

MELTON BOROUGH COUNCIL

Harrinder Rai
 Head of Social and Economic Development
 Council Offices
 Nottingham Road
 Melton Mowbray
 Leics
 LE13 0UL

Telephone: (01664) 502502

FOR OFFICIAL USE ONLY		
Date Received		
TENANT No.1	INSPECTION	MOVE WC
Rent A/C Clear	YES	NO
MBC Debts:		
TENANT No.2	INSPECTION	MOVE WC
Rent A/C Clear	YES	NO
MBC Debts:		

MUTUAL EXCHANGE APPLICATION FORM

Please read the following carefully before going further:

- a) This application has been given to you for completion to enable me to consider your application to exchange dwelling with another tenant.
- b) It is essential that each part of the form is completed using block capital letters and is returned to me at the above address as soon as possible. Please arrange for the other exchange party to complete Family No.2 details before returning the form to me.
- c) When your completed form has been returned to me, an assessment of the application will be made and you will receive written notification of my decision. Please note that you must not arrange to move until you receive written permission to do so, but should indicate overleaf your proposed exchange date which should be not less than 4 weeks from the date of application. Under the provisions of the Housing Act 1985, you have the right to exchange your dwelling with another secure tenant, subject to the requirements of Section 92 and Schedule 3 of the above Act, details of which are given on the back page of this form.
- d) You are advised to personally visit the dwelling to which you propose to exchange and inspect it yourself. If the exchange is permitted, each party accepts the new property in its present condition. The new tenant will be responsible for the cost of correcting any previous tenant's improvements/alterations/misuse/redcoration etc. You should acquaint yourself with the Conditions of Tenancy and tenant's repair responsibilities, as well as the locality and facilities available/not available.
- e) I will arrange for you to be visited before approval of the exchange is given, so that the accuracy of the information given by you may be checked. A reference will also be requested from your landlord if you are not presently a Melton Borough Council tenant.
- f) If either property would be under-occupied if a Mutual Exchange took place, it will be suggested that the parties may wish to consider a three-way exchange as an alternative to the request being refused.

Please use block capitals and tick, as necessary, the appropriate box.

1.

Family No. 1 – Full Name (Mr/Mrs/Ms/Miss)			
Address: _____			
Tel No. (Home): _____		Tel No. (Work): _____	Postcode: _____
SURNAME	FIRST NAMES	DATE OF BIRTH	RELATIONSHIP TO TENANT
			TENANT

2. Next of Kin: Name: _____
 Address: _____
 Tel No: _____ Postcode: _____

3. Details of existing accommodation:

a)

PRESENT ACCOMMODATION	TICK
House	
Flat in purpose built block (floor _____)	
Maisonette	
Bungalow	
Bedsit	

b)

DO YOU HAVE A:	YES	NO
Utility Room		
Kitchen		
Dining Room		
Living Room		
Bathroom		
Number of Bedrooms:		

c)

DO YOU HAVE A:	YES	NO
Kitchen sink		
Wash hand basin		
Fixed bath/shower in a bathroom		
Internal W.C.		
External W.C.		

d)

DO YOU HAVE A:	YES	NO	NAME OF SUPPLIER
Gas supply – for heating			
– for cooking			
Elec supply – for heating			
– for cooking			
Water Meter			

4. How long have you lived at present address? Weekly Rent £

Do you have any pets? YES/NO Type: _____

5. Reason for proposed exchange and proposed date (not less than 4 weeks from date of application):

6. Name of your Local Authority/Landlord: _____
 Address: _____
 Tel No: _____

I certify that the particulars given on this form are correct. I understand and agree that I may not exchange dwellings until authorised to do so. I also understand that any false information directly affecting my right to exchange renders me liable to have my application rejected and that an unauthorised exchange will result in legal action being taken for my eviction from any illegally occupied dwellings.

Signature of Tenant(s): _____ Signature of Partner: _____

Date: _____

Please use block capitals and tick, as necessary, the appropriate box.

1.

