joint tenant's name below

Mr/Mrs/Miss/Ms

Surname

First Names

2. YOUR PRESENT HOME

How many bedrooms are there where you live?

Do you have to use any other room, such as a living room or lounge, as a bedroom?

YES/NO

What type of property do you live in? (please ✓ as appropriate)

House

Upstairs Flat

Ground Floor Flat

Maisonette

Bungalow

Bed Sit

If you rent a garage, please give the address

3. YOUR FAMILY OR HOUSEHOLD

Please give details of all people living with you, including yourself wishing to be rehoused.

Surname	Other names	Male Female	Date of Birth	Age	Relationship to you
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you or any person moving with you currently expecting a baby? YES/NO

Does any member of this household have any pets which they hope to take with them when they move? YES/NO

If YES, please give details

Do any members of your household have any health problems or disabilities YES/NO

If YES, please give details

4. THE TENANT YOU WANT TO EXCHANGE WITH

Mr/Mrs/Miss/Ms	Surname	First Names
<input type="text"/>	<input type="text"/>	<input type="text"/>

If the tenancy is in joint names, please give the names of the other tenant

Mr/Mrs/Miss/Ms	Surname	First Names
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address

<input type="text"/>	Postcode	<input type="text"/>
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Tel. Nos.	Home Tel: <input type="text"/>	Work Tel: <input type="text"/>	Mobile Tel: <input type="text"/>
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Landlord's Name:	<input type="text"/>	Tel: <input type="text"/>
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Housing Office Address

5. THE PROPERTY YOU WANT TO MOVE TO

Please provide the following details about the property you want to move to

Address

Postcode

Number of bedrooms

What type of property is this? (please tick)

House

Flat or Maisonette

Bungalow

Bed Sit

I have carefully inspected the above property and understand that the proposed exchange can only be approved subject to the following conditions:-

- 1. That I accept the property in its present condition, including decoration and cleanliness.
- 2. That I accept full responsibility for any defects or damages to the property which are not due to fair wear and tear.
- 3. That I will put right any breach in my Tenancy Agreement, such as payment of outstanding rent arrears and making good any damage or unauthorised alterations to my current home.

6. REASONS WHY YOU WANT TO EXCHANGE

Please explain why you want to exchange properties:-

To the best of your knowledge are you or any other member of your household related to a member of staff, Board or Committee Member of your landlord, or, to a person who has held such a position within the past twelve months? Yes

No

Is YES, please give details

.....

.....

...

Have you been employed by your landlord in the last 12 months? Yes

No

Is YES, please give details

.....

.....

7. IDENTIFICATION INFORMATION

Please supply with this form:-

Two passport sized photographs of the tenant

Two passport sized photographs of the joint tenant

AND

One original document from the list below for the tenant

One original document from the list below for the joint tenant

Proof of personal identity list:-

- Valid passport
- Current photocard UK/EU Driving Licence
- Current old style UK Driving licence
- Residents permit issued by the Home Office to EU Nationals
- Application registration card Asylum Seekers
- Benefit Book

AND

One original document from the list below for the tenant

One original document from the list below for the joint tenant

Proof of address list:

- Recent utility bill (not mobile phone bill)
- Local Authority tax bill
- Bank or Building Society book or statement
- Current photocard UK/EU Driving licence *
- Current old style UK driving licence *
- Benefit book or original notification letter from DWP confirming right to benefit

* If not used for proof of identity

8. STATEMENT

I understand that I must not exchange properties or make any arrangements to move until I have written permission for the exchange to go ahead.

I understand that mutual exchange moves must be on a Monday (after written permission has been granted).

The above information I have given is true and complete and I declare that I have not paid or received any money for this exchange. I understand my landlord may reject my application or seek to evict me if I deliberately give false or incomplete information.

APPLICANT:

Signed

Date

JOINT APPLICANT:

Signed

Date

9. Equalities Monitoring:

Bedfordshire Homefinder is committed to an Equality & Diversity Policy to ensure everyone is treated with fairness and equality. To enable us to demonstrate that this policy is being carried out, records are maintained showing ethnic origins of applicants and tenants.

Could you therefore tick ONE box from the following:

✓ one only		Tenant
White	British	<input type="checkbox"/>
	Irish	<input type="checkbox"/>
	Gypsy or Irish Traveller	<input type="checkbox"/>
	Bulgarian	<input type="checkbox"/>
	Czech	<input type="checkbox"/>
	Hungarian	<input type="checkbox"/>
	Latvian	<input type="checkbox"/>
	Maltese	<input type="checkbox"/>
	Portuguese	<input type="checkbox"/>
	Slovakian	<input type="checkbox"/>
	Cypriot	<input type="checkbox"/>
	Estonia	<input type="checkbox"/>
	Italian	<input type="checkbox"/>
	Lithuanian	<input type="checkbox"/>
	Polish	<input type="checkbox"/>
	Romanian	<input type="checkbox"/>
	Slovenian	<input type="checkbox"/>
	Other White Background	<input type="checkbox"/>
Mixed	White & Black Caribbean	<input type="checkbox"/>
	White & Black African	<input type="checkbox"/>
	White & Asian	<input type="checkbox"/>
	Other Mixed Background	<input type="checkbox"/>
Asian or Asian British	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>
	Chinese	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>
	Kashmiri	<input type="checkbox"/>
	Other Asian Background	<input type="checkbox"/>
Black or Black British	Caribbean	<input type="checkbox"/>
	African	<input type="checkbox"/>
	Other Black or Black British	<input type="checkbox"/>
Other Ethnic Group	Arab	<input type="checkbox"/>
	Other	<input type="checkbox"/>

