



Advertising your Home for a Mutual Exchange

To advertise your tenancy for a mutual exchange, please complete the details below.

Your details may be advertised in our offices on Bramley Road, Long Eaton, on our roadshow bus and on our website, www.threevalleyshousing.com.

Please note that to be eligible for an exchange, you must have a secure or assured tenancy (not a starter tenancy) with a housing association or council and have a clear rent account. You may not be eligible to exchange if you have been served with a Notice Seeking Possession or if you have had legal action taken against you for a breach of tenancy.

You must not move until you have received permission for the exchange in writing. If you move without receiving permission, you will have to return or you face possible legal action to end your tenancy.

1. Personal details

Mr Mrs Miss Ms (please tick)

Surname:	
First name:	
Address:	
Post code:	
Telephone:	
Mobile:	
Email:	

Please note that, for reasons of safety, when we advertise your details we will use your title and surname only, i.e. Miss Smith, Mr Jones, and the street/area where you live.

2. Your current property

Your current landlord: _____

Property type (please tick): Bedsit Bungalow
 Flat House
 Maisonette

Number of bedrooms (please tick): one two three
 four five six+

Weekly rent: £.....

Additional information about your property i.e. the type of heating, whether you have a visit from a Community Carelink Officer or similar, are you linked to a community alarm, available parking, local amenities, etc. (Please use a maximum of 25 words).

3. Property required

Property type required (please tick): Bedsit Bungalow
 Flat House
 Maisonette

Number of bedrooms (please tick): one two three
 four five six+

Please state which area(s) you want to move to:

Additional requirements i.e. the type of heating you want, parking facilities, local amenities, schools, whether you need sheltered housing, etc. (Please use a maximum of 25 words).

4. Advertising your home for exchange

Where would you like to advertise your home for exchange? (Please tick all that apply)

- In our offices at Bramley Road, Long Eaton
- On our website – www.threevalleyshousing.com
- On our roadshow bus

5. Photograph of your home

To help you with your mutual exchange, you can send us a photograph of your home to include with your advertisement (Regretfully, due to space restrictions, we can only include one photograph).

You have two options to send us your photograph. You can send us a print which we will scan and add to your property details or you can email your photograph to info@threevalleyshousing.com. If you email your photograph, please make sure it clearly states your address in your email so we can make sure it is included with the correct details.

6. Authority to disclose information

In accordance with the Data Protection Act 1998, we require your permission to display your personal details in our offices, on our website or on our roadshow bus. Please sign below to indicate that you are happy for us to do this.

Your details will be advertised for a period of three months. We will contact you after three months to see if you wish to continue to advertise your home.

Signature: Date:

Please send your completed form to: Three Valleys Housing, Three Valleys House, Bramley Road, Long Eaton, Derbyshire, NG10 3SX.

If you need assistance in completing for form, please call us on 0844 770 3500.

In order for us to know if we are providing our services fairly to everyone, we would appreciate you answering the following questions. These questions are optional and you do not have to answer any of the questions if you do not wish to.

1. Please tick the age group that applies to you

Under 16 16-24 25-34 35-44 45-54 55-59 60-64 65-74 75+

2. Male/Female (please delete as appropriate)

3. To which ethnic group do you belong? (please tick appropriate box)

White

British Irish Any other white background (please specify) _____
 Polish

Mixed

White and Black Caribbean White and Black African
 White and Asian Any other mixed background (please specify) _____

Asian or Asian British

Indian Pakistan Bangladesh
 Any other Asian background (please specify) _____

Black or Black British

Caribbean African Any other background (please specify) _____
 Chinese Other (please specify) _____

4. Does anyone in your household have any long-term illness, health problems or disability which limits their daily activities or the work they can do, including any problems which are due to old age? (please tick appropriate box)

① Yes ② No ③ Don't know

5. If you have answered 'yes' to question 4, can you please confirm the details of the long term illness, health problem or disability?

Have impaired mobility ①

Have impaired hearing ②

Have impaired vision ③

Have impaired speech ④

Other (please state) _____

6. Does anyone in your household use a wheelchair? (please tick appropriate box)

① Yes ② No

We may use the diversity information to improve services to our customers, if you do not wish to be contacted further about the information provided above please tick here



如果您需要這些訊息或任何其他我們寄給您的訊息以
另一種格式 (例如錄音帶或大字體打印) 或另一種語
言說明 , 請致電 0844 770 3500 提出要求。

જો તમને આ માહિતી અથવા અમે તમને મોકલીએ તેવી બીજી કોઈ પણ
માહિતી બીજા કોઈ સ્વરૂપમાં (દા.ત. ઓડિયો કેસેટ ઉપર અથવા મોટા
અક્ષરોમાં છાપેલી) અથવા બીજી કોઈ ભાષામાં જોઈતી હોય, તો કૃપા કરીને
0844 770 3500 પર ફોન કરો.

Se avete bisogno di queste informazioni, o di ogni altra
informazione che vi inviamo, in un formato diverso (ad
esempio su audiocassetta o in caratteri ingranditi) o in
un'altra lingua, si prega di telefonare allo 0844 770 3500.

Aby otrzymać te informacje – lub wszelkie inne
informacje, które przesyłamy - w innym formacie (np. na
kasecie audio lub w wersji dużym drukiem) albo w innym
języku, prosimy zadzwonić pod numer 0844 770 3500.

ਜੇ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ, ਜਾਂ ਹੋਰ ਜਾਣਕਾਰੀ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿੱਚ
(ਜਿਵੇਂ ਕਿ ਆਡਿਓ ਕੈਸਟ ਜਾਂ ਵੱਡੇ ਅੱਖਰਾਂ ਵਿੱਚ) ਜਾਂ ਕਿਸੇ ਹੋਰ
ਭਾਸ਼ਾ ਵਿੱਚ ਚਾਹੀਦੀ ਹੋਵੇ ਤਾਂ ਅਸੀਂ ਭੇਜ ਸਕਦੇ ਹਾਂ, ਇਸ ਲਈ
ਟੈਲੀਫੋਨ ਨੰਬਰ 0844 770 3500 ਤੇ ਫ਼ੋਨ ਕਰੋ।

اگر یہ تحریر یا ہماری ارسال کردہ کوئی اور معلومات آپ کو کسی اور طریقے (مثلاً آڈیو ٹیپ یا بڑے
پرنٹ پر) یا کسی اور زبان میں درکار ہو تو براہ کرم 0844 770 3500 پر فون کریں۔

If you need this information, or any other information we send
you, in another format (e.g. audio cassette or large-type) or in
another language, please telephone 0844 770 3500.