



## **Application for Mutual Exchange (Horizon Tenant)**

## Application for Mutual Exchange (Horizon Tenant)

This form must be completed and signed by the tenant(s)

**IMPORTANT** Horizon Housing Association must approve this request **in writing** before the exchange can take place.

### Your details

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_ National Insurance No \_\_\_\_\_

\_\_\_\_\_ Telephone No \_\_\_\_\_

\_\_\_\_\_ Mobile No \_\_\_\_\_

### Who is moving with you?

Name	Date of birth	Sex (M/F)	Relationship to tenant

### Why do you want to exchange?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Who do you want to exchange with

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone No \_\_\_\_\_ Mobile No \_\_\_\_\_

Number of bedrooms \_\_\_\_\_

Landlord name and address:

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## Declaration

I/We have read the conditions under which I/we may be allocated to exchange houses and agree to be bound by them.

1. I understand that Horizon is a Registered Data User under the terms of the Data Protection Act 1998 and that Horizon will store and process the information contained in this application for purposes concerned with the allocation and management of housing, and for the production of statistical and management information associated with such activities.
2. I am aware of my right to access the information which Horizon has processed about me in order to verify that it is correct and to amend it if it is incorrect.

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

Joint Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

### Horizon Housing Association Ltd

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