

**APPLICATION FOR MUTUAL EXCHANGE**

This form should be returned to: Housing Estate Management, Dartford Borough Council,  
Civic Centre, Home Gardens, Dartford, Kent, DA1 1DR.

I/We \_\_\_\_\_ residing at: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ email: \_\_\_\_\_

Landlord: \_\_\_\_\_ Housing Officer's name: \_\_\_\_\_ Tel: \_\_\_\_\_

at a weekly rate of £ \_\_\_\_\_ request permission to exchange my home with:

Mr/Mrs/Miss/Ms \_\_\_\_\_ Of \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ email: \_\_\_\_\_

Landlord: \_\_\_\_\_ Housing Officer's name: \_\_\_\_\_ Tel: \_\_\_\_\_

**DETAILS OF ALL MEMBERS OF MY HOUSEHOLD ARE GIVEN BELOW:**

SURNAME	FIRST NAME	RELATIONSHIP TO TENANT	DATE OF BIRTH	SEX M/F

At present I occupy a \*house / flat / maisonette\* **\*PLEASE DELETE AS APPROPRIATE\***  
With \_\_\_\_\_ living room(s) and \_\_\_\_\_ bedroom(s)

**I apply for this exchange for the following reasons:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please list any agencies currently working with your family:**

Name of household member	Date of birth	Type of service working (e.g GP, Social Services, Counsellor)	Name of contact (e.g GP's name)	Contact address of service	Contact telephone number of service.

PLEASE READ AND COMPLETE:

I UNDERSTAND THAT I AM NOT TO EXCHANGE WITHOUT FIRST OBTAINING THE PERMISSION IN WRITING OF THE HOUSING OFFICER

I AM AWARE THAT THE COUNCIL WILL CREATE AND MAINTAIN COMPUTER AND PAPER RECORDS ON ME AND THAT THESE RECORDS WILL BE PROCESSED IN ACCORDANCE WITH THE COUNCILS PRIVACY NOTICE POLICY BELOW AND MAY BE USED BOTH INTERNALLY WITHIN THE COUNCIL AND EXTERNAL ORGANISATIONS/BODIES

I/WE UNDERSTAND THAT IF I/WE MAKE A FALSE STATEMENT KNOWINGLY OR RECKLESSLY WHICH HAS LEAD TO A TENANCY BEING GRANTED, THE COUNCIL MAY SEEK A COURT ORDER FOR POSSESSION

In the event of the exchange being sanctioned, you will be required to sign a declaration accepting the property in the condition it stands.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**DATA PROTECTION** - We will use the information you give us to administer our housing (landlord & tenant) services.

Our **lawful bases** for processing your personal information are:

- our legal obligation(s) under the Anti-Social Behaviour Act 2003
- our legal obligation(s) under the Local Government Act 1974
- our legal obligation(s) under the Children Act 2004
- our legal obligation(s) under the Care Act 2014
- our legal obligation(s) under the Anti-Social Behaviour, Crime & Policing Act 2014
- our legal obligation(s) under the Prevention of Social Housing Fraud (Power to Require Information)(England) Regulations 2014
- **consent for our marketing activities**
- necessary for the performance of a task in the public interest or in the exercise of official authority vested in us in accordance with the legislation referred to above, and the:
  - o Commonhold and Leasehold Reform Act 2002
  - o Housing Act 1985
  - o Housing Act 1996
  - o Land Compensation Act 1973
  - o Leasehold Reform, Housing and Urban Development Act 1993
  - o Refuse Disposal (Amenity) Act 1978
  - o Secure Tenants of Local Housing Authorities (Right to Repair) Regulations 1994

Some of the information we collect is classified as **special category personal data** or personal data consisting of **criminal convictions and offences (including alleged offences)**. This is processed for reasons of substantial public interest as set out in the legislation referred to above. To process this type of information, we must have a relevant policy document that sets out how this information will be handled

Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR is the Data Controller [dataprotection@dartford.gov.uk](mailto:dataprotection@dartford.gov.uk)

Please refer to our Corporate Privacy Notice and the Privacy Notice for Housing Services Landlord & Tenant at [www.dartford.gov.uk](http://www.dartford.gov.uk) for further details of how we process your personal information and your rights.