

APPLICATION TO EXCHANGE DWELLINGS

This application form can be used by a tenant of any social housing provider wishing to exchange dwellings with a Winchester City Council tenant.

This form is also available to download, print and complete or you can complete and submit it online on the Transfer and Exchanges page of our website: winchester.gov.uk/council-tenants

Please answer all questions as accurately as possible.
It is an offence to give false or incomplete information.

YOUR DETAILS

Full name of lead tenant:	Date of birth of lead tenant:	
Full name of joint tenant:	Date of birth of joint tenant:	
Current address and postcode:		
TELEPHONE NUMBERS		
Home:	Work:	Mobile:
Email address:		

CURRENT ACCOMMODATION

Property type:

House Maisonette Flat Bedsit Bungalow Other

Number of bedrooms:

Does your property have a separate dining room?

Yes No

Has your property been adapted to meet the disability needs of a member of your household?

Yes No

If 'yes', please provide details of any adaptations and which rooms have been adapted:

Do you have sole use of a garden? Yes No

Full weekly rent:

Do you rent a garage from Winchester City Council? Yes No

If 'yes', address of garage:

Do you wish to retain the garage? Yes No Not applicable

YOUR LANDLORD

Winchester City Council Other

If 'other', landlord's name & address:

Full name of landlord:

Address and postcode of landlord:

Tenancy type: Secure Assured Other

CURRENT ACCOMMODATION

Please include all persons in your household who you wish to move with:

Full name	Relationship to tenant/s	Male/Female	Date of birth	Currently resident at this address? Yes/No	Weekly income
	Lead tenant				
	Joint tenant (if applicable)				

Details of tenant/s you wish to exchange with

Full name/s of tenant/s:

Address of tenant/s wishing to exchange with:

Name of landlord of property you wish to exchange into: Winchester City Council Other

If 'other', name and address of landlord:

Full name of landlord:

Address and postcode of landlord:

Your reasons for wishing to exchange:

Your availability for pre-exchange property inspections (**Winchester City Council tenants only**)

Please tick on the table below when you are usually available for an Area Property Surveyor to visit to carry out a property inspection:

	Morning	Afternoon	Avoid morning & afternoon school runs? Yes / No
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

DISCLAIMER

I have seen the accommodation I wish to exchange into and agree to accept it in its present condition. I understand Winchester City Council will not replace or repair any non-standard fixtures or fittings in the property I have applied to exchange into.

Winchester City Council has six weeks (42 days) from the date all applications in your exchange process are received to make a decision as to whether to approve your mutual exchange request. I understand I am not permitted to exchange properties until my application has been approved by Winchester City Council and any other landlord involved in the exchange. If I move without approval, I understand that possession proceedings may begin against me.

I understand and accept, if I have applied to exchange into a property owned by another landlord, Winchester City Council may be required to give a reference regarding the conduct of my tenancy.

PRIVACY NOTICE – WHAT WE DO WITH YOUR PERSONAL INFORMATION

Under **Data Protection laws**, Winchester City Council is required to let you know how and why the personal information that you have provided in this application to exchange dwellings is used. It is used to enable us to progress your application and it may also be used for the following purposes:

Equality monitoring - we aim to treat everyone fairly and equally. Any information you provide will help us to monitor the delivery of services effectively, and make improvements.

Exceptional circumstances - in certain circumstances the law allows us to share some information with third parties, even if you have not given consent. For example, in a life or death situation or in order to safeguard the welfare of vulnerable children or adults.

Prevention and detection of crime, including fraud - we may use information you have provided for the prevention and detection of fraud and in doing so will share your information with others.

Other departments of the council – sometimes information will be shared with other parts of the Council. For example information may be given to Electoral Registration Services, Council Tax and Benefits.

If you want to know more about the rights that you have under Data Protection laws please see our website: winchester.gov.uk/dataprotection

Signed (lead tenant):

Date:

Signed (joint tenant):

Date:

Please return this completed form to:

Housing Services, Winchester City Council, Colebrook Street, Winchester, Hampshire, SO23 9LJ