East Lothian Council

Mutual Exchange Form

|  |  |  |  |
| --- | --- | --- | --- |
| **Tenant Name(s): Date of Birth** | | | |
| **Date/s of** | | | |
|  | | | |
| **Address Details** | | | |
| **Address:** |  | | |
| **Phone No:** |  | **Email:** |  |
| **Your Property Details** | | | |
| **Property Type:** |  | **Time at this address?** |  |
| **No of Bedrooms:** |  | **Has your property been adapted for your needs:** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please list everyone living at your address that is NOT a tenant. Please also include any dependent children from a previous relationship that you have overnight access to.  **Confirmation letter from main carer must be provided** | | | | |
| **Name** | **Date of Birth** | **Relationship to Tenant e.g. son, wife, partner** | **Lives with you full time**  **Yes / No** | **Overnight Access Only**  **Yes / No** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Your Household

Exchange Applicant Details (person you wish to exchange with)

|  |  |  |
| --- | --- | --- |
| **Exchange Applicant Details** | | |
| **Tenant Name(s):** |  | |
|  |  | |
| **Address:** |  | |
| **Telephone No:** |  | **Email:** |
| **Their Landlord Details (Please complete if they are not Council tenants)** | | |
| **Landlord Name:** |  | |
| **Landlord Address:**  **(if known)** |  | |
|  | |

###### 

|  |  |  |  |
| --- | --- | --- | --- |
| **Exchange Applicant’s Property Details** | | | |
| **Property Type:** |  | **No of**  **Bedrooms:** |  |

**Mutual Exchange Reason** (tick all that apply)

Need larger property Need smaller property Different area

Health reasons Different property type e.g. with garden

|  |
| --- |
| Other |

**Declaration**

Please tick to confirm that you have read and confirm the following statements.

East Lothian Council can refuse your application for a number of reasons. I/we agree to the terms & conditions set out in the Council’s Mutual Exchange Leaflet.

I/we confirm that our rent account is clear and will remain so during the exchange process. Any mutual exchange/grant(s) will be offset against any housing related debts.

I/we confirm that we will leave the property clean & tidy. There are no major repairs required or unauthorised alterations. Any minor repairs have been reported.

I/we confirm that the garden areas will be left neat & tidy. Any garden buildings, garages, decking etc., are structurally sound and safe to use.

I / we agree to accept and take responsibility for the move in condition/decorative

order of the property I/ we are exchanging to - this includes outbuildings, hard

landscaping etc.

I / we agree to East Lothian Council seeking tenancy references from my / our landlord

and where necessary any previous landlords.

Tenant Signature ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Joint Tenant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Are you or is anyone in your household required to register with the police under the Sex Offenders Act 1997? YES / NO** |