

Application for Mutual Exchange

This section must be completed by the current tenants

CURRENT TENANTS DETAILS

MAIN TENANT NAME		JOINT TENANT NAME	
ADDRESS	POST CODE:		
MAIN TENANTS DATE OF BIRTH		JOINT TENANTS DATE OF BIRTH	
MAIN TENANTS TELEPHONE NO:		JOINT TENANTS TELEPHONE NO:	
MAIN TENANTS EMAIL ADDRESS:		JOINT TENANTS EMAIL ADDRESS:	
MAIN TENANTS DATE OF OCUPANCY		JOINT TENANTS DATE OF OCCUPANCY	

This section to be completed by applicants for mutual exchange

DETAILS OF PERSONS OF WHOM YOU WISH TO EXCHANGE WITH

APPLICANTS NAME	
ADDRESS	POST CODE:
APPLICANTS DATE OF BIRTH	
APPLICANTS TELEPHONE NO:	
APPLICANTS EMAIL ADDRESS:	
APPLICANTS DATE OF OCUPANCY	
APPLICANTS LANDLORD	

For Office use only:

Approved/refused	
Signed:	
Date:	

CURRENT TENANT HOUSEHOLD DETAILS

Please give details of all the people living or at the property address, including present tenant and joint tenants.

NAME	RELATIONSHIP TO CURRENT TENANT	DATE OF BIRTH	MARITAL STATUS	SEX M/F	PERIOD OF OCCUPATION

Does any of the above have an application for housing registered?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes who?		

What type of house do you live in at present?

Flat-4-in-a-Block Ground Floor	<input type="checkbox"/>	Detached	<input type="checkbox"/>
Flat-4-in-a-Block Upper Floor	<input type="checkbox"/>	Semi Detached	<input type="checkbox"/>
Flat-Walk-Up-Block Ground Floor	<input type="checkbox"/>	Mid Terrace	<input type="checkbox"/>
Flat-Walk-Up-Block First Floor	<input type="checkbox"/>	End Terrace	<input type="checkbox"/>
Flat-Walk-Up-Block Second Floor	<input type="checkbox"/>	Bungalow	<input type="checkbox"/>
Flat-Walk-Up-Block Third Floor	<input type="checkbox"/>	Sheltered House	<input type="checkbox"/>
Maisonnette – Ground Floor	<input type="checkbox"/>	Hostel	<input type="checkbox"/>
Maisonnette – First Floor	<input type="checkbox"/>	Bed-Sit	
Maisonnette – Second Floor		Shared Tenancy	<input type="checkbox"/>
Other	<input type="checkbox"/> (please specify)	<input type="text"/>	

How many rooms are in your house, excluding kitchen and bathroom?	<input type="text"/>
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Has your home been adapted in anyway adapted for disabled persons?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes please provide details:

Do you or the tenant with whom you wish to Mutual Exchange have tenancy of a lock up garage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes do you wish to exchange lock up garages?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes please provide the address of your lock up:	
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Reason for wishing mutual exchange tenancy:

IMPORTANT

- You must not make any arrangement to move home until written approval has been granted for the exchange and each party has signed a new Tenancy Agreement.
- It is also imperative that you immediately notify the Housing Service of any change in your circumstance.
- The Council does not authorise nor approve any financial transactions between mutual exchange applicants.

Declaration

I agree that all information provided is true. I understand that, if I knowingly or recklessly make a false statement which results in the Council granting a Mutual Exchange, the Council may recover possession of that house in accordance with the terms of the Housing (Scotland) Act 2001.

I understand that any breach of the tenancy agreement, may result in East Ayrshire Council taking steps to recover possession of the house in accordance with terms of Schedule 2 to the Housing (Scotland) Act 2001.

I understand that East Ayrshire Council's Housing Services will:

- process the information on this form for the purposes of assessing my application for mutual exchange and for no other purpose;
- make enquiries deemed necessary to verify the information provided by me with other Council Services or relevant third parties;
- hold my information securely and in line with data protection legislation.

I understand that failure to provide information on this form could result in a delay to processing my application or ultimately result in the Council's inability to process my application.

The Council's full privacy statement can be found on the Council's website by searching 'Data Protection' or by using the following link:

<https://www.east-ayrshire.gov.uk/CouncilAndGovernment/About-the-Council/Information-and-statistics/Privacy-Statement.aspx>

CURRENT TENANT SIGNATURES

Signed

Date

Signed

Date