

# Mutual Exchange Application Form

Once you have found an exchange partner, you will need to both complete an application form for each landlord involved. This means that you may need to complete this form, even if you are not currently a Runnymede Borough Council tenant.

Please complete this form in BLOCK CAPITALS and return to Housing Allocations at Runnymede Civic Centre, Station Road, Addlestone KT15 2AH.

Once we receive the form, we will check that you have provided us with all the necessary information in order to allow us to accept your application. Once we accept your application we generally have six weeks within which to respond to your application.

You must not exchange properties or make any removal arrangements until:

1. Both parties have the full written permission of the landlord(s) involved.
2. Both parties have met any conditions of consent (if applicable)
3. Both parties have completed all assignment / tenancy paperwork

For full details on how we process and decide on your application, please refer to our Mutual Exchange Policy, found at [www.runnymede.gov.uk/mutualexchange](http://www.runnymede.gov.uk/mutualexchange).

## 1. Your personal details

<b>Title</b>	Mr		Mrs		Miss		Ms		Other	
<b>First Name</b>										
<b>Surname</b>										
<b>Date of Birth</b>	dd / mm / yyyy				<b>NI No.</b>					
<b>Contact Details:</b>	<b>Home</b>							<b>Preferred?</b>		
	<b>Work</b>							<b>Preferred?</b>		
	<b>Mobile</b>							<b>Preferred?</b>		
	<b>Email</b>							<b>Preferred?</b>		
<b>Address:</b>										
<b>Post Code</b>					<b>Rent Reference</b>					

### **ONLY COMPLETE IF RUNNYMEDE BOROUGH COUNCIL IS NOT YOUR LANDLORD**

<b>Name of Current Landlord</b>										
<b>Address of Current Landlord:</b>										

<b>Post Code</b>			
<b>Contact Name</b>		<b>Job Title</b>	
<b>Contact No.</b>		<b>Email Address</b>	

## 2. Details of you and your family

Please list all permanent members of your household (including Joint Tenant):

	<b>Surname</b>	<b>First Name</b>	<b>Sex</b>	<b>Date of Birth</b>	<b>NI No.</b>	<b>Relationship to Tenant</b>	<b>Ethnic Origin</b>
2				dd / mm / yy		Joint	
3				dd / mm / yy			
4				dd / mm / yy			
5				dd / mm / yy			
6				dd / mm / yy			
7				dd / mm / yy			

<b>Is everyone listed above currently living with you on a permanent basis?</b>	Yes / No
<b>If no, please state their name(s) and the reason(s) that they have been included on this application:</b>	

<b>Are you or any member of your household currently engaging with support services, such as floating support, debt counselling, probation services or social care services?</b>	Yes / No
<b>If yes, please give details including the contact information for any workers involved:</b>	

<b>Are you or a member of your family pregnant?</b>	Yes / No	<b>If yes, when is the baby due?</b>	dd / mm / yyyy
<b>Do you have any pets?</b>	Yes / No	<b>If yes, what pets?</b>	

## 3. Details of your current home

<b>What type of property do you currently live in?</b>	<b>House</b>		<b>Maisonette</b>	
	<b>Bungalow</b>		<b>Flat</b>	
	<b>Bedsit</b>		<b>Other</b>	

How many bedrooms does your current property have?	0		4	
	1		5	
	2		6	
	3		Other	

Has your current home been adapted to meet the disability needs of you or a member of your household?	Yes / No
If yes, please provide details, including what adaptations have been installed, when they were installed, who they were installed for and that person's current need:	

#### 4. Details of proposed exchange partner

Please give details of the person with whom the exchange is proposed:

<b>Title</b>	Mr		Mrs		Miss		Ms		Other	
<b>First Name</b>										
<b>Surname</b>										
<b>Contact Details:</b>	<b>Home</b>								<b>Preferred?</b>	
	<b>Work</b>								<b>Preferred?</b>	
	<b>Mobile</b>								<b>Preferred?</b>	
	<b>Email</b>								<b>Preferred?</b>	
<b>Address:</b>										
<b>Post Code</b>					<b>Rent Reference</b>					

<u>ONLY COMPLETE IF RUNNYMEDE BOROUGH COUNCIL IS NOT THEIR LANDLORD</u>		
<b>Name of Current Landlord</b>		
<b>Address of Current Landlord:</b>		
<b>Post Code</b>		
<b>Contact Name</b>		<b>Job Title</b>
<b>Contact No.</b>		<b>Email Address</b>

<b>Have you been to visit your exchange partner at their current home</b>	Yes / No
<b>Do you understand that you would be accepting the property 'as seen' and that you would be responsible for the fixtures and fittings within the property?</b>	Yes / No
<b>Do you have any outstanding questions or concerns relating to this exchange?</b>	Yes / No
<b>If yes, please provide details:</b>	

