



Application for a Mutual Exchange



Applicant 1

Tenant (and joint tenant) name(s)			
Home telephone		Mobile or work telephone	
Email address			
Are you married or in a civil partnership? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, you need to sign a consent form			
Why do you want to exchange?			
Do you have any pets? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please give details			

Applicant 1's Property

Address			
Postcode			
Landlord		No of bedrooms	
Heating type	Gas <input type="checkbox"/> Electric <input type="checkbox"/>	House type eg flat, house, multi-storey	
Have you made any alterations to your property? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, give details of the alterations			
Does your property have any features to help you access facilities within your home eg level access shower, a ramp or adaptations for a wheelchair? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please give details of the features			

Please list all the people who are moving with Applicant 1

Name	Relationship to Applicant 1	Date of birth	Gender	Living apart?
	Applicant 1		M <input type="checkbox"/> F <input type="checkbox"/>	N/A
			M <input type="checkbox"/> F <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			M <input type="checkbox"/> F <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			M <input type="checkbox"/> F <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			M <input type="checkbox"/> F <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			M <input type="checkbox"/> F <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Applicant 2

Tenant (and joint tenant) name(s)			
Home telephone		Mobile or work telephone	
Email address			
Are you married or in a civil partnership? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, you need to sign a consent form			
Why do you want to exchange?			
Do you have any pets? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details			

Applicant 2's Property

Address			
Postcode			
Landlord		No of bedrooms	
Heating type	Gas <input type="checkbox"/> Electric <input type="checkbox"/>	House type eg flat, house, multi-storey	
Have you made any alterations to your property? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, give details of the alterations			
Does your property have any features to help you access facilities within your home eg level access shower, a ramp or adaptations for a wheelchair? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please give details of the features			

Please list all the people who are moving with Applicant 2

Name	Relationship to Applicant 2	Date of birth	Gender	Living apart?
	Applicant 2		M <input type="checkbox"/> F <input type="checkbox"/>	N/A
			M <input type="checkbox"/> F <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			M <input type="checkbox"/> F <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			M <input type="checkbox"/> F <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			M <input type="checkbox"/> F <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			M <input type="checkbox"/> F <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Declaration

I confirm that the details I have given on this application form are true and accurate.

I authorise my current landlord to provide a tenancy reference to any of the North Ayrshire Housing Register (NAHR) landlords.

I understand the following conditions apply to mutual exchange.

1. Each of the NAHR landlords has its own mutual exchange policy and its own reasons for refusing mutual exchanges. You should check with your own landlord what their policy is.
2. I need to inspect the house that I want to exchange into and make sure it is in an acceptable condition and that all fixtures and fittings etc are left intact.
3. The NAHR landlords will not incur any expenses in connection with a mutual exchange other than normal repairs, which are the landlord's responsibility.
4. My house will be inspected by my landlord and any repairs identified as being a result of my carelessness or negligence will need to be repaired at my expense prior to the exchange being approved.
5. The NAHR landlord is not responsible for the maintenance of any non-standard fixture or fitting that the incoming tenant wants to keep.
6. I understand that if this mutual exchange is granted I will usually keep the right to buy if I have one. However, I understand that the maximum discount I will get is 35% of the market value or £15,000 whichever is lower.

I also understand that I will lose my right to buy, or have it suspended for a period of time, if the house I move to is subject to laws or rules that stop it from being bought.

Signatures of Applicant(s) 1	Date

Signatures of Applicant(s) 2	Date