

almond HOUSING ASSOCIATION

MUTUAL EXCHANGE APPLICATION FORM

PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING THIS FORM

1. Before a mutual exchange can be approved, certain conditions have to be met. These are:
 - a) You must have a clear rent account and any chargeable repair accounts must be paid.

However, where there are arrears of less than one month's rent, or more than 1 month but you have kept to a satisfactory payment arrangement for at least 3 months, we may agree that it is in both your interest and our interests to approve the exchange.
 - b) You must not have received a Notice of Proceedings for the recovery of your property, or have a Sheriff Court decree for repossession awarded against you.
 - c) The exchange must not result in the overcrowding or under-occupation of a house, e.g. a single person moving to a 3 or 4 bed-roomed house or a family with three children moving into a two bed-roomed house.
 - d) Approval will not be given if the request means that children will be living in an upper flat in a common stair, as this would be against our Allocations policy.
 - e) The condition of the property must be accepted by both parties, for example the decoration or any alterations or improvements that have been made. If you have made any alterations or improvements you must have received our written permission to carry out the work. If you do not have our permission you must apply for this (or agree to remove the alteration or improvement) before we will approve the mutual exchange.
 - f) If your Housing Officer decides that there is work required, for example repairs or redecoration that are your responsibility under your Tenancy Agreement, this work must be carried out before the exchange can be approved.
 - g) You will have to agree to sign an additional document agreeing that you will stay in your new home for at least six months following an exchange.
 - h) If you have fitted gas or electric appliances you must have the appliance checked by a suitable contractor, e.g. British Gas or Scottish Power or any Corgi registered contractor. An inspection report must be provided to the Housing Officer before the exchange can be approved.
 - i) To comply with our Allocations Policy, mutual exchanges involving specially adapted bungalows or one bed-roomed bungalows will only be approved if the incoming tenant has medical priority or is over the age of 50.
2. If an exchange is approved, we will agree a date with you for the move to take place. You must not move before this date.
3. We reserve the right to refuse a request for a mutual exchange. We will explain our reasons for refusing a request and you will have the right to appeal against our decision.

If you have any questions about this information, or about anything else to do with a mutual exchange, please contact your Housing Officer.

MUTUAL EXCHANGE APPLICATION FORM

Please print clearly in capitals using black ink (except where you are asked to sign)

YOUR NAME

ADDRESS

POSTCODE

National Insurance No: _____

Telephone No. _____ email _____

Number of bedrooms in your present home:

STARTING WITH YOUR OWN NAME, PLEASE LIST ALL THE ADULTS AND CHILDREN WHO ARE STAYING IN YOUR PRESENT HOME, AND WHO WILL BE MOVING WITH YOU

Name	Relationship to Tenant	Date of Birth
	Tenant	

IF THERE IS SOMEONE WHO IS NOT LIVING WITH YOU AT PRESENT BUT WHO WILL BE MOVING INTO YOUR NEW HOME, PLEASE GIVE THEIR FULL NAME(S) AND ADDRESS(ES)

NAME

ADDRESS

NAME OF THE PERSON YOU WISH TO EXCHANGE WITH

ADDRESS

WHAT IS THEIR CURRENT LANDLORD'S NAME AND ADDRESS?
(IF NOT ALMOND HOUSING ASSOCIATION)

NAME

ADDRESS

PHONE NUMBER

WHY DO YOU WISH TO MOVE?

DECLARATION

I/WE* CERTIFY THAT THE INFORMATION WHICH I/WE* HAVE GIVEN IN THIS APPLICATION FORM IS CORRECT AND COMPLETE, AND I/WE* CONSENT TO ALMOND HOUSING ASSOCIATION MAKING SUCH ENQUIRIES AS MAY BE NECESSARY.

[FOR NON-ALMOND TENANTS] I/WE* CONSENT TO ALMOND HOUSING ASSOCIATION TAKING UP A REFERENCE WITH MY/OUR* CURRENT LANDLORD

I/WE* UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION, OR INFORMATION DELIBERATELY WITHHELD, MAY RESULT IN ALMOND HOUSING ASSOCIATION SEEKING REPOSSESSION OF ANY TENANCY GRANTED.

[* Delete whichever does not apply]

SIGNATURE: DATE.....
Tenant/Applicant

SIGNATURE DATE

Joint Tenant/Applicant *(where applicable)*

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MUTUAL EXCHANGES

almond HOUSING

INFORMATION
FOR
TENANTS
CONSIDERING
AN
EXCHANGE



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Mutual Exchange Checklist

THINKING ABOUT A MUTUAL EXCHANGE? HERE ARE SOME THINGS YOU MAY WANT TO CHECK OUT ABOUT THE PROPERTY YOU WOULD LIKE TO MOVE TO

1. Is there any artex on the walls?
2. Has the tenant you wish to exchange with carried out any alterations to their property?

Did they get permission from us (or from their Landlord - if they are not an Almond tenant) to do this?

Are you willing to take on the responsibility of the alterations if they want to leave them?

3. Is there a gas or electricity point for your cooker?
4. Is there a space for your washing machine, dryer or fridge?
5. Is there any damage to doors, walls, etc.?
6. Is there any damage to sinks, bath or WC's? Are any taps leaking?
7. Check who the gas and/or electricity supplier is at your new address, as you will have to arrange to change the supply to your name.
8. Are there any pre-payment meters for gas or electricity? If there are, do you want to keep them?

If not and you wish to have them fitted you will have to make these arrangements yourself.

Please speak to your Housing Officer if you have any questions about any of the items listed above.

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Gas safety and electrical checks

Gas safety and electrical checks are an important part of the mutual exchange process. They will be carried out by one of our Contractors.

The **Electrician** will check the following:

- the safety of wiring
- any additional lighting and/or switches you have installed
- any existing shower installation
- any other electrical installation you have added

(Please note: a charge may be made for this check)

If any of the above are faulty or do not meet the required standard, the exchange will not proceed until the necessary work has been carried out to Almond's satisfaction.

The **Gas Engineer** will check:

- the safety and integrity of gas pipework and appliances

Please remember, in agreeing to the exchange you are accepting the condition of the property you are moving to –

- the standard of the decoration
- any alterations that have been carried out by the other tenant
- any damage to the property that has not been reported to the landlord before the exchange goes ahead

If any of these things need to be put right after the exchange, you will be held responsible for any costs that may arise in carrying out the work.

