

Mutual Exchange Application Form

Please complete all sections of this application form. You should write clearly and put a tick in the appropriate boxes. Should you find a question which is not relevant to you, please put a line through it.

If you need any help with completing this application form, please call the Contact Centre on 0300 1233456 and ask to speak to a member of the Business Support Team.

When you have completed the form, please post it to Peabody, 45 Westminster Bridge Road, London SE1 7JB or email to mutualexchange@peabody.org.uk

Please note we do need you to complete all the sections in full for us to assess your mutual exchange application.

About You - Main Applicant						
Personal Details						
Title	Mr	Mrs	Miss	Ms	Other (please specify)	
First Name(s)						
Surname				Previous Name (if applicable)		
Address						
Date of Birth						
Gender	Male	Female	Non-binary	Prefer not to say		
Marital Status - are you?						
Single			Married			
Civil Partnership			Divorced			
Living Together (Co-habiting)			Widowed			
Contact Numbers	Home					
	Work			Extension Number		
	Mobile					
Email Address						
Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?				Yes	No	Don't Know
If yes, please provide details						

About Person 2 - Joint Applicant

Joint Applicant - Personal Details

Please complete the joint applicant sections, if you currently hold a joint tenancy agreement, which was signed by this person.

Do you hold a current Joint Tenancy?

Yes

No

What is the joint applicant's relationship to you?

Spouse

Partner

Sibling

Friend

Child

Other
(please specify)

Title

Mr

Mrs

Miss

Ms

Other
(please specify)

First Names (s)

Surname

Previous Name
(if applicable)

Address

Date of Birth

National Insurance
Number.

Gender

Male

Female

Non-binary

Prefer not to say

Marital Status - are you?

Single

Married

Civil Partnership

Divorced

Living Together (Co-habiting)

Widowed

**Contact
Numbers**

Home

Work

Extension
Number

Mobile

Email Address

Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?

Yes

No

Don't
know

If yes, please provide details

Household Member Details

Name

DOB

Relationship to tenant

Gender

Mutual Exchange Partner Details

Title	Mr	Mrs	Miss	Ms	Other
First Name					
Surname					
Address					
Landlord					
Landlord's Address					
Landlord's named contact and contact number					

Please tell us how you found your exchange partner

Homeswapper	House Exchange
Facebook group	Other (please provide details below)
We are unable to assess your application unless you give us all the information requested. We will return the form to you if it is incomplete or you have not signed and dated the declaration.	

Data Protection Statement

This notice explains what we do with your personal data and what your rights are. This is a summary of our full Privacy Notice which can be found on our website <https://www.peabody.org.uk/terms-of-use/> or by requesting a copy from our [Contact Centre](#).

We collect most of our information directly from you. However, we also collect some information from other third parties where it is relevant, for example, information about your benefits from local authorities, references from previous landlords, or credit check information from Experian.

HOW WE USE YOUR PERSONAL DATA AND THE LEGAL BASIS WE RELY ON TO PROCESS IT.

To assess your application and to manage our contract (tenancy) with you.

We process your data for this purpose because it is necessary in the performance of a contract and because it is in our legitimate interests to do so.

To provide appropriate properties and services to individuals.

We sometimes process data that relates to your health and social care to ensure that we are making reasonable adjustments to our properties/services and to protect vulnerable individuals in our communities. We do this to fulfil our legal and regulatory obligations and because there is a substantial public interest for us to do so.

To keep our communities safe and to protect individuals.

We process your data for this purpose to fulfil our legal and regulatory obligations and because there is a substantial public interest for us to do so.

To contact you about your property, other services and to ask for feedback.

We use your contact details (including telephone numbers and email addresses) to get in touch about your tenancy. Where we have contractors that provide services on our behalf, we pass on your details to them, so that they can contact you to carry out essential services. We process your information in this instance because it is necessary in the performance of a contract. We also use your contact details to keep you updated about Peabody events or community programmes, or to ask you for feedback about how we are doing. It is in our legitimate interests to use your contact details this way, however you may opt out of further contact by simply letting us know.

To monitor equality, diversity and inclusion.

We collect diversity data to help us understand who is living in our communities. It helps us to ensure fairness and equality in our service delivery and allows us to fulfil our legal and regulatory obligations.

To prevent and detect fraud and illegal subletting.

We process some personal data to guard against fraud and illegal subletting. We process this type of information to fulfil our legal obligations and to prevent and detect unlawful acts.

To carry out surveys, research and analysis.

We may use your personal data to carry out research and analysis. We process information for this purpose based on our legitimate interests and/or your consent.

WHO WE SHARE YOUR INFORMATION WITH.

Information is shared across subsidiaries in the Peabody Group, where necessary, to ensure that you are receiving all the services that are available to you. We share some information with our data processors. Our data processors are organisations that carry out a service on our behalf, for example, repairs and maintenance. Other organisations we may share your information with are: local authorities and government departments; health and care services; Police; electricity, water and gas companies. Find out more in our full Privacy Notice.

Experian and the Rental Exchange Programme.

We share some of your personal data with Experian to help us prevent and detect fraud and illegal subletting, to manage our rental arrears and to help tailor our services to your needs. We also receive information about you from Experian for the same purposes. We exchange information this way to prevent and detect unlawful acts and because it is in our legitimate interests to do so.

Your rights.

You have several rights which allow you some choice and control about how we use your data. These rights are explained in brief below. Further information can be found in our full Privacy Notice.

Transparency: You have the right to be informed about how we are using your data. If you think we are doing something with your information that we have not told you about in this Privacy Notice, you can object to this.

Access: You can request access to a copy of the personal data that we hold about you.

Objection: You can object to the processing of some of your personal data.

Rectification: If you think that the personal data we hold about you is inaccurate or incomplete, you have a right to request that it be corrected.

Erasure: You can ask us to delete your personal data where it is no longer necessary for us to use it.

Data portability: You can ask us to provide you, or a third party (if possible), with some of the personal data we hold about you in a structured, commonly used, electronic form, so that it can be easily transferred to another third party.

Appeal: If you are not satisfied with the way that we have dealt with your personal data, please let us know and we will try and resolve your concerns. If you are still not satisfied you can refer your concerns to the regulator, the Information Commissioner's Office at www.ico.org.uk

Declaration

Please read this declaration carefully before you sign and date it.

- I declare that the information I have given on this form is correct and complete
- I understand that if I give information that is incorrect or incomplete, you may take action against me including possession proceedings and /or I may be prosecuted
- I understand that Peabody is under a duty to protect its housing stock and to this end may share the information I have provided on this form for data matching purposes for the prevention and detection of fraud and crime and for accounting purposes where the law allows it.
- I understand that you may contact my current and previous landlords to get a reference. - I understand you may cross check this information with other sources for example, local authorities, government departments and other organisations such as credit reference agencies where the law allows this.
- I understand that if I do not sign and date this form, I will not be made an offer for a new home.
- I understand the Data Protection Statement above and that you may share information as described in this notice.

Main Applicant		Joint Applicant	
Print Name (if applicable)		Print Name (if applicable)	
Date		Date	
Signature		Signature	

If you don't have a printer/scanner, please sign using Adobe Fill and Sign app:

If your exchange is part of a multi swap then please provide us with details of the other exchange partners on the next page of this form.

3rd Party Details

Resident Name	
Address	
Landlord and contact details	

4th Party Details

Resident Name	
Address	
Landlord and contact details	

5th Party Details

Resident Name	
Address	
Landlord and contact details	