Family No.2 – Full Name (Mr/Mrs/Ms/Miss)			
Address: _____			
Tel No. (Home): _____		Tel No. (Work): _____	Postcode: _____
SURNAME	FIRST NAMES	DATE OF BIRTH	RELATIONSHIP TO TENANT
			TENANT

2. Next of Kin: Name: _____
 Address: _____
 Tel No: _____ Postcode: _____

3. Details of existing accommodation:

a)

PRESENT ACCOMMODATION	TICK
House	
Flat in purpose built block (floor _____)	
Maisonette	
Bungalow	
Bedsit	

b)

DO YOU HAVE A:	YES	NO
Utility Room		
Kitchen		
Dining Room		
Living Room		
Bathroom		
Number of Bedrooms:		

c)

DO YOU HAVE A:	YES	NO
Kitchen sink		
Wash hand basin		
Fixed bath/shower in a bathroom		
Internal W.C.		
External W.C.		

d)

DO YOU HAVE A:	YES	NO	NAME OF SUPPLIER
Gas supply – for heating			
– for cooking			
Elec supply – for heating			
– for cooking			
Water Meter			

4. How long have you lived at present address? Weekly Rent £

Do you have any pets? YES/NO Type: _____

5. Reason for proposed exchange and proposed date (not less than 4 weeks from date of application):

6. Name of your Local Authority/Landlord: _____
 Address: _____
 Tel No: _____

I certify that the particulars given on this form are correct. I understand and agree that I may not exchange dwellings until authorised to do so. I also understand that any false information directly affecting my right to exchange renders me liable to have my application rejected and that an unauthorised exchange will result in legal action being taken for my eviction from any illegally occupied dwellings.

Signature of Tenant(s): _____ Signature of Partner: _____

Date: _____

Housing Act 1985 – Section 92:-

1. It is a term of every secure tenancy that the tenant may, with the written consent of the landlord, assign the tenancy to another secure tenant who satisfies the condition in subsection 2.
2. The condition is that the other secure tenant has the written consent of his landlord to an assignment of his tenancy either to the first-mentioned tenant or to another secure tenant who satisfies the condition in this subsection.
3. The consent required by virtue of this section shall not be withheld except on one or more of the grounds set out in Schedule 3, and if withheld otherwise than on one of those grounds shall be treated as given.
4. The landlord may not rely on any of the grounds set out in Schedule 3 unless he has, within 42 days of the tenant's application for the consent, served on the tenant a notice specifying the ground and giving particulars of it.
5. Where rent lawfully due from the tenant has not been paid or an obligation of the tenancy has been broken or not performed, the consent required by virtue of this section may be given subject to a condition requiring the tenant to pay the outstanding rent, remedy the breach or perform the obligation.
6. Except as provided by subsection 5, a consent required by virtue of this section cannot be given subject to a condition, and a condition imposed otherwise than as so provided shall be disregarded.

Housing Act 1985 – Schedule 3 – Grounds for Withholding Consent to Assignment by Way of Exchange:-

Ground 1

The tenant or the proposed assignee is obliged to give up possession of the dwelling-house of which he is the secure tenant in pursuance of an order of the court, or will be so obliged at a date specified in such an order.

Ground 2

Proceedings have been begun for possession of the dwelling-house of which the tenant or the proposed assignee is the secure tenant on one or more of grounds 1 to 6 in Part 1 of Schedule 2 (grounds on which possession may be ordered despite absence of suitable alternative accommodation), or there has been served on the tenant or the proposed assignee a notice under section 83 (notice of proceedings for possession) which specifies one or more of those grounds and is still in force.

Ground 3

The accommodation afforded by the dwelling-house is substantially more extensive than is reasonably required by the proposed assignee.

Ground 4

The extent of the accommodation afforded by the dwelling-house is not reasonably suitable to the needs of the proposed assignee and his family.

Ground 5

The dwelling-house:-

- a) forms part of or is within the curtilage of a building which, or so much of it as is held by the landlord, is held mainly for purposes other than housing purposes and consists mainly of an accommodation other than housing accommodation, or is situated in a cemetery and
- b) was let to the tenant or a predecessor in title of his in consequence of the tenant or predecessor being in the employment of:-

the landlord, a local authority, a new town corporation, the Development Board for Rural Wales, an urban development corporation, or the governors of an aided school.

Ground 6

The landlord is a charity and the proposed assignee's occupation of the dwelling-house would conflict with the objects of the charity.

Ground 7

The dwelling-house has features which are substantially different from those of ordinary dwelling-houses and which are designed to make it suitable for occupation by a physically disabled person who requires accommodation of the kind provided by the dwelling-house and if the assignment were made there would no longer be such a person residing in the dwelling-house.

Ground 8

The landlord is a housing association or housing trust which lets dwelling-houses only for occupation (alone or with others) by persons whose circumstance (other than merely financial circumstances) make it especially difficult for them to satisfy their need for housing and if the assignment were made there would no longer be such a person residing in the dwelling-house.

