

MUTUAL EXCHANGE APPLICATION

YOUR PERSONAL DETAILS

NAME OF TENANT(S)			
ADDRESS			
TELEPHONE NUMBERS	HOME		
	WORK		
	MOBILE		

YOUR PROPERTY DETAILS

Please tick your current landlord details

Clackmannanshire Council		Ochil View Housing Association	
Other: Please give details			

Please provide your current property type, floor level and bedroom size

Type		Floor Level		Size	
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Has your property been medically adapted in any way? YES No

If yes, please provide details of the adaptations made

FAMILY COMPOSITION

PLEASE LIST DETAILS OF EVERYONE LIVING IN THE PROPERTY INCLUDING TENANT & JOINT TENANT			
NAME	DATE OF BIRTH	RELATIONSHIP TO TENANT	NATIONAL INSURANCE NUMBER
		TENANT	
		JOINT TENANT	

Please provide reasons you have applied for a Mutual Exchange

PLEASE PROVIDE DETAILS OF THE TENANT YOU PROPOSE TO EXCHANGE WITH

PERSONAL DETAILS

NAME OF TENANT(S)			
ADDRESS			
TELEPHONE NUMBERS	HOME		
	WORK		
	MOBILE		

PROPERTY DETAILS

Please confirm the current landlord details

Clackmannanshire Council		Ochil View Housing Association	
Other: Please give details			

Please provide details of property type, floor level and bedroom size

Type		Floor Level		Size	
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FAMILY COMPOSITION

PLEASE LIST DETAILS OF EVERYONE LIVING IN THE PROPERTY INCLUDING TENANT & JOINT TENANT		
NAME	DATE OF BIRTH	RELATIONSHIP TO TENANT
		TENANT
		JOINT TENANT

Are you related to an employee, elected member or committee member of Clackmannanshire Council, or Ochil View Housing Association? YES No

If Yes please give details

Name		Relationship	
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Did you find your exchange partner on the House Exchange website? YES No

**PLEASE NOTE THAT WRITTEN CONSENT MUST BE OBTAINED FROM YOUR LANDLORD
BEFORE THE EXCHANGE CAN GO AHEAD**

Signature of Tenant _____ Date _____

Signature of Joint Tenant _____ Date _____

Signature of Spouse/Civil Partner _____ Date _____

Mutual Exchange

Information for Tenants

Clackmannanshire Council wants to make sure that your mutual exchange goes as smoothly as possible.

This leaflet explains the mutual exchange process and the responsibilities you have. Your Housing Officer will visit you to discuss these and you will have the opportunity to ask any questions then.

Please note: It may take up to 28 days to complete the necessary checks and process an application for mutual exchange

Who may apply for a mutual exchange?

- You must be a Clackmannanshire Council, other Local Authority, or Housing Association tenant.
- Your tenancy must not be a Short Scottish Secure Tenancy (SSST), check your tenancy agreement or speak to your Housing Officer if you are unsure.
- You must not have been served a Notice of Proceedings, commencement of ASBO proceedings or commencement of proceedings to end the tenancy, or have had a decree to end the tenancy been granted against you.

Mutual exchange visit and inspection

Your Housing Officer will contact you to arrange to visit your home to carry out an inspection. The purpose of this visit is to:

- Agree the condition that you should leave your home in.
- Identify any repairs and let you know of any repairs that you are responsible for.
- Identify any non-standard items, alterations or improvements; which must be returned to their original condition unless the incoming tenant agrees to take responsibility for them.

Debt

If you have unpaid rent arrears, recharges for repairs or outstanding legal expenses you may be required to pay these debts before any mutual exchange would be approved. Your Housing Officer will discuss this with you.

You must pay rent up to the day your tenancy ends. You should make sure you have a clear rent account before you move. If you are unable to do this you need to make an arrangement to repay any arrears and other money you owe us. If you fail to do this, and do not keep to a repayment arrangement, it may affect future applications for housing you make, not just with Clackmannanshire Council but also with other housing associations and councils.

Repairs

You must complete any repairs you are responsible for. This generally includes repairs that are the result of neglect or misuse (for example, damage to internal doors). Your Housing Officer will tell you about these at the inspection visit. Any repairs must be completed to our standard.

What we will do:

- *We will carry out an inspection of all properties to insure the fabric of the buildings are satisfactory and note any outstanding repairs; which will be the responsibility of the outgoing tenant to complete.*
- *We will make note of any alterations, improvements or non standard items (such as light fittings). If both parties agree to the exchange; these will become the responsibility of the incoming tenant.*

What we won't do:

- *We will not remove, replace or repair any non standard items or any alterations or improvements which have been left in place by the outgoing tenant.*
- *We do not provide any assistance with decorating or furnishing the property.*
- *We do not provide removal services for your belongings.*
- *We do not clear or clean properties prior to, or after, exchanging tenants move in.*
- *We do not provide a first cut for any garden or shared garden space the property has access to.*

Completing your exchange

If your mutual exchange is approved you will receive a letter with an appointment for you and the other tenant(s) to come into our office to sign the new tenancy agreements.

Once the tenancy agreements are signed it is up to you and the other party to agree a moving date and make arrangements for this.

What condition should you leave the property in?

You must leave the property clean, tidy and decorated to a reasonable standard – **see our *Standard of Cleanliness sheet***. The property must be cleared of all personal belongings, including any sheds / attic space, unless agreed otherwise. **Items should not be left in the garden unless an uplift has been booked.**

Electricity and gas

- tell your electricity and gas suppliers that you are leaving, let them know your meter readings and ask them to send out final bills
- if you have a key meter you need to make sure that any emergency credit is cleared so that the main supply is not off

Once your exchange has taken place you will be contacted by the Repairs Team to arrange an electrical safety check and gas service for your new property.