

**My current landlord:**

Please enter the name of your current housing association, council or other social landlord.



# House Exchange Application Form

House Exchange is a premier website for Mutual Exchanges. If you do not have access to a computer you are still able to register on the site by completing this form. To run searches on the system you will need to access the service on a computer with access to the internet. You can also log on at most public libraries.

If your circumstances change and you need to update your details, or you want to make some amendments please contact us if you require any assistance.

**PLEASE COMPLETE IN BLOCK CAPITALS THROUGHOUT**

## Register Step 1 - Personal Details

**Title:** Mr/Mrs/Miss/Ms

**Forename:**

**Surname:**

**E-mail Address:**

**Telephone:**

**Mobile:**

**Username:**

If you would prefer to use your email address as your username please check this box.

**Choose a Password:**

The password you choose must be 6 characters or more long.



# Register Step 2 - Property

**My property** (Please make sure you include your house number and post code)

|   |                           |
|---|---------------------------|
| <b>Address:</b><br>_____<br>_____<br>_____<br>_____ | <b>Postcode:</b><br>_____ |
|---|---------------------------|

|  |
|--|
| <b>Property Type:</b>  |
| Studio <input type="checkbox"/> Bungalow <input type="checkbox"/> Flat <input type="checkbox"/> Bedsit <input type="checkbox"/> House <input type="checkbox"/> Maisonette <input type="checkbox"/> |
| Floor _____ Floor _____ Floor _____ Floor _____  |

|                            |                            |                            |                            |                            |                            |                             |
|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|-----------------------------|
| <b>Number of bedrooms:</b> | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | 6+ <input type="checkbox"/> |
|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|-----------------------------|

|  |
|--|
| <b>Weekly Rent £:</b> _____  |
| <small>Excluding any optional service charges you may also pay</small> |

## Choose an image from Street View

The person inputting this form online may have the opportunity to include an image of the outside of your home using the Google Street View tool. On occasion the staff member may not know what your property looks like so this may not be possible - However if you are happy for a picture of the outside of your property to be included on your account for other users of House Exchange to see, please agree to the following statement by checking the corresponding box:

I would like to have a photo of the outside of my property on House Exchange.

## Where I want to live

|  |
|--|
| <b>Place name:</b>   |
| <small>Please enter where you would like to live for example the name of the city, town, village or even the postcode.</small> |

|   |                            |                            |                            |                            |                            |                             |
|---|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|-----------------------------|
| <b>Number of bedrooms:</b>  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | 6+ <input type="checkbox"/> |
| <small>Please tick the minimum and maximum number of bedrooms you would consider.</small> |                            |                            |                            |                            |                            |                             |



# Register Step 3 - Household Details

## My household

|   |                      |                                   |                      |                      |                      |
|---|----------------------|-----------------------------------|----------------------|----------------------|----------------------|
| <b>Occupancy:</b> (Please enter how many people live in your household) |                      |                                   |                      | <b>Male</b>          | <b>Female</b>        |
| Adult Couples (1 couple = 2 people)                                     | <input type="text"/> | Number of Children (aged 1 - 9)   | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Single Adults (Individuals aged 16+)                                    | <input type="text"/> | Number of Children (aged 10 - 15) | <input type="text"/> | <input type="text"/> | <input type="text"/> |

## My tenancy

**Tenancy Type:**

None       Flexible       Fixed term       Lifetime       Secure

If you're unsure about your type of tenancy please select 'None' from the options above.

## My current landlord:

Please enter the name of your current housing association, council or other social landlord.

## My reasons for moving

**Please tell us why you wish to move, the information you include here will not be available to other users: (Tick any that apply)**

|                    |                          |                       |                          |                    |                          |
|--------------------|--------------------------|-----------------------|--------------------------|--------------------|--------------------------|
| Bigger Property    | <input type="checkbox"/> | Education or Training | <input type="checkbox"/> | Nearer to Friends  | <input type="checkbox"/> |
| Smaller Property   | <input type="checkbox"/> | Benefit Changes       | <input type="checkbox"/> | Better Area        | <input type="checkbox"/> |
| Adaptations Needed | <input type="checkbox"/> | Care for a Relative   | <input type="checkbox"/> | Anti Social Issues | <input type="checkbox"/> |
| Employment Reasons | <input type="checkbox"/> | Nearer to Family      | <input type="checkbox"/> | Financial Issues   | <input type="checkbox"/> |

