

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 home

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

**About the condition of the home**

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

**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:

Vico Homes Hub, 2 Bull Ring, Wakefield, WF1 1HA

Pontefract Hub, 1 Horsefair, Pontefract, WF8 1PE

**By email:** [estatesupport@vicohomes.co.uk](mailto:estatesupport@vicohomes.co.uk)

**By post:** Vico Homes , Estates, Merefield House, Whistler Drive, Castleford, WF10 5HX

## Data Protection

Vico Homes is a registered charitable Community Benefit Society that provides social housing and social support services. Vico Homes 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

Vico Homes

Merefield House

Whistler Drive

Castleford

WF10 5HX

[Email: informationgovernance@vicohomes.co.uk](mailto:informationgovernance@vicohomes.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 .

Vico Homes 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 Vico Homes Privacy Policy can be found on our website [vicohomes.co.uk/accessibilityandprivacy/](http://vicohomes.co.uk/accessibilityandprivacy/) If you'd like a copy we can email it to you.

Struggling to read this information? Let us know if you would like this letter in another format, size or language.