



**Mutual Exchange
Application**

**Ruchazie Housing Association
24 Avondale Street, Ruchazie
Glasgow G33 3QS
Tel: 0141 774 4433 Fax: 0141 774 0207**

<i>For Official Use Only</i>			
Date Received	Reference Number	Checked By	Position

APPLICATION FOR MUTUAL EXCHANGE

The issue of this form does not necessarily mean the applicant qualifies for or will be granted permission to reside.

ANY FALSE OR MISLEADING STATEMENT WILL DISQUALIFY THE APPLICANT.

APPLICANT DETAILS

Name of Tenant (s): Date of Birth

Address:

Telephone: Date of Entry to this Property

Details of all Persons Currently Residing at Above Address

Name	Date of Birth	Relationship to Applicant

DETAILS OF PERSON YOU WANT TO MUTUAL EXCHANGE WITH

Name of Tenant (s): Date of Birth

Address:

Telephone: Date of Entry to this Property

Current Landlords Details:

.....Telephone:

Details of all Persons Currently Residing at Above Address

Name	Date of Birth	Relationship to Applicant

Details of Prev. Addresses	From - To	Were you the Tenant?

Have you ever owed rent arrears for any address? YES / NO

If YES, please give details.

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Have there ever been any complaints about anti-social behaviour at your current or previous addresses? YES / NO

If YES, please give details.

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Has Legal Action ever been taken against you in respect of any breach of your tenancy agreement
 YES / NO

If Yes please give details.

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Reason for Wishing to Exchange

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DECLARATION

I declare that the information given in this application is correct and I consent to Ruchazie Housing Association making any necessary enquiries in confirmation.

I agree to advise Ruchazie Housing Association of any change of circumstances, which may affect this application.

I understand that any false information or information deliberately withheld may result in my application for permission to reside being cancelled or, where permission has been granted, may result in permission being withdrawn.

Signature of Applicant Date

Signature of Tenant (s) Date

MUTUAL EXCHANGES

The Association encourages requests for exchanges with tenants of Local Authority, Housing Association or other landlords where this will improve the housing circumstances of both parties.
Conditions:

- (i) The application to exchange must be must by both parties, in writing, to the Association
- (ii) The other landlord must also approve the exchange
- (iii) Each tenant must have a minimum tenancy in his/her present accommodation of one year
- (iv) The rent records and conditions of property of both parties must be satisfactory
- (v) The exchange must not result in overcrowding or significant under-occupation
- (vi) The incoming tenant must accept the house in its present decorative state
- (vii) The exchange should not adversely affect the balance of the community
- (viii) You will be notified in writing within 28 days whether your application has been approved or rejected.