

Mutual exchange application

Please complete this form if you wish to be considered for exchange.

Please complete this form and return it to R.H.A Housing Services, PO Box 2065, Liverpool L4 4YX. You can find out more information by visiting www.riverside.org.uk/exchange. By law, we must tell you our decision within six weeks of receiving all relevant information.

We will respect your privacy and always use the information you provide to us in accordance with current Data Protection law.

Please fill in this form using black ink.

1 About you

Please print in BLOCK CAPITALS

Mr Miss Mrs Ms Other, please state

Full name

Are you Male Female

Date of birth Age

Present address

..... Postcode

Telephone (Day) (Evening)

Current landlord: The Riverside Group Limited Other

If other, please state the name of the landlord and the office address:

.....

For office use only

The information on this form must be kept **CONFIDENTIAL** within Riverside unless there is a legitimate need and lawful basis (including explicit consent) for its disclosure.

Ref no

2 About your household

Please give details of everyone else living with you now.

Full name	Male/ Female	Date of birth	Relationship to you
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Please give details of anyone not living with you at the moment that will be living with you if you move in.

Full name	Male/ Female	Date of birth	Relationship to you
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3 Present housing

Please tick which of the following describes where you live now.

- House Flat/maisonette
 Bedsit Bungalow
 Other, please state

How many bedrooms are there at your present address?

If you live in a flat or maisonette which floor is it on?

- Ground First Second or above

Does anyone living at the property have a disability? Yes No

If Yes, has your home been adapted in any way? Yes No

If Yes to either, please give details
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4 Extra information

Write down any extra information which is important to your application.

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5 Declaration

- As far as I know the answers I have written on this form are true. I know that I may lose my tenancy if I have paid or received any premium for this exchange.
- I understand that by signing this declaration, I am giving permission for Riverside to contact any other or previous landlords and relevant agencies, including local authorities, DSS, employers, police and probation service to check the information I have given.
- I consent to the information I have given about myself on this form being used for the purpose of this application

**You are signing to say the information you have provided is accurate.
For joint tenancies, both tenants must sign.**

Current Tenant/s

Applicant's signature

Print name Date

Joint Applicant's signature

Print name Date

Important note

If your request to exchange your home is agreed you must accept your new home 'as seen'. Riverside will only carry out repairs for which it is legally responsible. We will not carry out any decorations or undertake any work arising from a tenant's neglect or damage.

6 About the exchange tenants

Please give the following details. To be completed by all incoming tenants.

PLEASE PRINT IN BLOCK CAPITALS.

Full name	Male/ Female	Date of birth	Relationship to you
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Present address

..... Postcode

Email

Telephone (Day) (Evening)

Current landlord: The Riverside Group Limited Other

If other, please state the name of the landlord and the office address, and the name of your Housing Officer if you know it.

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Please give details of everyone else living with you now.

Please give details of anyone not living with you at the moment that will be living with you if you move in.

Full name	Male/ Female	Date of birth	Relationship to you
.....
.....
.....

Please tick which of the following describes where you live now.

House Flat/maisonette

Bedsit Bungalow

Other, please state

How many bedrooms are there at your present address?

If you live in a flat or maisonette which floor is it on?

Ground First Second or above

Does anyone living at the property or that will be living with you if you move in have a disability? Yes No

If Yes, has your home been adapted in any way? Yes No

If Yes to either, please give details

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7 Extra information

Write down any extra information which is important to your application.

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8 Exchange tenant declaration

- I declare to the best of my knowledge that the information contained in this form is correct.
- I understand that if I give a false statement that results in Riverside consenting to the proposed mutual exchange, Riverside may seek to recover possession of the property.
- I authorise and request my current landlord (whose details are given above) to provide Riverside with any information that it requests concerning my current tenancy.

Exchange Tenant(s)

Applicant's signature

Print Name Date

Joint Applicant's signature

Print Name Date

Important note

If your request to exchange your home is agreed you must accept your new home 'as seen'. Riverside will only carry out repairs for which it is legally responsible. We will not carry out any decorations or undertake any work arising from a tenant's neglect or damage.

Thank you for completing this form.

All personal data will be used, held and stored in accordance with current Data Protection legislation.

If you would like to know more about our use of your information or your rights, you can see our full privacy notice at www.riverside.org.uk. If you would like a paper copy, or there is anything you would like to discuss in person, please call us on 0345 111 0000.