

Blairtummock Housing Association

Mutual Exchange Application Form

Personal Details

Full Name:

Address:
(include flat position)

Tel No Mobile No:

Email Address

Household Details

Please list below all household members who live with you:

	Name	Sex	Date of Birth	Relationship to you	Will they move with you (yes/no)
1					
2					
3					
4					
5					
6					
7					

Please list any members of your household who have a medical condition, giving a brief description of the condition:

.....
.....
.....
.....
.....

Please list any benefits you, or any member of your household receive, due to these medical conditions:

.....
.....
.....

Please provide name and address of the person you wish to exchange with:

.....
.....
.....

Start Date of Your Current Tenancy:

Please state your reason(s) for this mutual exchange:

.....
.....
.....

Declaration

I hereby declare that the information provided on this form is complete and accurate and I consent to Blairtummock Housing Association making such enquiries as necessary to confirm this. I have read and understand the conditions governing the exchange and agree to be bound by them. Should there be any breach of these conditions by either or both parties, we agree that this application will become null and void and that we may be required to return to our former address.

Signature: **Date:**.....

Proof of residency is required, this could be an original letter confirming receipt of benefit, driving license, utility bill, bank statement or council tax bill. At least 2 items should be provided. The application cannot be considered until the above information is provided.

Blairtummock Housing Association

Conditions Governing Mutual Exchanges

The following conditions relate specifically to mutual exchange applications. It is important that you read these carefully and sign the form below to confirm your acceptance of these conditions.

Your application will be processed within 28 days. Each applicant will be notified in writing of the acceptance of the application.

- It is necessary for both applicants on the exchange application to have a clear rent account, and no debt outstanding to the Association. If an applicant is not a Blairtummock Housing Association tenant, a satisfactory tenancy report is required from the relevant landlord.
- It is necessary for both applicants wishing to exchange properties to state that it is their intention to occupy the prospective property for a minimum 12-month period.
- No mutual exchange will be permitted where this causes overcrowding as determined by the Allocation Policy of Blairtummock Housing Association.

The Association will permit a mutual exchange if the property will not be under occupied by more than one bedroom, as long as the tenant is moving from an equivalent size of property.

- The Association will not permit a mutual exchange if the circumstances are not in conjunction with the Association's Allocation Policy.
- Blairtummock Housing Association shall not incur any expense in connection with granting a mutual exchange out-with normal repairs that are the responsibility of the Association. An inspection of the property will be undertaken on receipt of the mutual exchange application and where repairs are required as a result of tenant negligence, the cost of such repairs must be paid by the tenant prior to the exchange being granted or the repair should be carried out by the tenant to a satisfactory standard.

- Both applicants should be satisfied following inspection that the property to which they propose to exchange is in an acceptable condition. Each applicant should ensure that all fixture and fittings are intact, including approved additional fitments provided by the tenant.
- Neither applicant should proceed with the exchange until they have received written confirmation from the landlord(s) concerned that the application has been approved. A date of entry after which time you may proceed with removal arrangements will be stipulated.

Signature:

Date: