

# MUTUAL EXCHANGE APPLICATION FORM

This section is to be completed by exchanging tenants who are not with East Lothian Housing Association.

## About you and your household

Your name:

Your address:

Date of Birth:

Telephone:

Email:

Floor level?

How many bedrooms?

Name	Date of Birth	Relationship to Tenant
		Tenant

Details of any pets

## Please tell us why you wish to exchange properties

**Reason:** Please tick which applies to you

- Larger property     Smaller property     Different area     Different floor level

Other (please explain)

**Who is the ELHA tenant you want to exchange with?**

Name:

Address:

**Your Landlord**

Name of your Landlord:

Address:

Telephone number:

Name of your Housing Officer:

**Please tick whichever box applies for all the following statements:**

Have you, or anyone to be housed with you, been accused of anti social behaviour or has action been taken, or is about to be taken against you or any member of your household in relation to anti social behaviour? (Subject to the Rehabilitation of Offenders Act. Criminal Proceedings such as breach of the peace relating to a tenancy should be declared here)

Yes

No

Are you, or anyone in your household required to register with the Police under the Sex Offenders Act 1977?

Yes

No

Apart from Housing Benefit, do you require support to maintain a tenancy?

Yes

No

Do you need any of the following:

Level access shower or wet floor shower?

Yes

No

Ground floor with no internal stairs?

Yes

No

Wheelchair accessible throughout?

Yes

No

Step-free entrance to the property

Yes

No

If the property you want to exchange to has a garden, are you able to maintain it?

Yes

No

## Declaration

Please sign the declaration below so that we can discuss your exchange with your landlord.

Neither I/we or our exchange partner(s) have rent arrears or other debts owed to our landlords

Neither I/we or our exchange partner(s) have carried out work to our homes without permission

Neither I/we or our exchange partner have repairs to do, which are our responsibility and which could lead to our landlords refusing the exchange

I/we give permission to ELHA to request any relevant information regarding my/our tenancy from my Landlord in accordance with the data protection statement below.

I/we understand that no arrangement to exchange should be made unless written permission has been received from both Landlords.

I/we accept the property into which I/we wish to exchange in its present condition and will leave it in a condition acceptable to ELHA if I/we end the tenancy.

I/we declare that the information supplied in this application form is correct and I understand that any false or misleading information given will result in my application being cancelled or, if discovered after I have moved could result in my tenancy being terminated.

I/we understand that I/we must make our first rent payment before signing the Tenancy Agreement.

Tenant's signature:

Date:

Joint Tenant's signature:

Date:

## DATA PROTECTION STATEMENT

East Lothian Housing Association will hold the information you provide on this form or other additional information you may provide together with any that is obtained by the Association from a third party in accordance with our Allocations Policy and Openness and Confidentiality Policy. The Association will not disclose any information without your written consent unless it is required to do so by law or by its regularors. Sensitive personal information is defined as information relating to any of the following: Racial or ethnic origin, political opinions, religious beliefs, Trade Union membership, health, Sexuality or sex life, Offences and/or convictions. For the purposes of the Act the Data Controller is East Lothian Housing Association.

All ELHA exchange forms should be returned to:

East Lothian Housing Association  
18-20 Market Street  
Haddington  
East Lothian  
EH41 3JL