

# APPLICATION FOR MUTUAL EXCHANGE

**(NON RSHA TENANT)**

This form must be completed and signed by the tenant (s)

IMPORTANT – WRITTEN CONSENT MUST BE OBTAINED BEFORE AN EXCHANGE CAN GO AHEAD

# TENANCY DETAILS

|  |  |
| --- | --- |
| Your Name(s) | Tel No: |
| Your present property address | Number of bedrooms |

# Household composition (Please give details of everyone who will move with you, starting with yourself)

|  |  |  |
| --- | --- | --- |
| Name | Date of Birth | Relationship to Tenant |
|  |  | TENANT |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# PROPERTY DETAILS - Please state:

1. Type of present house (e.g. cottage, flat, etc)
2. Rent of your present house
3. How is your rent paid? (weekly, monthly, etc)
4. Name and Address of present Landlord

1. Your reasons for wishing to exchange

**DETAILS OF RSHA TENANT WITH WHOM YOU WISH TO EXCHANGE**

|  |
| --- |
| Name of RSHA tenant: |
| Address of RSHA House: |

**ELIGIBILITY FOR HOUSING: ASYLUM AND IMMIGRATION**

Are you or anyone on your application subject to any form of immigration control? Yes No

**MANAGEMENT OF OFFENDERS (SCOTLAND) ACT 2005**

**Are you or anyone to be housed with you required to register with the police under the**

**Sex Offenders Act 1997 and the Sexual Offences Act 2003?** Yes No

If yes, you must provide us with details of the person registered. Failure to do so could prevent you from being offered a tenancy or you could lose any tenancy offered or accepted by you.

Name of person registered:

Current address:

Postcode:

**Have you or anyone who you want to be rehoused with you been evicted for anti-social behaviour or subject of an Anti-Social Behaviour Order (ASBO)?** Yes No

If yes, which person was this?

# WHAT HAPPENS NEXT

When we receive the two completed forms, we will check to make sure that both yourself and the tenant with whom you want to exchange are eligible for a mutual exchange.

The following conditions must be met.

* Both parties should have either a clear rent account or have been keeping to an agreed arrangement for at least 13 weeks or arrears be less than one month’s rent and no other housing related debt i.e. rechargeable repairs.
* The condition of both properties should be of an acceptable standard agreed by the landlord(s) following a full house inspection.
* Tenants will be advised at the house inspection of any repairs that are the responsibility of the tenant and that require to be carried out prior to the exchange being approved.
* The exception to the above will be where the tenants have agreed to take on responsibility for these as part of the exchange and the landlord also agrees to this.
* Garden ground attached to the property should be of an acceptable standard to the landlord.
* Neither house should be overcrowded or under occupied as a result of the mutual exchange being approved.
* Once the Housing Officer’s investigations are completed you will be notified in writing if the mutual exchange can go ahead and within one month of the application being made.

A new Tenancy Agreement must be signed and all parties signing the Tenancy Agreement must be present.

# FURTHER INFORMATION

If you want more information about mutual exchanges, you can contact us by letter, by phoning 01786 841101 or by visiting the office at Rural Stirling Housing at Stirling Road, Doune FK16 6AA, or our website at [www.rsha.org.uk](http://www.rsha.org.uk)

PLEASE READ AND SIGN DECLARATION

I/we have read to the conditions under which I/we may be allowed to exchange house and agree to be bound by them. I/we further agree that in the event of a breach of the conditions by any one of the parties this application will become null and void and the remaining tenant(s) may require to move back to the address formerly occupied.

I/we authorise Rural Stirling Housing Association to seek references regarding my present tenancy from my landlord.

Signature: Date:

Signature of joint tenant(s): Date

Please return this form to:  **RSHA, Stirling Road, Doune, Perthshire, FK16 6AA**