Ground 9

The dwelling-house is one of a group of dwelling-houses which it is the practice of the landlord to let for occupation by persons with special needs and a social service or special facility is provided in close proximity to the group of dwelling-houses in order to assist persons with those special needs and if the assignment were made there would no longer be a person with those special needs residing in the dwelling-house.

APPLICATION FOR A TRANSFER IN THE MELTON BOROUGH COUNCIL AREA

Please complete and return to your own Landlord

Either: a) **The Director of Community Services Department, Melton Borough Council, Council Offices, Nottingham Road, Melton Mowbray, Leicestershire LE13 0UL**

Or: b) Your own Housing Association (Please state)

FOR OFFICE USE ONLY
DATE OF PREVIOUS APPLICATION
DATE RECEIVED
REFERENCE NUMBER

FOR OFFICE USE ONLY	
RENT A/C CLEAR YES/NO	
DEBTS TO SOCIAL LANDLORDS	
Address	Amount

Please complete the following details (IN BLOCK CAPITAL LETTERS)

	SURNAME	FORENAMES	MR/MRS MISS/MS	DATE OF BIRTH	RELATIONSHIP
1. APPLICANT					
2. JOINT APPLICANT <i>(if applicable)</i>					
3. CHILDREN AND OTHERS TO BE INCLUDED ON THE APPLICATION					

IF YOU OR ANY MEMBER OF YOUR FAMILY IS EXPECTING A CHILD PLEASE GIVE DETAILS:

NAME OF EXPECTING PERSON

EXPECTED DATE OF BIRTH

4. YOUR ADDRESS		
		POSTCODE
	TELEPHONE NUMBER <i>(include STD code)</i>	HOME BUSINESS

5. HEALTH

DO YOU HAVE A SERIOUS MEDICAL CONDITION THAT WOULD BE EASED OR RESOLVED BY A MOVE TO ALTERNATIVE ACCOMMODATION? *(Please tick)*

YES NO

If 'YES' give brief details. A medical form will be sent to you which you should complete and return to this department for assessment by the Council's medical consultant.

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5. Cont'd

PLEASE STATE ANY SPECIAL REQUIREMENTS YOU MAY NEED

Do you have a disability? YES/NO

Is your disability progressive? YES/NO

Do you use a wheelchair inside your home? YES/NO

Do you require storage space for Mobility aids or medical equipment? YES/NO

Do you require accommodation for an overnight personal assistant YES/NO

PLEASE TICK THE FOLLOWING:

	YES	WITH DIFFICULTY	WITH ASSISTANT	NOT APPLICABLE
Can you manage the stairs?				
Can you get in and out of the house?				
Are all your rooms easily accessible to you?				

This information may be shared with Leicestershire County Council Social Services Department and the Council's Medical Advisor.

6. IS YOUR PROPERTY ADAPTED FOR HEALTH REASONS	YES/NO (please delete as appropriate)
LENGTH OF TENANCY	HOW LONG HAVE YOU LIVED AT THIS PROPERTY? <input type="text"/>

7. PRESENT TYPE OF PROPERTY	PLEASE TICK WHICH TYPE OF PROPERTY YOU HAVE			
	HOUSE <input type="checkbox"/>	BUNGALOW <input type="checkbox"/>	GROUND FLOOR FLAT <input type="checkbox"/>	MAISONETTE <input type="checkbox"/>
	1st FLOOR FLAT <input type="checkbox"/>	BEDSIT <input type="checkbox"/>	WARDEN ASSISTED <input type="checkbox"/>	COMMUNITY ALARM NETWORK <input type="checkbox"/>
	2nd FLOOR FLAT <input type="checkbox"/>			
	HOW MANY BEDROOMS DOES YOUR PRESENT PROPERTY HAVE? <input type="text"/>			

8. AREA OF CHOICE	A LIST OF AREAS WHERE HOUSING IS AVAILABLE IN THE BOROUGH IS SUPPLIED WITH THIS APPLICATION FORM. (Please tick if No Preference or enter the area code(s) in the boxes below.)					
	NO PREFERENCE <input type="checkbox"/>	1 <input type="text"/>	3 <input type="text"/>	5 <input type="text"/>	2 <input type="text"/>	4 <input type="text"/>
(Please enter code from attached list of areas)						6 <input type="text"/>

