# SOUTH AYRSHIRE COUNCIL

# MUTUAL EXCHANGE REQUEST FORM

IMPORTANT – Your landlord’s written consent must be obtained and a new tenancy

agreement must be signed before an exchange can go ahead.

|  |  |
| --- | --- |
| **(1) Your Tenancy Details** | |
| Tenants Name (s) |  |
| **Address** |  |
| **Telephone Number** |  |
| **E-mail Address** |  |

|  |  |
| --- | --- |
| **(2) Your Property Details** | |
| **Property Type** |  |
| **No. Of Bedrooms** |  |
| **Type Of Central Heating** |  |

**(3A) Your Household Details**

**Please list everyone who will be moving with you.**

|  |  |  |
| --- | --- | --- |
| **Name** | **Date Of Birth** | **Relationship to Applicant** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Are you, your joint applicant, or any member of your household required to register with Police under the Sex Offenders Act 1997?  Yes No  If yes, please complete the box below: | | |
| **Name Of Person Required To Register** | | **Address of Police Station** | **Name of Police Officer** |
|  | |  |  |

**(3B) Do any of the above people have difficulty walking or climbing stairs, or**

**do they require any adaptations to their home? If yes please provide details:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Details:** |  |

**Please list below anyone else who lives with you but will not be moving with you:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Date Of Birth** | **Relationship to Applicant** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Where are they going to stay ? (Please provide addresses for each person not moving with you):** |

|  |  |
| --- | --- |
| **Name** | **Address** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Details of the Tenant(s) you wish to exchange with: | |
| **Tenants Name(s):** |  |
| **Address:** |  |
| Postcode: |  |
| **Phone Number:** |  |
| **Landlords Name:** |  |
| **Landlords Address:** |  |
| **Landlords Phone Number:** |  |

**5) DECLARATION**

The information I have given on this form is true and accurate. I/We agree that South Ayrshire Council can make any enquiries they need to confirm the details provided.

|  |
| --- |
| South Ayrshire Council is registered under the Data Protection Act 1998. The information collected on this form, and from supporting evidence, will be used by South Ayrshire Council to process your mutual exchange application. We may check information provided by you, or information about you provided by a third party with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include Government Departments, Local Authorities and other Registered Social Landlords. |

##### Tenants

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

##### Joint tenants

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

##### Spouse/Civil Partner’s

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