

Application for Mutual Exchange

A mutual exchange is when one SGCH tenant swaps properties with another SGCH tenant. You must complete this form if you would like to apply for a mutual exchange. You and the person you would like to exchange properties with must both complete a copy of this form. We will assess your request against criteria outlined in our mutual exchange policy.

Your Details

Name:	
Address:	

Details of the tenant you want to swap with

Name:	
Address:	

Does the property have any special features?

(E.g. Is the property modified? Does it have wheelchair access?)

No

Yes → If yes, please provide details:

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Privacy notice

The information we collect from you, or from an authorised third party, may be held by SGCH and its subsidiaries (the SGCH Group) and used to deliver services and/or for purpose required or authorised by law. The SGCH Group may also use your information to assess, plan, coordinate or improve our services.

The SGCH Group may also disclose your information to third parties if you have consented to the disclosure, or if the disclosure is required or authorised by law. Information provided to the SGCH Group may be stored using an overseas data storage provider.

The SGCH Group has and will continue to comply with state and federal privacy legislation when collecting, using and managing your personal and/or sensitive information.

If you choose not to provide your personal and/or sensitive information to the SGCH Group, it may impair our ability to provide services to you.

Our *Privacy Policy* contains information about how you can access and/or correct your personal information along with how you can make a complaint in relation to breaches of privacy.

Our *Privacy Policy* and further information about privacy can be obtained from our website www.sgch.com.au or by contacting our office on 1800 573 370 or by emailing privacyofficer@sgch.com.au.

I declare that I would like to exchange properties with the tenant noted above.

I understand that if my application for mutual exchange is approved, I will need to return my property to its original condition, with consideration for fair wear and tear.

Signed:		Date:	
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Return this form to your Tenancy Manager so that your application for mutual exchange can be reviewed. Unless further documentation is required you will receive a letter advising you of the outcome within 28 working days.