



# Mutual Exchange Application Form

Please ensure that you have obtained **written** permission from your landlord before you move.

FOR OFFICE USE ONLY	
Date of application	
Application Number	
Assured / Secure / Demoted (please delete as applicable)	

Applicant Details	
Full Name – First Tenant	
Full Name – Joint Tenant	
Address	
Postcode	
Phone No.	
Tenancy Start Date	
Property Type	
Your Landlord's Name	
Address	
Contact Number	
Email	
Please confirm any other names that you have been previously known by (e.g. Maiden name)	
First Tenant	
Joint Tenant	

Details about your Household (including children)				
Name	Date of Birth	Sex	Relationship to you	Will they move with you?
			Yourself	
<b>Please give details of anybody not currently living with you, who wishes to join your household</b>				
<b>Do you, or any member of your household, consider yourself to have a disability? Please provide details.</b>				
<b>Do you currently rent a garage from Rugby Borough Council?</b>				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>If yes, the Tenancy will need to be terminated.</b> Garages cannot be transferred with the property, they require a separate Tenancy Agreement and this can only be done by Rugby Borough Council.		
<b>Please confirm the address(es) of any other Rugby Borough Council property that you have lived in, as well as the approximate dates that you lived there.</b>				
	Address(es)	Approximate Dates		
First Tenant				

Joint Tenant		

If you have a pet, please provide details

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### Exchange Details

I wish to exchange with (provide name)	
Address	
Postcode	
Phone No.	
Property Type	
No. of bedrooms	

### Their Landlord Details (if not Rugby Borough Council)

Address	
Housing Officer	
Phone No.	

### Reason for Exchange Application

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### Declaration

I authorise Rugby Borough Council to make enquiries about this application and understand and consent to the Council's need to obtain and keep information regarding me, and where appropriate, my family and that it may from time to time need to process sensitive personal data with regard to such matters as racial or ethnic origin, physical or mental health or condition, or the commission or alleged commission of any offence or any proceeding relating to it.

The information is required so that the Council is able to process your application and demonstrate fairness in service delivery and the information is crucial to being able to conduct our relationship with you.

Information held will be kept whilst your application is being considered, and we may at times ask you to confirm its accuracy.

N.B. In the case of Joint Tenancies, both parties must sign the application form

First Tenant	Signed:	Date:
Joint Tenant	Signed:	Date:

### Fair Housing Policy

**It is against the law to discriminate against anyone because of their sex, ethnic origin or religion. Please help us by telling us your ethnic origin.**

**Please tick the appropriate box (boxes for joint tenants) below**

White		Black of Black British		Asian or Asian British		Mixed		Chinese or Other	
British	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Irish	<input type="checkbox"/>	African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	Other*	<input type="checkbox"/>
White Other*	<input type="checkbox"/>	Black Other*	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>		
				Asian Other*	<input type="checkbox"/>	Mixed Other*	<input type="checkbox"/>		

**\*If Other please specify**

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**Please return this completed form to Housing Services at:**

Rugby Borough Council  
Town Hall  
Evreux Way  
Rugby  
CV21 2RR