9. For which type of property would you like to be considered? (Please bear in mind that you will only be offered accommodation which is suitable for the size of your family.)	<input type="checkbox"/> HOUSE	<input type="checkbox"/> FLAT	<input type="checkbox"/> MAISONETTE
	<input type="checkbox"/> WARDEN ASSISTED SCHEME	<input type="checkbox"/> GROUND FLOOR FLAT	<input type="checkbox"/> 1st FLOOR FLAT
	<input type="checkbox"/> 2nd FLOOR FLAT	<input type="checkbox"/> BEDSIT	<input type="checkbox"/> BUNGALOW
FOR HOW MANY BEDROOMS WOULD YOU WISH TO BE CONSIDERED?	<input type="text"/>		

10. PETS	DO YOU HAVE ANY PETS? YES/NO
	TYPE
	NUMBER OF PETS

11. PLEASE GIVE BRIEF DETAILS OF WHY YOU WISH TO TRANSFER

12. IF YOU ARE WORKING, PLEASE GIVE DETAILS OF EMPLOYER	APPLICANT	PARTNER
NAME OF EMPLOYER OR COMPANY		
WORK ADDRESS		
POSTCODE		
TEL. No.		
* AVERAGE WEEKLY GROSS EARNINGS	£	£
* NET EARNINGS	£	£

13. DO YOU WISH TO BE CONSIDERED FOR MUTUAL EXCHANGE LIST? <i>IF YES, YOUR NAME WILL BE PLACED ON THE MUTUAL EXCHANGE LIST WHICH WILL BE MADE AVAILABLE TO OTHER TRANSFER APPLICANTS.</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

14. DO YOU WISH TO BE CONSIDERED FOR A PROPERTY OWNED BY MELTON BOROUGH COUNCIL?	MELTON BOROUGH COUNCIL YES/NO	HOUSING ASSOCIATION YES/NO
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15. ARE YOU INTERESTED IN SHARED OWNERSHIP? YES/NO

** THESE DETAILS MUST BE COMPLETED IF YOU WISH TO BE CONSIDERED FOR A SHARED OWNERSHIP.*

Please read the following carefully before signing the form.

a) This application has been given to you for completion for your accommodation requirements to be assessed in relation to other applicants on the Housing Register. Applications will only be accepted from **tenants who have complied with the conditions of tenancy at their present address for the previous twelve months.**

b) It is essential that each part of the form is completed using block capital letters and is returned to your own landlord at the address shown on the front of this form as soon as possible.

c) When your completed form has been returned, an assessment of your need for alternative housing will be made and you will receive a written notification of the number of points allocated to you on the waiting lists, together with an explanation.

d) Any change in circumstances must be notified to the Council immediately and may mean an alteration to your points allocation.

e) **When a transfer allocation is made, the tenant becomes responsible for payment of the rent for the new dwelling from the tenancy commencement date and continues to be responsible for the payment of rent for the present dwelling until the Monday following the return of the keys to your landlord.**

f) A member of staff will visit you before the offer of any dwelling is made, so that the accuracy of the information given by you may be checked, together with your points allocation and to check that the state of the property and the garden are to a satisfactory standard.

g) Present tenants who owe rent on a former tenancy or have not paid rechargeable accounts on their present or former tenancy are not eligible to make a transfer application.

~~h) A tenant wishing to change dwellings within the same rural ward or within Melton Borough Council housing...~~

i) Applicants will not be considered for another transfer for 6 months after one refusal of a reasonable offer, unless there are valid reasons for that refusal.

j) If you require help in completing this form, please contact your landlord.

AUTHORISATION

I give my permission for Melton Borough Council or any Housing Association working in the Melton Borough Council area to contact the landlord quoted on this Transfer Form for a reference.

DECLARATION

I certify that the above information is correct, and understand that, should it prove that a false statement has been made, the Council/Housing Association may take Court action to repossess any tenancy that may have been granted.

I further agree to inform the Council of any change of circumstances which may affect this application.

Signature(s) Date

Data Protection Act 1998. The Act entitles individuals to a copy of any personal data held about them and gives the individual the right to have incorrect data corrected or erased(subject to the restrictions of the Act).

