

APPLICATION FOR MUTUAL EXCHANGE

Please complete all sections providing full details where requested.

SECTION 1

Please provide your own details and those of the person with whom you wish to exchange.

1. Your Details

Tenants Name: _____

Address: _____

House Type _____ No of Bedrooms _____

2. Please provide the names and dates of birth of everyone in your household including yourself.

Person 1 _____ Date of Birth _____

Person 2 _____ Date of Birth _____

Person 3 _____ Date of Birth _____

Person 4 _____ Date of Birth _____

Person 5 _____ Date of Birth _____

Person 6 _____ Date of Birth _____

Person 7 _____ Date of Birth _____

Person 8 _____ Date of Birth _____

3. How long have you lived at this address?

Years _____ Months _____

4. Why are you applying for a Mutual Exchange?

5. With whom do you wish to exchange?

Name _____

Address _____

House Type _____ No of Bedrooms _____

MUTUAL EXCHANGE – CONDITIONS OF ACCEPTANCE

- Parties wishing to exchange must have resided in their properties for at least 12 months prior to applications.
- Both rent accounts must be clear at the time of applying for mutual exchange and three months prior.
- Both Tenancies must have been conducted satisfactorily in line with the Associations Tenancy Agreement.
- Any rechargeable repair costs must be settled prior to an exchange being approved.
- Mutual Exchanges will not be permitted where overcrowding of either property would result.
- Both parties accept the properties as seen at the time of application and accept that the Association will not carry out any non-essential repairs for a period of six months after the exchange date.
- Both parties agree to take up residency within four weeks of signing Tenancy Agreements, or the mutual exchange will be cancelled.
- Parties wishing to mutual exchange do so of their own choice and as such are responsible for all costs involved in the exchange. The Association will not become involved in personal issues or agreements between tenants, e.g. purchasing items of furniture or issues relating to tenant repairs and/or improvements.
- In the event of either party giving false or misleading information or deliberately withholding relevant information the mutual exchange will be refused. Should this information come to light after an exchange has been approved then both parties may be required to move back to the address(es) formerly occupied.
- If either party terminates Tenancy of their new property within 12 months of the exchange then the other party agrees to move back to their original tenancy.

STATEMENT

I / we accept and agree to abide by all of the above conditions relating to Cernach Housing Association's Mutual Exchange Policy.

SIGNATURES

Tenant _____ Date _____

Joint
Tenant _____ Date _____

FOR OFFICE USE

Report on house visit

Date _____

Rent Account Balance £ _____

Date _____

Has rent account been clear for three months prior to date of application? Yes/No

Is there an outstanding recoverable repair debt? Yes/No

If so date recoverable repair debt paid. _____ (NB this debt must be cleared prior to approval.)

Any Breach of Tenancy?

Yes/No

– If so please give details

Comments / Recommendations

Date Application Received

Date Application Approved/Refused

Housing Officer Signature

Senior Housing Officer Approval

Date Tenants notified of outcome
