



Mutual Exchange Tenancy Reference

Our tenant has told us that they want to exchange homes with your tenant.

To help us to consider the exchange application please could you complete this landlord reference form and return it to us as soon as you can.

Your tenant(s) name	
Address	

About their tenancy

When did the tenancy start?	
What type of tenancy is it?	
Is the tenant eligible to exchange their home?	
Has your tenant told you about the exchange?	
Have you given your tenant permission to exchange?	

About the household

Name	Date of birth	Gender	Relationship to tenant
			Tenant

About their property type

What type of property is it?	
Has it been adapted in any way?	
Which members of the household need the adaptations?	

About the condition of the property

Have you inspected the property? (please could you provide us with a copy of your inspection report)	
Are you satisfied with the condition of the property?	

About the rent

Have rent payments been made in a satisfactory manner?	
Amount of rent outstanding at present (if any)	£
Is the tenant subject to a current Notice Seeking Possession for arrears?	
Is the tenant subject to a possession order for arrears?	

About their behaviour

Is the tenant subject to a current Notice Seeking Possession on grounds other than rent?	
Is the tenant subject to a possession order for anything other than arrears?	
Is the tenant or any member of their household subject to a current court order for ASB?	
Has there been any complaints about ASB? (if yes please give details)	
Has your tenant(s) or members of the household ever been violent or threatened violence towards a your employees?	

About any pets

Does the tenant have any pets?	
Do they have permission for these pets?	

Comments/further information

Your details

Name		Phone	
Signed		Email	
Position		Date	

Please return the completed forms to:

One of our hubs:

WDH Hub, 2 Bull Ring, Wakefield, WF1 1HA
Pontefract Hub, 1 Horsefair, Pontefract, WF8 1PE

By email: estatesupport@wdh.co.uk

By post: WDH, Estates, Merefield House, Whistler Drive, Castleford, WF10 5HX

Data Protection

Wakefield and District Housing Limited (WDH) is a registered charitable Community Benefit Society that provides social housing and social support services. WDH is the Data Controller of personal information and is registered with the Information Commissioner (ICO reg. no. Z9160379). We are regulated under the Data Protection Act 2018, including the UK GDPR (General Data Protection Regulation). Our contact details for data protection purposes are as follows.

Information Governance Team

WDH

Merefield House

Whistler Drive

Castleford

WF10 5HX

Email: informationgovernance@wdh.co.uk

Under the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018 you have a number of important rights, free of charge, unless excessive or repetitive in nature. More information about your rights, including how to complain are available here - [Data Protection Rights Notice](#) .

WDH will process the information you provide on this form because you wish to enter into a contract (tenancy).

For further information, on how we use your personal data, details of WDH Privacy Policy can be found on our website wdh.co.uk/accessibilityandprivacy/ If you'd like a copy we can email it to you.

We are committed to giving everyone equal access to information. If you would like us to communicate with you in a different way, or receive written information from us in another format, please phone 0345 8 507 507 or email onecall@wdh.co.uk