

APPLICATION FOR MUTUAL EXCHANGE OF PROPERTY



Cornwall Rural Housing
Association Limited

Welcome

Please fill in this form in BLOCK CAPITALS USING BLACK INK and send it back to the address on page 5 of this form.

1. Your details

Name	
Address	
Postcode	
Contact phone numbers	
Email address	

2. Property details

Type of property:

Date tenancy started:

Joint or Sole tenancy: Joint Sole

Type of tenancy: Assured Fixed Term

Other (please state)

Is the property you live in presently adapted for disabled use? Yes No

If yes, please give details below.

Do you or your family need a disabled property? Yes No

If yes, please give details below.

3. Family details

Please give details of the persons (including yourself) resident at your current address who will be moving to the new address:

Surname	First Name	Gender	Date of Birth	Age	Relationship to applicant	N I number

Are any of the above people expecting a baby? Yes No

If yes, please give the date the baby is due and enclose a certificate of confinement.

When is the baby due?

4. Other information

Do you have rent arrears? Yes No

If yes, how much? £

Do you have pets? Yes No

Number Type

Do you (or anyone on this application) have any criminal convictions (including pending prosecutions)?

Yes No If yes, please give details and date(s) below:

Do you (or anyone on this application) have support from other agencies? Yes No

If yes, please give name, address and details below:

5. Details of exchange

Name of person with whom you wish to exchange:

No of persons in their household (including person named above):

Adults

Children

Address of person with whom you wish to exchange:

Name, address and telephone number of landlord:

Please state below your connection to the area?

Please state your reasons for requesting a mutual exchange below:

6. Equal opportunities

CRHA will aim to help reduce the disadvantages that people experience by making our services more responsive to all communities and individual needs.

CRHA values the diversity of all communities and we want our services, facilities and resources to be accessible.

CRHA will from time to time collect information for equality monitoring. Details on how this information is used are available in CRHA's Privacy Notice, available at www.crha.org.uk/about-crha/privacy-notice/.

7. How we use your personal information

The personal information you provide us with will be retained only for as long as necessary to fulfil the purposes for which it was collected or as required by law. We do not share personal information with third parties except as necessary to carry out our business or as required by law or other legal processes, and we never sell your personal information or pass it to marketing companies. Personal information collected by us may be transferred to companies where it is necessary to meet the purpose for which it was submitted.

Sharing your information

CRHA will generally only disclose your personal information to third parties with your consent. We may sometimes need to share information without your consent to comply with any legal obligation or to fulfil the purposes for which the information was submitted. Full details are available in our Privacy Notice, available at www.crha.org.uk/about-crha/privacy-notice/.

8. Statement

I certify the above to be true and correct in all aspects and I understand that investigations may be carried out to verify the information given. I agree to accept the property in its present state and condition. I have read and understood the notes attached to this application.

Signed:

Print name:

Date:

Please return this form to the address below.

Cornwall Rural Housing Association Limited
19 Callywith Gate
Launceston Road
BODMIN
Cornwall
PL31 2RQ

For more information:

Visit our website: www.crha.org.uk

Email: info@crha.org.uk

Telephone: 01208 892000

Follow us on:

Twitter: [@CornwallRuralHA](https://twitter.com/CornwallRuralHA)

Facebook: <https://www.facebook.com/CornwallRuralHA>

Cornwall Rural Housing Association Limited is a registered society under the Co-operative and Community Benefit Societies Act 2014 (Registered Number: 24935R)



Mutual Exchange Safety Advice Notes

Please read notes thoroughly

Cornwall Rural Housing Association advises you to thoroughly inspect the premises to which you wish to move as you will automatically accept the property in its present state and condition.

Safety advice when visiting a property

Do:

- Try to view the property in daylight;
- If possible, take someone with you;
- If you cannot take someone with you, leave details of where you are going, the time of the viewing and the name of the person you are meeting with a friend or relative;
- Ask the person you are meeting if there will be someone else at the property when you are viewing;
- Carry a personal alarm and have it in an easily accessible place;
- Take your mobile phone with you – leaving it on and in a safe and easily accessible place;
- Use your mobile phone to let someone know that you have arrived at the viewing and ask them to ring you if they have not heard from you after a set time;
- If you feel something is not right at the viewing, make your excuses and leave straight away.

Don't:

- Accept a lift before or after the viewing from the person you are meeting.

Safety advice when someone is visiting your property

Do:

- Try and make sure someone is with you during the viewing;
- Ask the person viewing your property if there is someone else coming with them and, if so, ask who it is;
- Let a friend, neighbour or relative know that someone is coming to view your home and give them the name, address and telephone number of the person and also the time of the viewing;
- Let the person viewing your home know that someone will be dropping in to see you during the viewing and arrange for someone to do so;
- If you feel something is not right, phone your arranged friend, neighbour or relative and ask if they can come round immediately.

Don't:

- Give out any unnecessary personal details.