LIST OF WARDS IN VILLAGES AND AREAS OF MELTON

PROPERTIES AVAILABLE FOR PENSIONERS - WARDEN ASSISTED

WARD	CODE	DESCRIPTION	WARD	CODE	DESCRIPTION
Asfordby	ASF	Asfordby	Melton Mowbray	SJC	St Johns Court
Bottesford	BOT	*Bottesford, Bottesford		MOW	*Mowbray Court
Melton Mowbray	DSO	*DeMontfort WA Bung Sh/own		WIL	Wilton Court
	GRA	Granby House			
	GCO	Gretton Court			

PROPERTIES AVAILABLE FOR PENSIONERS - WITH COMMUNITY ALARM

WARD	CODE	DESCRIPTION	WARD	CODE	DESCRIPTION
Asfordby	ASF	Asfordby	Melton Mowbray	FAI	Fairmead Estate
Bottesford	BOT	*Bottesford, Bottesford		NOA	East Ave/West Ave
		*School Walk, Bottesford Sh/own		NEW	Chapel/ New Street ONLY
Croxton Kerrial	CRK	Croxton Kerrial		QUE	Queensway Estate
	CRK	Eaton, Knipton		SPR	Springfield/Mayfield Street area
Frisby	FRI	Frisby on the Wreake		SJC	St Johns Court
Gaddesby	GAD	Gaddesby		TCE	Beckmill Court, Bentley Street
Long Clawson	LON	*Long Clawson, Hose, Harby		TCE	British School Gardens
	LON	*Long Clawson Shared Ownership		TCE	Rutland Street, Rutland House
Old Dalby	OLD	Ab Kettleby, Old Dalby		TCE	Greenslade
Somerby	SOM	Somerby, Burrough on the Hill		YEW	*Yew Tree Crescent
	SOM	Great Dalby		MMO	Any Estate in Melton
Stathern	STA	Stathern		MBC	Anywhere in the area
Waltham	WAL	Waltham			
	WAL	Scafford			

PROPERTIES AVAILABLE FOR FAMILIES

WARD	CODE	DESCRIPTION	WARD	CODE	DESCRIPTION
Asfordby	ASF	*Asfordby, Asfordby	Melton Mowbray	BEN	*Bennet Drive, Scafford Road. - HA
Bottesford	BOT	Bottesford, Muston		COP	Copley Close
Croxton Kerrial	CRK	Croxton Kerrial		FAI	Fairmead
	CRK	Eaton, Eastwell, Knipton		FSO	Fairmead Shared Ownership
Frisby	FRI	Frisby on the Wreake		GRD	*Grange Drive - HA (children over 14 yrs old)
	FRI	Grimston, Saxelby		LAK	Lake Terrace
Gaddesby	GAD	Gaddesby, Ashby Folville, Barsby		LAN	Langdale Estate
	GAD	Twyford		MMO	Any Estate in Melton
Long Clawson	LON	Long Clawson, Hose, Harby		NOA	Nottingham Rd/Asfordby Rd Estate
Old Dalby	OLD	Ab Kettleby, Holwell		NOA	Oxbow Close - Housing Association
	OLD	Nether Broughton, Old Dalby		QUE	Queensway Estate/Victoria Street
Somerby	SOM	Somerby, Pickwell, Burrough		SHP	Shepherds Croft - Housing Association
	SOM	Great Dalby		TCE	Beckmill Court, Bentley Street
	SOM	Knossington		TCE	Rutland Street
Stathern	STA	Stathern		TCE	Regent St, Rosebery Ave, Brook St
	STA	Redmile, Barkestone, Plungar		TCE	Mill Street, Wyvern Terrace
Waltham	WAL	Waltham		WSO	*Welby Lane Shared Ownership
	WAL	Scafford		YEW	*Yew Tree Crescent - HA Rented
Wyomondham	WYM	Wyomondham		MBC	Anywhere in the Borough
	WYM	Garthorpe			
	WYM	Sproxton, Stonesby, Saltby			

PROPERTIES AVAILABLE FOR COUPLES AND SINGLE PERSONS

WARD	CODE	DESCRIPTION	WARD	CODE	DESCRIPTION
Asfordby	ASF	Asfordby	Melton Mowbray	MYP	Morley Street - aged 25 yrs & under
Long Clawson	LON	Long Clawson		MMO	Any Estate in Melton
Old Dalby	OLD	Old Dalby		MYS	Melton Young Singles Trust (MYST)
Somerby	SOM	Somerby, Great Dalby		NEW	New Street, Chapel Street
Stathern	STA	Stathern		QUE	Queensway Estate
Waltham	WAL	Scafford, Waltham		SPR	Springfield, Mayfield Street area
Melton Mowbray	BHA	*Burton Street - HA Rented		TCE	Beckmill Court, Bentley Street
	FAI	Fairmead		TCE	Rutland Street, Greenslade
	GRD	*Grange Drive - HA Rented		YEW	*Yew Tree Crescent - HA Rented
	MMP	Morley Street - aged 26-64		MBC	Anywhere in the Borough

*Housing Association properties