## 5. How did you find your proposed exchange partner?

<b>Exchange Event</b>		<b>Exchange Locata</b>		<b>Newspaper or Press</b>	
<b>Member of Staff</b>		<b>Friends/Family</b>		<b>Local Advert /Shop</b>	
<b>Facebook</b>		<b>Other</b>			

## 6. Why do you wish to exchange?

<b>Overcrowded</b>		<b>Near Schools</b>		<b>Health</b>	
<b>Work/Study</b>		<b>Harassment/Violence</b>		<b>Friends/Support</b>	
<b>Other</b>					

## 7. Any other information

<b>Is there any other information that you would like us to consider?</b>	Yes / No
<b>If yes, please provide details, including as much information as possible</b>	

## 8. Diversity information

The diversity information we gather in this section is used to ensure that we do not discriminate against any group or groups of people on the grounds of age, gender, sexual orientation, disability, religion or ethnicity. This section should only be completed by the person who is named in Section 1. Information collected here will not be used to decide on your application, and you are welcome to tick 'prefer not to answer' to any questions which you are not comfortable with answering.

<b>How would you define your sexuality?</b>			
Heterosexual		Gay	
Lesbian		Bisexual	
Prefer not to answer			

How would you define your religion?			
Buddhist		Sikh	
Christian		Judaism	
Hindu		No Religion	
Muslim		Prefer not to answer	
Other (please specify)			
How would you define your ethnic background?			
White	English, Scottish, Welsh, Northern Irish, British		
	Gypsy, Romany Irish Traveller		
	Other		
Mixed	White and Black Caribbean		
	White and Black African		
	White and Asian		
	Other		
Asian or Asian British	Indian		
	Pakistani		
	Bangladeshi		
	Chinese		
	Other		
Black or Black British	Caribbean		
	African		
	Other		
Other Ethnic Background	Arab		
	Other		
Prefer not to answer			

## 9. Important information and your declaration

You and any joint tenants must read this information and declaration carefully before you sign and date it.

### Important information about your mutual exchange application

We have asked you to provide information about you so we can assess your suitability for this exchange. We will carry out any checks as necessary in order to verify your application, and this may include standard credit referencing of applicants and any declared household members. For this purpose you should ensure that you have the consent of all adults listed within Section 2 to include them on this form and within your household. We may also ask for additional information in order for us to make a decision. It is your responsibility to provide us with these documents within the requested timescales, and Runnymede Borough Council will not pay for any charges associated with sourcing / acquiring such documentation.

### Data Protection

We keep to the Data Protection Act 1998 in the way we process sensitive personal information that you have provided or will provide in the future.

We will normally ask for your permission to collect, use and share personal information about you, except in exceptional circumstances where it is necessary for us not to do so. We need the information that you have provided to carry out our work and provide (with other organisations in some circumstances) the services that are appropriate to you, and so we can keep to health and safety laws.

We might need to pass on some information about you to other organisations which support or help you in your tenancy, to contractors who help us carry out our duties as a landlord, to statutory organisations and local authorities and, in rare circumstances, to the police. We will hold this form, along with other information about you, on the file we hold about you and your tenancy. You have the right to ask for access to the information that we hold about you and to ask us to correct any mistakes which you believe to be within the information we hold.

**Declaration**

I/We declare that the information supplied by me/us in connection with this application for housing is correct to the best of my/our knowledge.

I/We know that if you find that any information on this form is not true or accurate and a decision is made accepting the exchange, you may take legal action to end my tenancy, or take legal action for fraud.

I/We will inform Runnymede Borough Council immediately if there is a change in my/our circumstances.

I/We give permission for Runnymede Borough Council to disclose information about my/our exchange application to another local authority, housing association or voluntary/statutory agency, for the purpose of enabling a decision to be made about accepting this exchange application.

I/We declare that I/we have not accepted any payment in connection with this exchange application.

I/We know that filling in this form is not an acceptance to the mutual exchange.

**You must not exchange properties or make any removal arrangements until:**

1. Both parties have the full written permission of the landlord(s) involved.
2. Both parties have met any conditions of consent (if applicable)
3. Both parties have completed all assignment / tenancy paperwork

**You**

<b>You</b>	
<b>Print Name (block Capitals)</b>	
<b>Signature</b>	
<b>Date</b>	

**Joint Applicant**

<b>Joint Applicant</b>	
<b>Print Name (block Capitals)</b>	
<b>Signature</b>	
<b>Date</b>	

**Once completed, please return to  
Housing Allocations at Runnymede Civic Centre, Station Road, Addlestone KT15 2AH**