# Colour logo

# APPLICATION FOR MUTUAL EXCHANGE: (RSHA TENANT)

# This form must be completed and signed by the tenant(s).

# IMPORTANT – WRITTEN CONSENT MUST BE OBTAINED BEFORE AN EXCHANGE CAN GO AHEAD

# TENANCY DETAILS

|  |  |
| --- | --- |
| Your Name(s) | Tel No: |
| Your present property address | Number of bedrooms |

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

|  |  |  |
| --- | --- | --- |
| Name | Date of Birth | Relationship to Tenant |
|  |  | TENANT |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Please give your reasons for wishing to exchange: |

# DETAILS OF TENANT WITH WHOM YOU WISH TO EXCHANGE

|  |
| --- |
| Tenant(s) Name(s)  |
| Property Address | Number of Bedrooms |

# DECLARATION

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

# Tenant’s Signature Date

# Joint Tenant(s) signature(s) Date

Rural Stirling Housing Association

MUTUAL EXCHANGE GUIDANCE

Many tenants find that exchanging houses with another tenant is a relatively quick and easy way of moving to the kind of house they want.

# WHAT TO DO

We have a notice board in the reception area of our office at Stirling Road, Doune where tenants can ‘advertise’ for mutual exchanges. You can register with “Homeswapper” website, a national exchange register, leaflets are available in our office. You can also advertise in the local press or local shops for a mutual exchange.

When you find another tenant you would want to exchange with, both yourself and the other tenant should fill in an Application for Mutual Exchange Form, available from this office. If you wish to exchange with a tenant of another landlord, i.e. another Housing Association or Council, you will also need to complete application forms from that landlord.

# WHAT HAPPENS NEXT

When we receive the two completed forms, we will check to make sure that both yourself and the tenant with whom you want to exchange are eligible for a mutual exchange.

The following conditions must be met.

* Both parties should have either a clear rent account or have been keeping to an agreed arrangement for at least 13 weeks or have arrears of less than one month’s rent and no other housing related debt i.e. rechargeable repairs.
* The condition of both properties should be of an acceptable standard agreed by the landlord(s) following a full house inspection.
* Tenants will be advised at the house inspection of any repairs that are the responsibility of the tenant and that require to be carried out prior to the exchange being approved.
* The exception to the above will be where the tenants have agreed to take on responsibility for these as part of the exchange and the landlord also agrees to this.
* The garden ground attached to the property should be of an acceptable standard to the landlord.
* Neither house should be overcrowded or under occupied as a result of the mutual exchange being approved.
* Once the Housing Officer’s investigations are completed you will be notified in writing if the mutual exchange can go ahead and within one month of the application being made.

# FURTHER INFORMATION

If you want more information about mutual exchanges, you can contact us by letter, by phoning 01786 841101 or by visiting the office at Rural Stirling Housing at Stirling Road, Doune FK16 6AA, or our website at [www.rsha.org.uk](http://www.rsha.org.uk).

Please return this form to:  **RSHA, Stirling Road, Doune, Perthshire, FK16 6AA**