

LOCHFIELD PARK HOUSING ASSOCIATION APPLICATION FOR MUTUAL EXCHANGE

Please complete all sections providing full details where requested.

Please provide your own details and those of the person with whom you wish to exchange.

Your Details

Tenants Name _____

Address _____

House Type _____ Number of Bedrooms _____

Please provide the names and dates of birth of everyone in your household including yourself.

<u>Name</u> _____	<u>Date of Birth</u> _____
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Current tenancy start date _____

Why are you applying for a Mutual Exchange?

With whom do you wish to exchange?

Name _____

Address _____

House Type _____ Number of Bedrooms _____

Landlord's Name _____

Mutual Exchange Conditions

- Parties wishing to exchange must have held the tenancy for the property they wish to exchange for a minimum of 12 months prior to applications.
- Both rent accounts must be clear at the time of applying for mutual exchange and three months prior.
- Both Tenancies must have been conducted satisfactorily in line with the Associations Tenancy Agreement.
- Any rechargeable repair costs must be settled prior to an exchange being approved.
- Mutual Exchanges will not be permitted where overcrowding of either property would result.
- Both parties accept the properties as seen at the time of application and accept that the Association will not effect any non-essential repairs for a period of six months after the exchange date.
- Both parties agree to take up residency within four weeks of signing Tenancy Agreements, or the mutual exchange will be cancelled.
- If either party terminates Tenancy of their new property within six months of the exchange, then the other party agrees to move back to their original tenancy.

STATEMENT

I / we accept and agree to abide by all of the above conditions relating to Lochfield Park Association Mutual Exchange Policy.

Signatures

Tenant _____ **Date** _____

Joint Tenant _____ **Date** _____

For Office Use

Report on house visit _____ **Date** _____

Rent Account Balance _____ **Date** _____

Any Breach of Tenancy **Yes / No**

Comments / Recommendations

Mutual Exchange Information for Tenants

- Tenants must have held the tenancy for the property they wish to exchange for a minimum of 12 months before being eligible to apply for a mutual exchange.
- Tenants wishing to apply for mutual exchange must obtain and complete the Mutual Exchange Application Form available from the Association office.
- Parties wishing to exchange must have conducted their tenancies in a satisfactory manner in line with the Association's Tenancy Agreement.
- Mutual Exchanges will not be approved where the exchange would result in any overcrowding or under occupancy by more than one room.
- Any necessary repairs or replacements which are the responsibility of the outgoing tenant must be carried out to the Association's satisfaction before an exchange can proceed.
- Parties wishing to exchange must have a clear rent account at the time of exchange and 3 months prior to application.
- Any recoverable repair charges must be cleared prior to an exchange being approved.
- If an exchange is approved both parties must wait until formal notification in writing is given.
- Exchange must take place within 4 weeks of approval being given. Failure to take up residence within 4 weeks will result in approval being withdrawn and new tenancies being ended.
- Both tenants must continue to reside at their new address for at least six months after the date of exchange. In the event of either party vacating their new tenancy then the other party shall be required to move back to their original home. Both parties will be required to sign a statement agreeing to this requirement.
- In the event of either party giving false or misleading information or deliberately withholding relevant information the mutual exchange will be refused. Should this information come to light after an exchange has been approved then both parties may be required to move back to the address(es) formerly occupied.
- To comply with landlord obligations under Gas Regulations the Association is required to carry out a gas check whenever a new tenancy is taken up. The cost of these gas checks will be met by the Association, however any other costs incurred as a result of these checks being carried out will be recoverable from the tenants involved.
- Parties wishing to mutual exchange do so of their own choice and as such are responsible for all costs involved in the exchange. The Association will not become involved in personal issues or agreements between tenants (e.g. purchasing items of furniture etc).