

## **Mutual Exchange Property Inspection**

As a part of the Mutual Exchange process we will carry out an inspection of your property to ensure that is in good condition. Under the terms and conditions of your Tenancy Agreement you are responsible for the following:

### **Repairing and maintaining your home**

You must do the following:

- Keep the inside of your home clean and tidy. You must not allow your home to get into a condition that causes a risk to your health or the health of others.
- Carry out all repairs to your home which you are responsible for. The repairs which we are responsible for are set out in condition 6 of your Tenancy Agreement.
- Repair any damage to your home caused by the carelessness or neglect of you and anyone who lives with or visits you.
- Decorate the inside of your home when necessary.
- Tell us as soon as possible if your home needs any repair which we are responsible for.

### **Carrying out alterations and home improvements:**

You must not do the following:

- Add, alter, replace or improve anything in your home without getting our written permission first. We will give you permission if it is reasonable to do so. If you make any alterations or improvements without our permission, we may ask you to:
  1. Change your home back to how it looked before those changes; or
  2. Pay us to carry out the work to change your home back.
- Put up any structure (such as a shed, garage, conservatory, or satellite dish) anywhere on your home without our written permission first.

### **Keeping your garden tidy**

You must do the following:

- You must keep your garden tidy and free from rubbish
- You must cut lawns and trim hedges when necessary
- You must not allow trees or plants to overhang the properties or land on all sides
- If you do not maintain your garden, we may do any work we consider necessary and charge you for the work.

Important: Your Mutual Exchange property inspection will fail if you are in breach of any of the above Terms & Conditions, and you will not be given permission to continue with your exchange. Further to this you will be required to put right anything that has been recorded as part of the inspection. Failure to do so may result in action being taken against your tenancy.

**What your must do before inspection**

- Ensure that you have read and understood the above terms & conditions and that your property meets the standards highlighted.
- Ensure that all rooms, gardens etc are clear of any stored items and clutter to enable full access for the inspection to be carried out.

**If you do not meet these conditions the inspection will be postponed, together with your exchange, and you will be asked to remedy any issues highlighted and re-book the inspection for a time after you have completed what is required.**

**After you have exchanged**

Should you discover any repairs for which we are responsible after you have moved in to the property, these should be reported to the Customer Service Centre for an order to be placed with our repairs Contractor.

Note: The property inspection is not to inspect for any outstanding repairs, it is the responsibility of the tenant to report any required repairs. The inspection is to ensure that you have complied with the terms and conditions of the Tenancy Agreement under section 3.3: Looking after your home.

Any rubbish left in the property or garden must be cleared by the outgoing tenant and will not be removed by Basildon Council. It is the responsibility of the outgoing tenant to ensure that the property is left clean and clear.

I have read and understand the conditions highlighted above explaining both the Property inspection and the reporting of repairs following a completed Mutual Exchange. I am also aware that I should thoroughly inspect the property to which I wish to exchange and I am aware of my responsibility to report any repairs to Basildon Borough Council Customer Contact Centre.

Name.....

Address.....

Signature.....

Date.....

Name 2.....

Address.....

Signature.....

Date.....

**CRM**.....  
-

## Information / Documents required

**To assist in the processing of your Mutual Exchange application, please could you provide copies of the following documentation. Should you be unable to supply this documentation, then we may not be able to process your application.**

Should you require any assistance with regards to acceptable documents, then please contact our Housing Tenancy and Resettlement Department (Mutual Exchanges) on (01268) 533333. Basildon Library has photocopiers for public use, however there is a charge for this service.

**Dependent children** – A copy of your Child Benefit entitlement letter (dated within the last 3 months), showing your name and address details and the names of the children you currently claim for. If your entitlement letter is not dated within the last 3 months please supply a copy of the out dated letter accompanied by a bank statement dated within the last 3 months, showing your name, address, the benefit payment and reference number.

**Proof of Residence – for all Tenants and non dependents included in the household**

**Photo ID – Current Driving Licence or Passport (if you do not have either of these we will accept a signed passport photograph)**

**Proof of Address - Bank Statement, credit card/ store card statements, payslips) – dated within the last 3 months.**

### Welfare Benefit

Please note that you may be entitled to one bedroom above your needs providing you are not claiming full Housing Benefit. You may be required to complete a financial assessment and provide proof of income. If you are paid weekly, 5 weeks consecutive, if monthly paid two consecutive months. If you are claiming Housing Benefit then you may not be allowed more bedrooms than you need.

