



APPLICATION FOR MUTUAL EXCHANGE

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

IMPORTANT – PERMISSION MUST BE GIVEN IN WRITING BEFORE AN EXCHANGE CAN GO AHEAD

All information provided within this application will be treated in confidence and comply with the Data Protection Act 1998. All the information you give us on this form will be placed in secure files and will be used for the purposes of assessing your Mutual Exchange Application. You can see the application details held, on request.

If you require any assistance completing this application, please contact a member staff.

Tenancy Details

Your Name:	Date of Birth
National Insurance Number:	Sex

Joint Tenant Name:	Date of Birth
National Insurance Number:	Sex

Your present address:	No of bedrooms:
-----------------------	-----------------

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

Name	Date of Birth	Sex	Relationship to tenant
			TENANT

Property Details

Please tick the type of accommodation you are currently living in

Type of accommodation	✓	Type of accommodation	✓
tenement/flat		Maisonette flat	
high rise		caravan/mobile home	
4in a block flat		Hostel	
house		no fixed address	
bedsit		other	

How much rent do you pay?
How is your rent paid? (e.g. weekly, monthly etc)
Do you receive Housing Benefit/Universal Credit? If so, does this cover your full rent charge?
What are your reasons for wishing to exchange?

Do you or any person who is included in your application to be housed with you have a medical condition which is affected by your present accommodation?

Yes No

If Yes, please give details:

IMMIGRATION CONTROL

Under the Housing (Scotland) Act 2001 and the Asylum and Immigration Act 1999, landlords are required to establish whether a person qualifies for public assistance, including housing.

Are you or any member of your household subject to Immigration Control?

Yes No

If Yes, please give details:

Are there any limits to your/their leave to remain in the UK?

Yes No

If Yes, please give details:

TENANCY CONDUCT

Do you have any current or previous rent arrears or other tenancy related debts e.g. rechargeable repairs arrears or legal fees?

Yes No

If Yes, please give details of the amount and any arrangements in place to clear the debts

Has anyone ever taken action against you, or anyone on your application, for anti-social behaviour?

If Yes, please give details:

Was court action ever taken?

Yes No

Was less formal action taken? (For example, a written warning)

Yes No

Has an anti-social Behaviour Order been granted against you or anyone on your application?

Yes No

If you answered yes to any of these questions, please give further details:

Please provide details of your last five addresses, starting with your most recent detailing your landlord (where appropriate).

Address	Landlord	From	To
			Date

DETAILS OF THE TENANT WITH WHOM YOU WISH TO EXCHANGE:

Tenant(s) Name(s):
Property Address:

How did you become aware that this property was available for an exchange?
--

Are you, or anyone you are wishing to be re-housed with, related to any member of the management committee or staff of any ICHR landlord (this will not affect your application in any way, but is required to comply with the provisions of relevant Gifts, Hospitality and Benefits policies).

Yes No

If yes, please give details:

Are you, or anyone you are wishing to be re-housed with, making or receiving any payment (monetary or in-kind benefit) from other parties to this exchange for moving home?

Yes No

If yes, please give details:

DECLARATION

Please read carefully and only sign if you agree with all the aspects of the declaration.

I/we confirm that to the best of my/our knowledge the details I/we have given on this application form are true and accurate.

I/we understand that any false or misleading information or withholding relevant information, now and at any time, may result in my/our application being cancelled.

If I/we obtain a tenancy based on false or misleading information I/we understand that this can be grounds for eviction.

I/we give permission to Inverclyde Common Housing Register Landlords to make any necessary enquiries about my/our application for housing to verify the circumstances stated on the form or to obtain details relating to former tenancies.

I/we give consent to Inverclyde Common Housing Register Landlords using the information provided on this form as history notes should I/we be successful in obtaining accommodation with the association.

I/we understand and agree to the conditions noted in the declaration.

Tenant's Signature: _____

Date: _____

Joint Tenant's Signature: _____

Date: _____

If the house is the matrimonial home then you may require the consent of your spouse by completing a Spouse Consent Form, please ask a member of staff for more information.

Please return this form to the appropriate ICHR landlord (your landlord or the landlord of the exchanging tenant(s)).