

MUTUAL EXCHANGE  
APPLICATION FORM

**FOR OFFICE USE**

Tenancy ref: .....

Tenancy start date: .....

## APPLICANT

First Name: .....

Last Name: .....

Date of Birth:        /        /

Title: Mr/Mrs/Miss/Ms/Other      Sex: M/F

N.I. No: .....

Tel. No: .....

Email: .....

## JOINT APPLICANT

First Name: .....

Last Name: .....

Date of Birth:        /        /

Title: Mr/Mrs/Miss/Ms/Other      Sex: M/F

N.I. No: .....

## PRESIDENT ADDRESS

Please list all the people included in this application

[illegible]

## PRESENT ACCOMMODATION

Do you live in a

House

Bedsit

Flat

Maisonette

Sheltered

Other

Number of bedrooms: .....

If you do not live in a house, on which floor do you live? .....

Are there any special features such as disabled adaptations

(eg walk in shower, grab rails etc)? Yes No

If yes please give details: .....

How long have you lived at this address?.....

Do you have any pets? Yes No

Reason for exchange .....

.....

.....

## EXCHANGE

Name and address of person(s) you wish to exchange with

### APPLICANT

First Name: .....

Last Name: .....

Title: Mr/Mrs/Miss/Ms/Other

Tel. No: .....

Email: .....

### JOINT APPLICANT

First Name: .....

Last Name: .....

Title: Mr/Mrs/Miss/Ms/Other

Tel. No: .....

Email: .....

## ADDRESS

.....

.....

.....

# EXCHANGE (CONT.)

## Household details

| Surname | First name | Male/female | Date of birth | Relationship to you |
|---------|------------|-------------|---------------|---------------------|
|         |            |             |               |                     |
|         |            |             |               |                     |
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|         |            |             |               |                     |

## NAME AND ADDRESS OF THEIR LANDLORD

.....

.....

.....

..... Tel. No: .....

Right to rent documents will be required which must be a passport or two other documents such as birth certificate and a document with your national insurance number on it.

These documents will be required for all persons over 18. You can learn all about these requirements [HERE](#)

Signed: ..... Date: .....

If your circumstances change after completing this form please let us know as soon as possible.

Please return the form to your Neighbourhood Specialist or email it to:  
**housing-specialists@onward.co.uk**

## DATA PROTECTION

Onward Homes is a controller of personal information for the purposes the General Data Protection Regulations (GDPR), any personal data you have provided will be stored and processed in accordance with Onwards obligations to comply with the GDPR.

For full details, please see Onward Homes Privacy Notice, available at [www.onward.co.uk](http://www.onward.co.uk)

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