For more information and advice on Housing Benefit, please visit our website [www.basildon.gov.uk/benefits](http://www.basildon.gov.uk/benefits) or call the Council's benefits team on (01268 533333).

### Additional Information

In order to approve your Mutual Exchange, several checks have to be carried out. These include: Household make up, rent account, adaptations to property, right to buy, if there have been any breaches of tenancy, property size and suitability.

Once these checks have been carried out we will write to you within 10 working days acknowledging your request. We will inform you of a property inspection date and time or ask you to contact us to arrange one.

The Mutual Exchange process can take up to 42 days to complete (decision given). It would help the Housing Tenancy and Resettlement Team if telephone contact is kept to a minimum.

If you have not received an acknowledgement or had any contact from Basildon Council after 10 working days has passed, please contact us on (01268) 533333.

**PLEASE NOTE: YOUR RENT ACCOUNT MUST BE CLEAR AT THE TIME OF YOUR APPLICATION AND REMAIN CLEAR IN ORDER TO BE APPROVED.**

FOR OFFICE USE ONLY  
Date Received \_\_\_/\_\_\_/\_\_\_

## MUTUAL EXCHANGE APPLICATION FORM

PLEASE ENSURE ALL PARTS ARE COMPLETED

### PART 1: PROPERTY ONE

<b>TENANT 1 NAME(S): MR/MRS/MISS/MS</b> ..... <b>D.O.B</b> ..... <b>N.I. NUMBER</b> .....	<b>FULL ADDRESS</b> ..... ..... ..... <b>POST CODE</b> .....
<b>TENANT 2 NAME(S): MR/MRS/MISS/MS</b> ..... <b>D.O.B</b> ..... <b>N.I. NUMBER</b> .....	<b>TEL NO. (Home)</b> ..... <b>TEL NO. (Mobile)</b> .....

**EMAIL ADDRESS** .....

**PREFERRED METHOD OF CONTACT**

**TELEPHONE**                       **EMAIL**                       **POST**

**SOLE TENANCY**                       **JOINT TENANCY**

### **OTHER OCCUPANTS (Not including tenants)**

FULL NAME	AGE	DATE OF BIRTH	RELATIONSHIP TO TENANT

**IS ANYONE PREGNANT**                      **YES**                       **NO**

**IF YES, NAME OF EXPECTANT MOTHER** .....

**BABY DUE DATE**.....

**IS THERE ANYONE NOT LIVING WITH YOU NOW WHO WILL BE MOVING IN WITH YOU?**

**YES**                       **NO**

**IF YES, PLEASE INCLUDE IN THE OTHER OCCUPANTS BOX AND GIVE THEIR NAME BELOW**  
.....

**DO YOU HAVE ANY PETS?**                      **YES**                       **NO**

**IF YES, WHAT PETS DO YOU HAVE?** .....

If the person you wish to exchange with lives in a property managed by another Landlord they must apply directly to their Landlord

LANDLORD (Who you pay your rent to).....  
 LANDLORD CONTACT DETAILS – TELEPHONE NUMBER.....  
 ADDRESS.....

## ABOUT YOUR PROPERTY

### TYPE OF PROPERTY

SEMI  TERRACED  DETACHED  FLAT   
 MAINSONETTE  BUNGALOW  BEDSIT

NUMBER OF BEDROOMS.....	DINING ROOM (Circle appropriate)	YES/NO
SHELTERED ACCOMODATION YES/NO	IS THERE A LIFT	YES/NO
IS THERE A GARAGE YES/NO	IS THERE A STORAGE SHED	YES/NO
IS THERE A GARDEN YES/NO	IF YES	SHARED/OWNED

WHAT FLOOR IS YOUR PROPERTY ON .....

DO YOU OR ANY OF YOUR FAMILY HAVE A PHYSICAL DISABILITY? YES/NO

If yes, please give name(s) and details of disability.....  
 .....  
 .....

IS YOUR PROPERTY ADAPTED FOR THE DISABLED YES/NO

If yes to above, what alterations / adaptations?.....  
 .....  
 .....

REASON for MOVE.....

Please be aware of the following:

- I/WE may not making any removal arrangement or move house until we have been given confirmation of an assignment date from Basildon Council.
- Moving without Basildon Councils permission could result in the loss of your home.
- ALL RENT ACCOUNTS MUST BE CLEAR BEFORE AN EXCHANGE CAN TAKE PLACE.

(In cases of joint tenants both parties must sign)

SIGNED (Tenant).....

SIGNED (Joint Tenant).....

