**MUTUAL EXCHANGE APPLICATION FORM**

**Grand Union customer moving to a property with a different landlord**

Please ensure your household details are up to date on your My.GUHG portal before completing this form.

Once completed, return via email relocations@guhg.co.uk **along with a clear, passport style photograph of each adult applicant**.

Questions marked with \* must be completed.

1. **Your details**

|  |  |
| --- | --- |
| Is your tenancy a joint tenancy?\* **Y/N** If there is a joint applicant, please ensure details are complete for both people. |  |
|  |
|  | **Applicant** | **Joint applicant** |
| Title\* |  |  |
| First name(s) \* |  |  |
| Surname\* |  |  |
| Date of birth\* |  |  |
| Relationship to applicant  |  |  |
| Current Address\* |  |  |
| Telephone number\* |  |  |
| E-mail address\* |  |  |

1. **Disabilities / circumstances**

If you or any household member at your property have a disability or other circumstances that mean you require extra support with the Mutual Exchange process, please give details.

|  |
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|  |

If there is anyone you would like us to liaise with on your behalf, please give their details. By doing this, you agree that we may contact them regarding your application and Mutual Exchange process, and that they are aware of this.

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|  |

1. **The mutual exchange partnership**

Reasons for your mutual exchange request:\*

|  |
| --- |
|  |

|  |  |
| --- | --- |
| How many properties are in this partnership?\* |  |

Details of those in the partnership.\* Please include yourself in the below table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  **Applicant name** | **Address they would****like to move to**  | **Contact details – email/mobile**  | **Existing GUHG customer?**  |
| A |  |  |  |[ ]
| B |  |  |  | [ ]   |
| C |  |  |  | [ ]   |
| D |  |  |  |[ ]
| E |  |  |  |[ ]
| F |  |  |  | [ ]   |

1. **Declaration**\*

Is anyone on your application:

|  |  |
| --- | --- |
| * Currently employed by Grand Union Housing Group or its Board? **Y/N**
 |  |
|  |  |
| * Related to someone who is employed by Grand Union Housing Group or its Board? **Y/N**
 |  |

If you have answered yes to any of these questions, please give details:

|  |  |
| --- | --- |
| Name: |  |
| Relationship: |  |

1. **Consent**\*

Please confirm agreement by ticking each box below before submitting your application.

[ ]  I/we declare that I/we have not paid or received any money for this exchange.

[ ]  I/We hereby authorise Grand Union Housing Group to act on my/our behalf and obtain information from other agencies relating to this application for a mutual exchange.

[ ]  I/We understand Grand Union Housing Group may need to share information with organisations. Information shared will be limited, treated as confidential and shared only when necessary with those who need it, except where we are required to by law.

Please refer to the attached Privacy Notice. By adding your name and emailing this document to Grand Union Housing Group you are confirming you have read and understood the Privacy Notice attached to this form and agree to consent to the above.

**If this is a joint application, both applicants must add their full names to this form below.**

|  |  |  |
| --- | --- | --- |
| Main applicant name: |  | Joint applicant name: |
|  |  |  |
| Date: |  | Date: |
|  |  |  |

**Required supporting documents (to be scanned or a clear photo taken and emailed with the application form)**

Please be aware that ID Verification will be requested separately following receipt of your application.

Please note that your application cannot be processed unless you provide the following documentary evidence.

**Please do not send original documents through the post.**

|  |
| --- |
| For each **adult** applicant please provide the following: |
| **One item from this list as** **proof of address:*** Utility bill (not mobile phone) dated in last three months
* Local Authority tax bill (for current year)
* Benefit letter
 |

|  |
| --- |
| **Photograph:*** Clear, passport style photo of each applicant
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**Privacy Notice**

Grand Union Housing Group (GUHG) is committed to treating your information securely and safeguarding your rights to confidentiality. We will ensure your personal information is processed in accordance with the provisions of the Data Protection Laws to promote accountability and transparency.

This privacy notice tells you what to expect when GUHG processes your personal Information. It applies to information about housing applicants which is necessary to fulfil our legal and regulatory obligations.

**The data we collect may be used for the following purposes**

* Enable us to provide you with accommodation and to communicate with you in order to provide services which meet your needs
* Ensure that we meet all our legal and statutory duties such as those which apply under the Equality Act 2010
* To liaise with local authorities, health and social care professionals and previous care providers for information about your health, care and support needs, and those of your household (including your children)
* To contact previous landlords and credit agencies – for your rental history, credit checks and information about your financial status/history
* To carry out affordability checks to help us prevent and detect fraud and illegal subletting. We also receive information about you from credit reporting agencies for the same purposes. We process this information to fulfil our legal obligations and to prevent and detect unlawful acts
* **To keep individuals safe and secure and make sure no one is at risk of harm**
* Help with crime prevention and the prosecution of offenders

**Who we may share or exchange your information with**

* Experian, a consumer credit reporting agency to assess affordability
* Statutory agencies i.e. the police, social services, national probation service, NHS.
* Organisations that handle public funds for verification of details and to prevent and detect fraud and / or crime
* Local councils and central government departments such as the Department for Work and Pensions
* Utility companies
* Social Housing Regulator
* MPs and Councillors acting on your behalf
* Crown Decorating Centres to enable them to provide you with Home decorating packs
* Once your household enters into a new social housing tenancy, social housing providers will sharepersonal data withthe Ministry of Housing, Communities & Local Government (MHCLG) and other Government Departments and Agencies for research and statistical purposes. This Information is collected by the Core Data Provider Organisation (CORE) Continuous Recordingand the information shared is anonymous
* To liaise with authorities for information about anti-social behaviour, criminal activity and convictions, crime prevention and the prosecution of offenders

**How long we keep your data**

* Your information once you have entered into a contract with us will not be kept for any longer than is necessary and will be stored for up to six years after the tenancy ends.
* We document retention schedules against different types of information. This is based on legal requirements, best practice and the National Housing Federation guidance

For further information on your rights and how Grand Union Housing Group stores and uses your personal data please refer to our Privacy Policy at <https://guhg.co.uk/about-us/terms-and-conditions/privacy-policy/>