



MUTUAL EXCHANGE

CLEARING HOUSE NOTIFICATION FORM

This form should be completed by an RSL or managing agent when a tenant of an R.S.I. funded property has exchanged with a tenant of another R.S.I. unit by mutual agreement. Please note that the permission of the Clearing House is not needed for such an exchange to take place, but notification is mandatory.

INFORMATION ABOUT TENANT 1 HOUSING PROVIDER NAME & ADDRESS

NAME OF TENANT 1 _____

ADDRESS OF VACATED UNIT _____

TST WORKER _____

INFORMATION ABOUT TENANT 2 HOUSING PROVIDER NAME & ADDRESS

NAME OF TENANT 2 _____

ADDRESS OF TENANT 2 _____

TST WORKER _____

DATE OF EXCHANGE _____

REASON FOR EXCHANGE

NAME OF OFFICER 1 _____

SIGNATURE _____ **DATE** _____

NAME OF OFFICER 2 _____

SIGNATURE _____ **DATE** _____

Please return this form to :

THE CLEARING HOUSE
FAX: 020 7710 0551
EMAIL: ch@broadwaylondon.org
ADDRESS: Broadway, 15 Half Moon Court, Bartholomew Close,
London EC1A 7HF