**To complete your application please sign and date below and return your form to your landlord.**

To view our full terms and conditions and privacy policy please visit our website: [www.houseexchange.org.uk](http://www.houseexchange.org.uk)

**Signed by applicant:**

**Date:**

# Optional Step 4 - Household Details and Description

**My property: Details** (Others can search for your property using the features as a filter)

| Features current home has: (Tick any that apply to your property) |                          |         |                          |
|---|--------------------------|---------|--------------------------|
| Shelterered   | <input type="checkbox"/> | Adapted | <input type="checkbox"/> |
| Lift  | <input type="checkbox"/> | Parking | <input type="checkbox"/> |
| Supported   | <input type="checkbox"/> | Garden  | <input type="checkbox"/> |
| Wheelchair Access   | <input type="checkbox"/> | Balcony | <input type="checkbox"/> |

| Restrictions that apply to living in your home: (Tick any that apply to your property) |                          |                   |                          |
|--|--------------------------|-------------------|--------------------------|
| Age  | <input type="checkbox"/> | Pets              | <input type="checkbox"/> |
| Local  | <input type="checkbox"/> | Visually impaired | <input type="checkbox"/> |
| Disabled adpatation  | <input type="checkbox"/> | Occupation        | <input type="checkbox"/> |
| Hearing impaired   | <input type="checkbox"/> |                   |                          |

## Description

We'll use the options you choose below to generate a description for your property, you can change these at any time on when you log into your account.

**Staff member:** These details will need to be entered when logged into the resident's account.

| Property Type   |                                       |
|---|---------------------------------------|
| Descriptions will be displayed on your property advert. |                                       |
| <input checked="" type="radio"/> None                   | <input checked="" type="radio"/> None |
| <input type="radio"/> New Build                         | <input type="radio"/> Detached        |
| <input type="radio"/> Victorian                         | <input type="radio"/> Semi Detached   |
| <input type="radio"/> Modern                            | <input type="radio"/> Mid Terrace     |
|   | <input type="radio"/> End Terrace     |

| Environment   |                                      |
|---|--------------------------------------|
| Descriptions will be displayed on your property advert. |                                      |
| <input checked="" type="radio"/> None                   | <input type="checkbox"/> Friendly    |
| <input type="radio"/> Rural                             | <input type="checkbox"/> Quiet       |
| <input type="radio"/> Urban                             | <input type="checkbox"/> Cul De Sac  |
|   | <input type="checkbox"/> Green Space |

# Description: Continued

## Internal

Descriptions will be displayed on your property advert.

- None
- Recent Decoration
- Neutral Decoration
- Loft Storage
- Lounge Diner
- Utility Room
- Storage Room

## Locality

Descriptions will be displayed on your property advert.

- Tube
- Train
- Bus
- Schools
- Surgery
- Library
- Post Office
- Shops
- Leisure Facilities
- Town Centre
- Countryside
- Coast

## Parking

Descriptions will be displayed on your property advert.

- None
- 1 Car Off Road
- 2 Cars Off Road
- 3 Cars Off Road
- Garage
- Car Park
- Roadside

## Garden

Descriptions will be displayed on your property advert.

- None
- Small
- Medium
- Large
- None
- 1 Shed
- 2 Sheds
- Mature
- Deck
- Patio
- Conservatory
- Communal

## Bathroom

Descriptions will be displayed on your property advert.

- Shower
- Wet Room
- 2 Toilets
- 2 Bathrooms
- Downstairs Toilet



# Description: Continued

## Bedroom

Descriptions will be displayed on your property advert.

- None
- 1 Double
- 2 Double
- 3 Double
- All Double

- None
- 1 Ensuite
- 2 Ensuite

- 2 Ensuite
- Fitted Wardrobe

## Kitchen

Descriptions will be displayed on your property advert.

- None
- Large
- Galley
- Spacious
- Kitchen Diner

- Recently Updated
- Newly Fitted

## Heating

Descriptions will be displayed on your property advert.

- None
- Electric
- Gas
- Oil
- Storage

- Double Glazed

Thank you for providing us with this additional information. Please return this application form to your landlord and these extra details will be added to your House Exchange advert.