

Mutual exchange application

Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	First names
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Surname	Nat. Ins. No.
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Current Address
 Including postcode

Telephone	Mobile
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Email address

Details of the applicant and any other people / family members who require accommodation

Relationship to applicant	Surname	First names	Title	Date of birth
<i>Applicant</i>				___/___/___
				___/___/___
				___/___/___
				___/___/___
				___/___/___
				___/___/___
				___/___/___

Do you rent a garage? Yes No
If yes please give the address:

Will the new resident take on the garage? Yes No

Please tell us about any pets

Please describe any property adaptations for disabilities

Your current property
What date did your tenancy start? Day Month Year

What kind of accommodation is it?

 House Flat Maisonette Bungalow Bedsit/studio apartment

If you live in a flat, maisonette or bedsit, what floor do you live on?

Tell us about the rooms in your current property

Living room?	Dining room?	Kitchen?	Bedroom/s	Bathroom/s	Toilet/s	Garden?
						Yes <input type="checkbox"/> No <input type="checkbox"/>

Landlord's name and address

Including postcode

Telephone
The accommodation that you want to exchange to:

 House Flat Maisonette Bungalow Bedsit/studio apartment
Current tenant name and address:
Landlord's name and address

Including postcode

Telephone
Are you currently in receipt of benefits? Yes No
Is your rent fully covered by benefits? Yes No
Have you applied for or are you receiving Universal Credit? Yes No
Are you currently on a transfer register? Yes No N/A

Raven House, 29 Linkfield Lane, Redhill, Surrey, RH1 1SS • Tel 0300 123 3399 Fax 01737 272401 • www.ravenht.org.uk

Raven Housing Trust Limited is a charitable Industrial and Provident Society, registration no. 30070R, and is registered as a social housing provider with the Homes and Communities Agency, registration no. L4334. Raven House VAT registration No.791 3032 41

Employment

Name and address of the employer in the area you want to move to or your present employer if you are staying in the same job.

Employer's address
Including postcode

What are the reasons for the mutual exchange and are there any special claims?

Declaration (please read carefully before you sign)

1. To my knowledge I have a clear rent account. If there is a balance to be paid under any sub-accounts (e.g. recharges for court costs, removal of fly-tipped items etc.), I agree to pay these before an exchange can be approved.
2. In my opinion my present accommodation can be re-let without cost to Raven and is ready for inspection.
3. I have inspected the property to which I wish to move and will accept it in its present condition. I understand that any changes made or damage caused by the outgoing tenant prior to the date of exchange will become my responsibility.
4. If moving to another Raven property I understand I must pay a full week's rent when I exchange.
5. As far as I am aware, I have complied with all other tenancy conditions. I understand that details of my tenancy and a copy of my original tenancy will be passed to the incoming tenant.
6. If I am on a transfer register, I understand my transfer application could be cancelled by exchanging my tenancy.
7. I understand that no arrangements for removal should be made until written confirmation has been received that the exchange has been approved by both landlords.

Signature of applicant

Date Day Month Year

Signature of joint applicant

Date Day Month Year

(if it is a joint tenancy both tenants must sign this form)

Data Protection

The information recorded on this form (called 'personal data' in the Data Protection Act) may be put on Raven Housing Trust's computer systems and/or may be kept as manual records and will be processed to help Raven Housing Trust manage and allocate tenancies, monitor performance, act in accordance with government and local council regulations as well as for the prevention and detection of fraud. Personal data will be retained only for as long as is necessary to fulfil the purpose above.

Raven Housing Trust may disclose your data in the course of legitimate business but only in accordance with our registration under the Data Protection Act 1998. The act can be viewed on <http://www.ico.gov.uk/> which is the website of the information commissioner. Raven Housing Trust Ltd is the 'Data Controller' for this data. You have the right to ask Raven Housing Trust for a copy of your data and for a description of how it is being used and to whom it is disclosed. Please contact customer services for details. Raven Housing Trust Limited is registered under the Data Protection Act 1998, registration number Z9726292.

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Mutual exchange – equal opportunity monitoring

Tick the box which you feel best describes you. Read all the options before deciding. **If you prefer not to say, please tick this option so that we do not ask you for this information again.**

First tenant:.....

Sexual identity

- | | |
|---|---|
| Heterosexual or Straight <input type="checkbox"/> | Gay or Lesbian <input type="checkbox"/> |
| Bisexual <input type="checkbox"/> | Other <input type="checkbox"/> |
| I'd prefer not to say <input type="checkbox"/> | |

Faith/religion

- | | |
|-------------------------------------|--|
| Christian <input type="checkbox"/> | Buddhist <input type="checkbox"/> |
| Hindu <input type="checkbox"/> | Muslim <input type="checkbox"/> |
| Sikh <input type="checkbox"/> | Jewish <input type="checkbox"/> |
| None <input type="checkbox"/> | I'd prefer not to say <input type="checkbox"/> |
| Any other religion (please specify) | |

Disability – do you have a disability?

- Yes No
- I'd prefer not to say
- If you have answered Yes please tick the appropriate box
- | | |
|---|---|
| Wheelchair user <input type="checkbox"/> | Mobility impairment <input type="checkbox"/> |
| Visual impairment <input type="checkbox"/> | Hearing impairment <input type="checkbox"/> |
| Learning impairment <input type="checkbox"/> | Mental health issues <input type="checkbox"/> |
| Health related long-term illness <input type="checkbox"/> | Other <input type="checkbox"/> |

Ethnicity

- | | |
|--|--|
| White British <input type="checkbox"/> | White Irish <input type="checkbox"/> |
| White other <input type="checkbox"/> | |
| White & Black Caribbean <input type="checkbox"/> | White & Black African <input type="checkbox"/> |
| White & Asian <input type="checkbox"/> | Mixed other <input type="checkbox"/> |
| Asian Indian <input type="checkbox"/> | Asian Pakistani <input type="checkbox"/> |
| Asian Bangladeshi <input type="checkbox"/> | Asian Other <input type="checkbox"/> |
| Chinese <input type="checkbox"/> | Black Caribbean <input type="checkbox"/> |
| Black African <input type="checkbox"/> | Black other <input type="checkbox"/> |
| Arab <input type="checkbox"/> | Other <input type="checkbox"/> |
| Gypsy/Traveller <input type="checkbox"/> | I'd prefer not to say <input type="checkbox"/> |

Second tenant:.....

Sexual identity

- | | |
|---|---|
| Heterosexual or Straight <input type="checkbox"/> | Gay or Lesbian <input type="checkbox"/> |
| Bisexual <input type="checkbox"/> | Other <input type="checkbox"/> |
| I'd prefer not to say <input type="checkbox"/> | |

Faith/religion

- | | |
|-------------------------------------|--|
| Christian <input type="checkbox"/> | Buddhist <input type="checkbox"/> |
| Hindu <input type="checkbox"/> | Muslim <input type="checkbox"/> |
| Sikh <input type="checkbox"/> | Jewish <input type="checkbox"/> |
| None <input type="checkbox"/> | I'd prefer not to say <input type="checkbox"/> |
| Any other religion (please specify) | |

Disability – do you have a disability?

- Yes No
- I'd prefer not to say
- If you have answered Yes please tick the appropriate box
- | | |
|---|---|
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| Learning impairment <input type="checkbox"/> | Mental health issues <input type="checkbox"/> |
| Health related long-term illness <input type="checkbox"/> | Other <input type="checkbox"/> |

Ethnicity

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|--|--|
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