

# Mutual exchange application form



All relevant sections of this form must be completed by the tenant.

## Please return completed forms:

**By post:** Cottsway Housing  
Heynes Place, Avenue Two  
Witney OX28 4YG  
**Email:** [contact@cottsway.co.uk](mailto:contact@cottsway.co.uk)

For more information about swapping your home via mutual exchange:

**Visit:** [www.cottsway.co.uk/mutualexchange](http://www.cottsway.co.uk/mutualexchange)  
**Call:** 01993 890000

## THE EXCHANGE

If your home exchange is approved, will you be moving from a:

- Cottsway home to another Cottsway property?
- Cottsway home to another landlord's property?
- Another landlord's home to a Cottsway property?

## APPLICANT DETAILS

Please give us the name and telephone number of your current landlord, if it is not Cottsway:

Your full name:

Your title (eg Miss, Ms, Mrs, Mr, Dr)

Your full address including postcode:

Your preferred tel:

Your email address:

Tenancy type:

- Sole tenancy
- Joint tenancy

If applicable, please tell us your joint tenant's:

Full name:

Email address:

What date did your current tenancy start?

## DETAILS OF WHO YOU WANT TO EXCHANGE WITH

Their full name:

Their title (eg, Miss, Ms, Mrs, Mr, Dr)

Their full address including postcode:

Please give us the name and telephone number of their current landlord, if it is not Cottsway:

## YOUR CURRENT HOME

Do you currently live in a:	<input type="checkbox"/> House? <input type="checkbox"/> Bungalow? <input type="checkbox"/> Bedsit/studio flat? <input type="checkbox"/> Maisonette? <input type="checkbox"/> Flat? <input type="checkbox"/> Independent living scheme?				
If you live in a flat, is it on the:	<input type="checkbox"/> Ground floor? <input type="checkbox"/> 1 <sup>st</sup> floor? <input type="checkbox"/> 2 <sup>nd</sup> floor? <input type="checkbox"/> 3 <sup>rd</sup> floor or above?				
How many bedrooms do you have?	<table border="1"> <tr> <td>No. of single bedrooms</td> <td>No. of double bedrooms</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	No. of single bedrooms	No. of double bedrooms		
No. of single bedrooms	No. of double bedrooms				
If you <u>currently</u> live in a Cottsway home, please tell us about any major improvements or special adaptations to your property, such as level access shower, wet room etc.					
If you have any pets, please tell us what and how many.					

## GARAGE RENTAL

Do you rent a garage from Cottsway?	<input type="checkbox"/> No <input type="checkbox"/> Yes - and I want to continue renting it. <input type="checkbox"/> Yes - but I will no longer need it if I exchange homes. Please tell us the address of the garage:
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## YOUR HOUSEHOLD

**Please give the details of everyone who will be living in the property if your exchange is approved - starting with yourself. If any of these people don't currently live with you, please put a tick under 'new householder'.**

Forename (Tenant(s) first)	Surname (Tenant(s) first)	Relationship to tenant	Date of birth DD/MM/YY	Gender	New householder
		Tenant			N/A

**If you currently live in a Cottsway home, please give details of anyone who living with you at the moment who will NOT be moving with you, but will be moving elsewhere when you exchange properties? (If applicable):**

Forename	Surname	Relationship to tenant	Date of birth DD/MM/YY	Gender

**WHY YOU WANT TO EXCHANGE**

Why do you wish to exchange properties?

Are you moving as a direct result of under-occupancy (Bedroom Tax)?

- Yes  
 No

Do you have a local connection to the property you wish to exchange with?

For some properties you need to have a local connection to the area. If the property you wish to move to is subject to a local connection you will have to provide evidence that you have lived, worked, have family connections or were born in the locality before we can proceed with your application to exchange. If you do not meet the criteria, the exchange cannot proceed.

- Yes  
 No

**RENT IN ADVANCE - All Cottsway customers must pay one month's rent in advance.**

If you are moving into a Cottsway home, either from another landlord or from another Cottsway home, you will need to pay one month's rent in advance before we will allow a mutual exchange to take place. This applies even if you are claiming housing benefits. We do not accept cash, so you will need to bring a credit, debit card or cheque to make this payment.

Please tick this box to confirm you have read and understand this requirement.

Signature of applicant:

By signing this form, you agree to Cottsway sharing all your relevant tenancy information with the other landlord(s) who is/are party to this mutual exchange.

Date:

The information will only be shared to process the mutual exchange including, but not limited to, information regarding the conduct of your rent account and other tenancy issues.

## Privacy notice

**If you are providing information about people who reside in your home, or who will be moving into a property with you, please make them aware that you are sharing this information with Cottsway and show them this privacy notice.**

This privacy notice sets out how we will use the information you provide as part of the mutual exchange process.

For the purpose of the Data Protection Act 2018 incorporating the UK General Data Protection Regulation (UK GDPR), the data controller of the personal information provided in the mutual exchange application form is Cottsway Housing Association Limited.

This personal data is being collected in order to allow Cottsway to process mutual exchange applications. It will help us understand your housing needs so that you can be offered a suitable home if the application is successful.

In accordance with data protection laws, we need a "lawful basis" for collecting and using information about you. The lawful bases for processing the non-sensitive personal data in this form (for example name, contact details, date of birth) are our legitimate interest and legal obligation to process mutual exchange applications. Our lawful basis for processing special category data (data relating to aids and adaptations) is to guarantee the social protection of individuals.

If you fail to provide the information we ask for as part of your application, we may not be able to process your application, and may be prevented from complying with our legal obligation to do so.

The information provided will be stored securely on Cottsway's computer systems. It will be processed in accordance with UK data protection legislation. If you are an outgoing applicant, your information will be retained for 6 years following the end of your tenancy. If you are an incoming applicant, and are successful, your information will be retained for the current year plus 6 years, whilst you are a Cottsway customer. Only relevant members of staff will access the information you provide to us, and all staff are subject to duties of confidentiality.

The information in this form will be shared with the other landlord(s) who is/are party to the mutual exchange. The information will only be shared to process the Mutual exchange. If you are a Cottsway customer, Cottsway will also share information with the other landlord(s) which includes, but is not limited to, information regarding the conduct of your rent account and other tenancy issues.

Your information will not be used for any automated decision-making.

You have various rights relating to your personal data including:

- The right to request access and rectification of personal data that Cottsway hold, as well as the right to a erasure, restriction of processing and the right to data portability in certain circumstances.
- The right to object to processing based on legitimate interest. You can raise an objection using the contact details below.

For more information on how we process personal data please see: [www.cottsway.co.uk/privacy](http://www.cottsway.co.uk/privacy)

You can contact us with any issues regarding the processing of your personal data using the contact details below:

- Write to: Cottsway Housing, Heynes Place, Witney OX28 4YG
- Email: [contact@cottsway.co.uk](mailto:contact@cottsway.co.uk)
- Call: 01993 890000

If you feel that your data has not been handled correctly, or if you are unhappy with our response to any requests, you have the right to lodge a complaint with the Information Commissioner's office.

- Call: 0303 123 1113
- Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)
- Visit: [www.ico.org.uk/make-a-complaint](http://www.ico.org.uk/make-a-complaint)