

Mutual exchange application form

Your details			
Title:		First name:	
Surname:		National Insurance number:	
Nationality:			

Contact details			
Preferred contact number:		Mobile number:	
Home number:		Work number:	
Email address:			
Are you a joint tenant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If you ticked yes, please provide joint tenant details

Joint tenant details			
Title:		First name:	
Surname:		National Insurance number:	
Nationality:			

Joint tenant contact details			
Preferred contact number:		Mobile number:	
Home number:		Work number:	
Email address:			

Please note most of our contact will be via your preferred contact number and by email.

Tenancy details	
Current address	
Type of tenancy:	Start date of tenancy:
Is Acis your landlord:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please give the following details:	
Landlord name:	
Contact name at landlord:	
Landlord address:	
Landlord phone number:	
Landlord email address:	

Please give us the details of the tenant(s) you would like to exchange with:

Address of property you wish to exchange with

Details	
Title:	First name:
Surname:	National Insurance number:
Nationality:	

Contact details	
Preferred contact number:	Mobile number:
Home number:	Work number:
Email address:	

Please tell us who will be moving with you:

Please list all members of your household who are living with you now and who will continue to live with you when you move. Please include any details of pregnancies and due dates.

	Lead tenant	Household member one	Household member two	Household member three	Household member four	Household member five
First name						
Surname						
Gender						
Date of birth						
Their relationship to you						
Any known disabilities or vulnerabilities						

For all children under 16, is the child benefit paid to you?

Yes No

Pets

Do you have any pets to take with you? Yes No

If yes, please give details (please note we operate a no pets policy for some properties):

Details of current accommodation

Type of property (e.g. house, sheltered accommodation, bungalow, flat etc) :

If living in a flat, please tell us which floor:

Number of bedrooms in the property:

Number of bedrooms used in the property:

Are there any adaptations in the property? Yes No

If yes, please give details:

Do you require any adaptations in the property? Yes No

If yes, please give details:

Tenancy details

Current weekly rent: £ Has your landlord served a notice seeking possession on you:? Yes No

Has your landlord obtained a court order against you? Yes No Do you receive any benefits to help pay the rent? Yes No

If yes, please give details below:

Why do you wish to mutual exchange your home? (tick main reason)

Current property too small Current property too large Cannot afford rent

To move closer to friends/family To move nearer to work/school

To move nearer to support Property unsuitable due to ill health/disability

Please provide details:

Support

Does anyone support you?

Yes No

Title:

First name

Surname:

Address:

Preferred contact number:

Email address:

Relationship to you:

What type of support do they provide?

Please ensure all sections of this form are completed. If you have a joint tenancy, both parties must sign the form. By signing, you are confirming all details given are true. Please note, an exchange of accommodation must not be carried out without the permission of Acis and all relevant agreements have been signed.

Tenant one name:

Tenant one signature:

Date:

Tenant two name:

Tenant two signature:

Date:

By ticking here you consent to Acis storing and using your sensitive information for the purposes described in our Privacy Statement.'

INFORMATION FOR APPLICANTS

By signing and submitting this form, the information provided will be used to process your application for a mutual exchange. NO EXCHANGE CAN TAKE PLACE WITHOUT WRITTEN PERMISSION FROM ACIS.

Privacy statement

Acis Group Limited (Acis) is committed to protecting and respecting your privacy. We think it is extremely important to keep any personal information we have about you secure and confidential and in accordance with Data Protection Legislation including the Data Protection Act and the General Data Protection Regulation (GDPR), as amended from time to time.

We share your name and contact details across the Acis group of companies and with our suppliers and partners in order to deliver our services to you. We only share your detailed personal information (including sensitive personal information) so that we can service your needs and our legitimate business needs. We may share this information with suppliers and partners for reasons including (but not limited to) providing services to you, for the collection of debts and taxes, and for the prevention, detection and prosecution of crime. Our full privacy statement information on your rights can be found on our web pages (www.acisgroup.co.uk), or can be provided on request from the Contact Centre, Acis, Acis House, Bridge Street, Gainsborough, Lincolnshire DN21 1GG.

Some of the data we collect is sensitive personal data. Providing this information to us is voluntary however we may not be able to fully support your needs without it.

Our process for considering your application

Once we have received your application, we will:

- Check whether your tenancy and the property is eligible to be exchanged
- If eligible, carry out a home visit to the Acis property
- Review a reference from the non Acis landlord (if applicable)

We will look carefully if we are able to grant permission for the mutual exchange to go ahead. Consent cannot be given if:

- Any Acis tenant(s) are not on a five-year fixed term or assured tenancy
- There are any exception criteria in place which mean we cannot agree an exchange. For example, it is designated for older people
- Adaptations have been installed and no one in the proposed household has a need for the specialist adaptations
- The exchange would mean the property would be over-occupied
- The exchange would mean the property would be significantly under occupied
- Any party is subject to a court order in relation to their tenancy
- Any party has been served a notice in relation to their tenancy

This list is not exhaustive but intended to give an indication of the main reasons why we cannot give permission for an exchange to go ahead.

Other things to consider:

- Depending on the type of tenancy you and your exchange partner have, you may lose the security of tenure. You will be given further information about this before you finalise the exchange.
- We will require any remedial works to be completed on any Acis property to bring it to our lettable standard
- Any debts related to the tenancy will need to be cleared for the exchange to go ahead
- Any fixtures and fittings which are related to the property must be left in the property even if you fitted them
- Photo ID will be required of all parties wishing to exchange
- By going ahead with the exchange, you will be accepting the property in its current condition and liability for any breaches of tenancy
- Should any party in the exchange decide to end their tenancy or does not want to go ahead, we will cancel the application

Right to appeal

If you are unhappy with the decision we make, you have the right to appeal. Your Acis contact can advise you how to do this.