

# MUTUAL EXCHANGE APPLICATION FORM



You need to complete this form and get our permission before you can exchange. You should consider these factors before making your decision:

- You need to clear **all** tenancy related debts (such as rent arrears or council tax).
- The condition of the property you are moving to. Any repairs will be your responsibility. No decoration will be carried out by the landlord when you move in.
- The cost of moving & the rental cost of the property.
- The type of heating in the property & how much it could cost to heat.
- The size of the property - if you are wanting an area where housing is in short supply, you will not be able to exchange to a property which is too large for your household
- Benefit rules on under-occupation (if you exchange to a house too large for your needs).

**You should visit and view the property you wish to move to.** You need to be fully aware of the property's condition; its features (e.g. heating) and the neighbourhood before moving.

**Read your tenancy agreement to find out more about mutual exchanges.**

## What happens next?

Before agreeing to an exchange we will carry out the following checks:

- Are the houses suitable for the household's needs? Will there be overcrowding or under occupancy? Do they have features for people with particular needs (such as adaptations)?
- Have the tenancies been maintained to a satisfactory standard? This includes for example: a) it is in a good state of repair; b) there are no outstanding tenancy related debts (including Council Tax); c) there are no outstanding repairs that are your responsibility to sort, d) that there is no legal action underway; e) that there are no anti-social behaviour issues.
- Has the landlord had agreed to the exchange?

If you are married or if you live with someone (e.g. as husband and wife), we need their consent.

We will make a decision within 1 month. It is therefore important that you and your landlord arrange a tenancy inspection soon. If we need more time to make the decision (e.g. if we don't have all the information we need) we will write to you.

We will write with our decision. If your request is refused, we will tell you why, and how to appeal.

If the exchange is approved, you agree a moving date with the other person. You then sign a new tenancy agreement. You are responsible for the rent of your current home **up until the date the other party signs their lease.**

## APPLICATION FOR MUTUAL EXCHANGE

**IMPORTANT – You and the other party need to have written consent before any exchange can go ahead**

Q 1 TENANCY DETAILS	
Your name(s):	
Telephone number:	
Your Present Address:	
Property Type:	
No. of Bedrooms:	
Landlords Name & Address:	

Q2 HOUSEHOLD DETAILS (Please give details of everyone who will move with you, starting with yourself)			
Name	Sex	Date of Birth	Relationship to the Tenant
			TENANT

**Q3 Do you have any pets?**

YES ☐

NO ☐

**If YES please detail:**

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.....

.....

**Q4a Has your current home been adapted or designed to meet any particular medical, or other needs, you or a member of your household has?**

YES ☐

NO ☐

**Q4b Are you waiting for an adaption to be agreed or carried out?**

YES ☐

NO ☐

**Q4c** *If YES please tell us what adaptations have been made; are being discussed or have been agreed:*

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Question 5

Please give your reasons for wishing to exchange:

**Q6** *Are you (or any person who will be living with you) required to register with the police under Part 2 of the Sexual Offences Act 2003?*

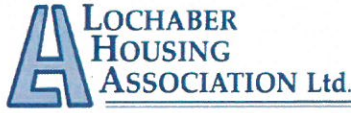
YES ☐                      NO ☐

**Q7        DETAILS OF THE EXCHANGING TENANT**

Name(s):	
Telephone number:	
Present Address:	
Property Type:	
No. of Bedrooms:	
Landlords Name & Address:	



# The Highland Housing Register



## DECLARATION – Please read & sign this form. This is to show that you understand and agree to the conditions

I/we have thoroughly examined the premises into which I/we intend to move on.....(enter date)

I/we accept the premises in its existing condition.

I/we have put right any breach in my tenancy agreement, such as payment of outstanding rent or council tax arrears; repairs which are my responsibility.

I/we also understand that:-

- any alterations, improvements or enlargements of the dwelling house or fixtures or fittings carried out in accordance with the Scottish Secure Tenure shall become the property of (INSERT LANDLORD NAME)
- any necessary repairs or replacements arising as a result of damage or removal of fixtures or fittings which have not been attended to by the outgoing tenant, other than those arising out of fair wear and tear as outlined in the Scottish Secure Tenure, shall become my responsibility;
- no internal decoration shall be undertaken by (INSERT LANDLORD NAME);
- the standard conditions of let shall apply;
- as soon as practicable, I/we shall take up a permanent occupation of the address to which I/we have agreed to move. This will be no longer than one month 28 days from the date that (INSERT LANDLORD NAME) grants consent to exchange tenancies;
- in the event that this exchange doesn't go ahead, I/we agree to keep occupying of my/our current property.

Please read this declaration carefully

- I/We confirm the details given on this application are true and accurate
- It is understood that if I/we give false or misleading information, or do not provide relevant information, now and at any time, that my application may be suspended or cancelled
- If I/we get a tenancy based on false or misleading information, it is understood and accepted the landlord may take me to court to evict.
- I understand and agree to the conditions of the declaration

I/we have read the conditions under which I/we may be allowed to exchange houses. I 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. If so the remaining tenant(s) may require to move back to the address formerly occupied.

Tenant(s) signature(s)

..... Date ..... Date .....

Exchanging Tenant(s) Signature(S)

..... Date ..... Date .....



## The Highland Housing Register

### For office use only:

Have we received satisfactory tenancy references for both parties?

YES ☐

NO ☐

If no, please give details

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Please attach copies of the references to the form.

Has the exchange been approved?

YES ☐

NO ☐

What date will the exchange happen/new tenant will sign up?.....

