

**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 wish to be rehoused with you:*

	<b>Name</b>	<b>Sex</b>	<b>Date of Birth</b>	<b>Relationship to you</b>
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:**

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.....

.....

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

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**Please provide name and address of the Blairtummock tenant you wish to exchange with:**

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.....

## YOUR PRESENT ACCOMMODATION

***Please indicate the type of accommodation you presently occupy:***

Main Door/Cottage Type Yes/No

Tenement Flat	Ground Floor	Yes/No
	1 <sup>st</sup> Floor	Yes/No
	2 <sup>nd</sup> Floor	Yes/No
	3 <sup>rd</sup> Floor	Yes/No

Terraced Property	Mid	Yes/No
	End	Yes/No

Semi Detached Yes/No

Other (please describe): .....

What type of heating do you have? .....

How many bedrooms do you have? .....

Has your house been adapted in any way? Yes/No

***(If yes, please give details)***

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.....  
.....

**Please state the name, address and telephone number of your present landlord:**

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.....  
.....

**Date of Entry:** .....

**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:** .....

## **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.

- Blairtummock Housing Association shall not incur any expense in connection with granting a mutual exchange outwith normal repairs which 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.
- 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: .....