

Ethnic Origin

We monitor applications to help us improve our services; please help us do this by ticking the box that describes your ethnic origin below. These details will not be published in the Register, and are only used for monitoring purposes.

White		<input type="checkbox"/> British	<input type="checkbox"/> Irish	<input type="checkbox"/> Other
Mixed Dual Heritage	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> White and Black African	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Other
Asian or Asian British	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other
Black or Black British		<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Other
Other Ethnic Group		<input type="checkbox"/> Arabic	<input type="checkbox"/> Chinese	<input type="checkbox"/> Other

Declaration

South Yorkshire Housing Association needs the information on this form to process your application to join the Mutual Exchange Register.

By signing this form you:

- Agree to the use of personal information you have supplied for this purposes.
- Agree to the disclosure of the personal information you have supplied where this is:
 - in your interests
 - in the interests of anyone living with you
 - for reasons of health and safety
 - for the good management of housing in the area in which you live or want to live.
- Agree that the information about your property, address and contact details can be published in the public domain, in particular to possible swap partners so they can contact you.

Any personal information held by the Association may be used for the prevention and detection of crime and disorder. We may also be required to disclose personal information, particularly for antifraud initiatives.

The details I have given on this form are correct. I have read the above terms regarding SYHA's Mutual exchange list, and understand that information from this form will be published in the public domain. I understand that if we have deliberately given false or misleading information, this could lead to my/our application being cancelled and the loss of any future Association tenancy.

Applicant name:

Applicant signature:

Date:

Data Protection:

If you complete this form SYHA will store and process your data in accordance with the requirements of its Data Protection Policy and in keeping with the Data Protection Act 1998.



Mutual Exchange Register Application



Registered Office: 43 – 47 Wellington St, Sheffield, S1 4HF
Registered Housing Association Number: L0078
South Yorkshire Housing is a Charitable Housing Association

Datestamp:

Exchange Reference:

Please complete and return this form to our Sheffield office:
43 – 47 Wellington St, Sheffield, S1 4HF. ☎ 0114 2900 200

Please feel free to contact us at the above office if you need help to complete this form. If any information is missing from this form we may be unable to add your details to the Exchange Register, and the form will be returned to you.



Your Personal Details

Please give us your details below:

	Your Details
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify): _____
First name(s)	
Last name	
Date of birth (DD/MM/YY)	___ / ___ / ___
National Insurance no	

Where You Live Now

Please give us the address of the property you wish to advertise. If you wish, you can give us a different correspondence address on page 3.

Your Address
Your current address:
Post code:

The street your property is on will always be published, but we will not publish the house number unless you say we can.

Your Current Property Details

Please give us the details of the property you want to add to the Register:

Your Property Details	
What area is your property located in?	
What type of property is it?	<input type="checkbox"/> House <input type="checkbox"/> Flat <input type="checkbox"/> Bungalow <input type="checkbox"/> Maisonette <input type="checkbox"/> Bedsit <input type="checkbox"/> Other, please specify:
If you live in a flat or maisonette, what floor level is it on?	<input type="checkbox"/> Ground floor <input type="checkbox"/> 1 st Floor <input type="checkbox"/> 2 nd Floor or above
Is your property level access?	<input type="checkbox"/> Yes <input type="checkbox"/> No (has lift access) <input type="checkbox"/> No (does not have lift access)
Is your property wheelchair accessible or adapted in any way? If yes, please give details.	
Number of bed/ bathrooms?	Bedrooms: ____ Bathrooms: ____
What type of heating?	e.g. Gas Central Heating
Who is the landlord?	

These details will all be published in the Register, so that people can decide if your property would be a suitable match

If you want to give a general description of the property, or add specific information you can do so here:

Your Current Property Photographs

It is also possible to add photographs showing inside or outside of your current property to the Register. Please enclose photographs of your property ensuring that your name and address is written on the back of the photograph, as well as any description you want to give of what the photograph shows. Please note photographs cannot be returned

Number of photographs included: _____

Your Contact Details

Please give us your contact details below. If you wish us to publish these details in the register, please indicate this. **Please note that at least one method of contact must be published in the register.**

	Details	Can we publish?
Home Tel:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Work Tel:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Mobile:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Fax:		<input type="checkbox"/> Yes <input type="checkbox"/> No
E-mail:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Address: (this can be different to the address of the property you are advertising, for example if you want possible swap partners to write to you at work)		<input type="checkbox"/> Yes <input type="checkbox"/> No

Your Wanted Accommodation

Please provide details of the type of property you are looking for. We will not show you any properties that do not match your criteria.

	Your Wanted Property
What type of property do you want? (you can tick more than one)	<input type="checkbox"/> House <input type="checkbox"/> Flat <input type="checkbox"/> Bungalow <input type="checkbox"/> Maisonette <input type="checkbox"/> Bedsit
If you are looking for a flat, what floor level are you looking for	<input type="checkbox"/> Ground Floor <input type="checkbox"/> Not Ground Floor <input type="checkbox"/> 1 st Floor <input type="checkbox"/> 2 nd Floor or above <input type="checkbox"/> No Preference
How many bedrooms & bathrooms are you looking for?	Bedrooms: Min: ____ Max: ____ Bathrooms: Min: ____
Do you require level access?	<input type="checkbox"/> No <input type="checkbox"/> Yes, but a lift is acceptable <input type="checkbox"/> Yes, lift not acceptable
Do you require property that has been adapted in any way? If yes, give details.	
What areas are you looking for? The more areas you put down, the more likely is it to find a possible match.	