

Application for Mutual Exchange

Please return to **Ayrshire Housing, 119 Main Street, Ayr, KA8 8BX**

Please complete this form as fully as possible. If you need help in completing the form contact our office. Your application will be treated in confidence and in compliance with the Data Protection Act 1984. This form must be signed by the tenant(s)

Applicant's Details

Title:	
Surname:	
First Name:	
Address:	
Town:	
Postcode:	
Tel Number:	

FOR OFFICE USE
Date Received
Dates all info available:
Date applicants notified:

Household Details

Please give details of everyone living at your current address.

Full Name	Date of birth	Relationship to you

Property Details

Type of Present House i.e. house, flat	
If flat what floor i.e ground	
No of bedrooms	
Name & address of present landlord	
Your reasons for wishing to exchange	

Details of Tenant with whom you wish to Exchange

Name of Tenant:	
Address of house:	

If the exchange is approved it will be expected that both tenants will reside in the properties for a minimum period of one year. If either tenant terminates their tenancy within one year the association will consider the Recovery of Possession of the other tenancy. This would be in circumstances where the association believed that it was induced to grant the tenancy by a false statement made knowingly by the tenant.

Declaration and Mandate

I declare that the details contained in this application are true to the best of my knowledge, and I agree to notify you in writing of any changes that may take place affecting the particulars supplied by me.

I also understand that any false or misleading information given or relevant information withheld now or at any time may result in any tenancy being granted being terminated by Ayrshire Housing.

I authorise my present and any previous landlords to disclose any relevant information to Ayrshire Housing.

Signature Date

Signature of Joint Tenant(s) Date

To be Completed By the Landlord

The above named has applied for permission to carry out a mutual exchange with the tenant named overleaf. Please complete the following questions in relation to your tenant.

Current Balance..... Condition of House/Garden

Proof of Residence Received Documents Provided

Notice of Proceedings in Force Decree for Recovery Granted

Interview/Visit Date

Housing Officer Signature Date

Approved: YES Arrange completion of Tenancy Agreement

NO Inform applicant with reasons

Housing Manager Signature Date

We can supply this document in a print size to suit. It is also available in Braille, audio and other formats, and in other languages. Our website also has several accessibility features which you may find useful.