Please return to:  
 Housing Tenancy & Resettlement Team  
 Basildon Centre,  
 St Martin's Square  
 Basildon  
 Essex  
 SS14 1DL

## MUTUAL EXCHANGE APPLICATION FORM

PLEASE ENSURE ALL PARTS ARE COMPLETED

### PART 2: PROPERTY TWO

<b>TENANT 1 NAME(S): MR/MRS/MISS/MS</b> ..... <b>D.O.B</b> ..... <b>N.I. NUMBER</b> .....	<b>FULL ADDRESS</b> ..... ..... ..... <b>POST CODE</b> .....
<b>TENANT 2 NAME(S): MR/MRS/MISS/MS</b> ..... <b>D.O.B</b> ..... <b>N.I. NUMBER</b> .....	<b>TEL NO. (Home)</b> ..... <b>TEL NO. (Mobile)</b> .....

**EMAIL ADDRESS** .....

**PREFERRED METHOD OF CONTACT**

**TELEPHONE**                       **EMAIL**                       **POST**

**SOLE TENANCY**                       **JOINT TENANCY**

### **OTHER OCCUPANTS (Not including tenants)**

FULL NAME	AGE	DATE OF BIRTH	RELATIONSHIP TO TENANT

**IS ANYONE PREGNANT**                      **YES**                       **NO**

**IF YES, NAME OF EXPECTANT MOTHER** .....

**BABY DUE DATE**.....

**IS THERE ANYONE NOT LIVING WITH YOU NOW WHO WILL BE MOVING IN WITH YOU?**

**YES**                       **NO**

**IF YES, PLEASE INCLUDE IN THE OTHER OCCUPANTS BOX AND GIVE THEIR NAME BELOW**  
.....

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**IF YES, WHAT PETS DO YOU HAVE?** .....

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NUMBER OF BEDROOMS.....		DINING ROOM (Circle appropriate)	YES/NO
SHELTERED ACCOMODATION	YES/NO	IS THERE A LIFT	YES/NO
IS THERE A GARAGE	YES/NO	IS THERE A STORAGE SHED	YES/NO
IS THERE A GARDEN	YES/NO	IF YES	SHARED/OWNED

WHAT FLOOR IS YOUR PROPERTY ON .....

DO YOU OR ANY OF YOUR FAMILY HAVE A PHYSICAL DISABILITY? YES/NO

If yes, please give name(s) and details of disability.....  
 .....  
 .....

IS YOUR PROPERTY ADAPTED FOR THE DISABLED YES/NO

If yes to above, what alterations / adaptations?.....  
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 Housing Tenancy & Resettlement Team  
 Basildon Centre,  
 St Martin's Square  
 Basildon  
 Essex  
 SS14 1DL

## CONSENT AND DECLARATION

I/we have given information that is true and to the best of my/our knowledge.

I/we understand that it is my/our responsibility to advise you immediately of any changes in my/our circumstances, which may affect my/our Mutual Exchange application, including (but not limited to) changes in family makeup, change of address.

I/we agree for the Council or Registered Providers to discuss my/our housing application with other Council departments, agencies and professionals if it is relevant to my/our application. This may include my/our previous, current and future landlord.

I/we authorise the Council to make any necessary enquiries to check the information given for all persons included in this application is correct, the checks may include but not limited to –Housing and Council Tax Benefit, Council Tax, Credit checks, Land Registry Search, Department for Work and Pensions, Her Majesty’s Revenue & Customs.

I/we understand that completing this application form does not guarantee me/us the Mutual Exchange will be approved.

I/we authorise the Council to cross check data from this application or any subsequent Council tenancy with departments within the Council, other Councils and Authorities and relevant private landlords for the purpose of prevention and detection of fraud.

I/we understand that information I/we supply, and supplied by others about me/us, will be held on computer.

I/we understand that my/our application will be cancelled / withdrawn if I/we have knowingly made a false statement. I/we further understand that I/we may be committing a criminal offence under the Housing Act 1996 – Section 171, if I/we knowingly make a false statement and can be fined £5000 and lose my/our tenancy.

Basildon Borough Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. The Council may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

***All tenants must sign and forward with your Mutual Exchange Application***

### Signature(s)

Tenant 1..... Tenant 2 .....Property 1

Tenant 1 ..... Tenant 2 .....Property 2

Date.....

If you would like to find out more about how Basildon Borough Council use your personal data please go to [www.basildon.gov.uk/privacy](http://www.basildon.gov.uk/privacy)