✓ one only		Joint Tenant
White	British	<input type="checkbox"/>
	Irish	<input type="checkbox"/>
	Gypsy or Irish Traveller	<input type="checkbox"/>
	Bulgarian	<input type="checkbox"/>
	Czech	<input type="checkbox"/>
	Hungarian	<input type="checkbox"/>
	Latvian	<input type="checkbox"/>
	Maltese	<input type="checkbox"/>
	Portuguese	<input type="checkbox"/>
	Slovakian	<input type="checkbox"/>
	Cypriot	<input type="checkbox"/>
	Estonia	<input type="checkbox"/>
	Italian	<input type="checkbox"/>
	Lithuanian	<input type="checkbox"/>
	Polish	<input type="checkbox"/>
	Romanian	<input type="checkbox"/>
	Slovenian	<input type="checkbox"/>
	Other	<input type="checkbox"/>
Mixed	White & Black Caribbean	<input type="checkbox"/>
	White & Black African	<input type="checkbox"/>
	White & Asian	<input type="checkbox"/>
	Other Mixed Background	<input type="checkbox"/>
Asian or Asian British	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>
	Chinese	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>
	Kashmiri	<input type="checkbox"/>
	Other Asian Background	<input type="checkbox"/>
Black or Black British	Caribbean	<input type="checkbox"/>
	African	<input type="checkbox"/>
	Other Black or Black British	<input type="checkbox"/>
Other Ethnic Group	Arab	<input type="checkbox"/>
	Other	<input type="checkbox"/>

✓ one only		Tenant
Faith/religion/ belief	Baha'i	<input type="checkbox"/>
	Christian	<input type="checkbox"/>
	Muslim	<input type="checkbox"/>
	Jewish	<input type="checkbox"/>
	Shinto	<input type="checkbox"/>
	Taoist	<input type="checkbox"/>
	Buddhist	<input type="checkbox"/>
	Hindu	<input type="checkbox"/>
	Jain	<input type="checkbox"/>
	Rastafarian	<input type="checkbox"/>
	Sikh	<input type="checkbox"/>
	Zoroastrian	<input type="checkbox"/>
	None	<input type="checkbox"/>
	Prefer not to say	<input type="checkbox"/>

✓ one only		Joint Tenant
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	Muslim	<input type="checkbox"/>
	Jewish	<input type="checkbox"/>
	Shinto	<input type="checkbox"/>
	Taoist	<input type="checkbox"/>
	Buddhist	<input type="checkbox"/>
	Hindu	<input type="checkbox"/>
	Jain	<input type="checkbox"/>
	Rastafarian	<input type="checkbox"/>
	Sikh	<input type="checkbox"/>
	Zoroastrian	<input type="checkbox"/>
	None	<input type="checkbox"/>
	Prefer not to say	<input type="checkbox"/>

✓ one only		Tenant
Disability	Sensory	<input type="checkbox"/>
	Mental	<input type="checkbox"/>
	Hidden	<input type="checkbox"/>
	Physical	<input type="checkbox"/>
	Learning	<input type="checkbox"/>

✓ one only		Joint Tenant
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	Mental	<input type="checkbox"/>
	Hidden	<input type="checkbox"/>
	Physical	<input type="checkbox"/>
	Learning	<input type="checkbox"/>

✓ one only		Tenant
Sexuality	Heterosexual	<input type="checkbox"/>
	Gay man	<input type="checkbox"/>
	Lesbian	<input type="checkbox"/>
	Bi Sexual	<input type="checkbox"/>
	Prefer not to say	<input type="checkbox"/>

✓ one only		Joint Tenant
Sexuality	Heterosexual	<input type="checkbox"/>
	Gay man	<input type="checkbox"/>
	Lesbian	<input type="checkbox"/>
	Bi Sexual	<input type="checkbox"/>
	Prefer not to say	<input type="checkbox"/>

Once completed, please return to your landlord.

 <p>Aragon Housing Association</p>	<p>Aragon Housing Association Katherine's House Dunstable Street Ampthill Bedfordshire MK45 2JP E-mail: enquiry@aragon-housing.co.uk Website: www.aragon-housing.co.uk Tel: 01525 840505 / 01767 685800</p>
 <p> bpha building communities</p>	<p>bpha Pilgrim House Bedford Bedfordshire MK40 1NY E-mail: info@bpha.org.uk Website: www.bpha.org.uk Tel: 01234 791000</p>
 <p> Central Bedfordshire</p>	<p>Central Bedfordshire Priory House Chicksands Shefford Bedfordshire SG17 5TQ E-mail: customer.services@centralbedfordshire.gov.uk Website: www.centralbedfordshire.gov.uk Tel: 0300 300 8000</p>
 <p>LUTON  BOROUGH COUNCIL</p>	<p>Luton Borough Council Town Hall Luton Bedfordshire LU1 2BQ E-mail: feedback@luton.gov.uk Website: www.luton.gov.uk Tel: 01582 546000</p>