

# MUTUAL EXCHANGE APPLICATION

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	
Contact Telephone	
Tenancy Start date	
Property Type	
Please confirm any other names that you have been previously know by (i.e. your maiden name)	
First tenant	
Joint tenant	

DETAILS ABOUT YOUR HOUSEHOLD (including children)
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Name	Date of birth	Sex	Relationship to you	Will they move with you?
			Yourself	

Please give details of anybody not currently living with you who wishes to join your household


Do you or any member of your household consider yourself to have a disability? Please give details


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.

First Tenant	Address(es)	Approximate Dates
Joint Tenant		

If you have a pet, please give details

**EXCHANGE DETAILS**

I wish to exchange  
with  
(give name)

Address

Postcode

Telephone No.

Property Type

No. of bedrooms

THEIR LANDLORD DETAILS (if not Rugby Borough Council)	
Address	
Housing Officer (if known)	
Telephone No.	

REASON FOR WISHING TO EXCHANGE

<p><b>DECLARATION</b></p> <p>I authorise Rugby Borough Council to make any 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.</p> <p>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.</p> <p>Information held will be kept whilst your application is being considered and we may from time ask you to confirm its accuracy.</p> <p>NB: In the case of joint tenancies, <u>both</u> parties must sign the application form.</p>	
Signed:	Date:

Signed:	Date:

Please continue to next page

## 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 or Black British		Asian or Asian British		Mixed		Chinese or other	
British		Caribbean		Indian		White & Black Caribbean		Chinese	
Irish		African		Pakistani		White & black African		Other*	
White background		Black background		Bangladeshi		White & Asian			
Other*		Other*		Asian background		Mixed background			
				Other*		Other*			

**If 'other' then please specify**

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**Please return this completed form to Housing Services at:  
Rugby Borough Council,  
Town Hall,  
Rugby,  
CV21 2RR**