



# LANARKSHIRE HOUSING ASSOCIATION

## MUTUAL EXCHANGE APPLICATION FORM

191 Brandon Street, Motherwell ML1 1RS ☎ 01698 269119

### APPLICANT

Tenants Surname	Address
Other Names	
Daytime Tel. No.	House Size & Type

### HOUSEHOLD DETAILS

Name	D.O.B.	Sex	Relationship to tenant

How long have you been tenant of the house?	Do you have any pets (e.g. dog/cat)? Please give details
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Name & Address of applicant wishing to exchange (Please note that both applicants should complete an application form)

Reason for applying for a mutual exchange

(Complete this section only where one applicant is **not** an Association tenant)

I/We give permission for my landlord to release any information about my tenancy to allow this application to be processed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## GUIDANCE NOTES FOR TENANTS

- ◆ No exchange will be considered unless applicants have maintained satisfactory tenancies (e.g. maintaining a clear rent account).
- ◆ Where an exchange is approved, tenancies must be taken up within one month and the house must be occupied for at least six months after the date of the exchange. Failure to do so will result in the cancelling of the exchange.
- ◆ Applications resulting in statutory overcrowding will not be allowed. Occupation by a larger number of people than normally permitted under the Association's letting policy will only be allowed in exceptional circumstances at the discretion of the Housing Services Director.
- ◆ Under occupation will not automatically debar a mutual exchange from being approved but this will be at the discretion of the Housing Services Director.
- ◆ Acceptance of a mutual exchange will result in any current housing application being cancelled.
- ◆ Where a mutual exchange is approved both parties must accept their house in its current condition.
- ◆ No mutual exchange must take place until applicants have received written approval from the Association.

### DECLARATION

I/We have read the guidance notes above and declare that the information given on this form is correct. I/We also understand that to give false information or withhold information at any time may result in the mutual exchange being cancelled and/or the tenancy ended.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

## FOR OFFICIAL USE ONLY

Allocation Ref \_\_\_\_\_ Suspend if approved \_\_\_\_\_

Tenant Ref \_\_\_\_\_ NLC H.B. notified \_\_\_\_\_

Rent A/C Balance \_\_\_\_\_ Date \_\_\_\_\_

Tenancy Ref Requested - Date \_\_\_\_\_

Received - Date \_\_\_\_\_

Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Visiting Officer \_\_\_\_\_ Date \_\_\_\_\_

Pre-termination report attached

Approved \_\_\_\_\_ Refused \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_ Reason \_\_\_\_\_

## NOTES

Lanarkshire Housing Association Limited processes personal data to assist in its legitimate aims and those of certain third parties. The Association's principal aims are to provide, manage and maintain social housing and low cost home ownership. Secondary aims will include property management services for owner occupiers and commercial leaseholders, and associated functions will include administering enquiries and complaints, the prevention and detection of fraud or other criminal acts and the recovery of debts.

This information may be disclosed to other bodies in certain circumstances. For example, there may be disclosures to contractors (to attend a property), to the police (to assist in their investigations), to the Local Authority (to assist them in the administration of housing benefit/council tax) or to the Scottish Housing Regulator (for purposes of inspection and regulation). Further details can be found by consulting the Information Commissioner's website ([www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)).

By providing us with this information you automatically give your consent for the purposes specified.