



applying for housing in aberdeenshire & moray

Mutual Exchange Application Form

Your Details

Name (include any joint tenants)	
Address	
Postcode	
Phone Number(s)	

Are you a Tenant of One of the Following Landlords?

Aberdeenshire Council

Aberdeenshire Housing Partnership

Castlehill H.A.

Grampian HA

Hanover (Scotland) H.A.

Langstane HA

Moray Housing Partnership

Tenants First

The Moray Council

If 'No' who is your Landlord? (Name and Address)

Present Property Details

Date you moved in	Type of property i.e. House, Flat	Number of Bedrooms	Detail any adaptation's in your home	Heating Type	Is your home on the ground floor?

Please give your reason(s) for requesting an exchange, for example overcrowding or medical reasons.

Please give details of the people who will be moving with you

NAME	DATE OF BIRTH	RELATIONSHIP TO TENANT

If anyone else will be coming to live with you please give details

NAME	DATE OF BIRTH	RELATIONSHIP TO TENANT

- Do you have any rent arrears or other debt on your tenancy? YES/NO
- Are you or any member of your household subject to an Antisocial Behaviour Order? YES/NO
- Have you or any member of household been evicted for Antisocial Behaviour? YES/NO
- Are you or any member of your household required to register with the Police under the Sexual Offences Act 2003 or for any other reason? YES/NO

Details of tenant you are exchanging with

Name (include any joint tenants)	
Address	
Postcode	
Phone Number(s)	

Details of their property

Date they moved in	Type of property i.e. house, flat	Number of Bedrooms	Detail any adaptation's in their home	Heating Type	Is their home on the ground floor?

Their Landlords Name and Address

Name	
Address	
Postcode	
Phone Number(s)	

Please read the following statements and sign to confirm you understand.

I confirm that all the information on this form is correct and I give you my permission to check the details and obtain further information if required. The Landlord you are applying to may seek references about the management of your tenancy from current or previous landlords.

I have viewed the property I plan to exchange to and am happy that it is suitable for my medical needs and I am happy with the condition of the property.

I understand the information provided in this form is covered by the Data Protection Act 1998 and you will not pass it on to others without my permission.

I am aware that if I have a right to buy this may be affected by any mutual exchange.

I confirm that my husband/wife/cohabite (where applicable) has been consulted about the proposed exchange, gives their consent and is not seeking a transfer of tenancy to their sole name under the Matrimonial Homes (Family Protection) (Scotland) Act 1981.

I understand that I must not exchange properties until both Landlords have given their written consent and both exchange parties and Landlords have signed a new tenancy Agreement.

I am aware that after a mutual exchange has been completed the Landlord will not consider making alterations to the heating system. I have checked that the heating system is suitable for any existing medical conditions.

I am aware that the Landlord will only carry out essential repairs.

I accept the condition of the property and will take over any repairs or alterations which are the outgoing tenant's responsibility.

I am aware that the Landlord will not accept any responsibility for any costs incurred as part of the exchange.

Signature of Tenant Date.....

Joint Tenant Date.....

PLEASE RETURN YOUR APPLICATION TO THE LANDLORD WHO MANAGES YOUR PROPERTY

Aberdeenshire Council
Housing Department
Gordon House
Inverurie
AB51 9WA

Aberdeenshire Housing Partnership
22 Abercrombie Court
Westhill
AB32 6FE

Castlehill Housing Association
4 Carden Place
Aberdeen
AB10 1UT

Grampian Housing Assoc.
Huntly House
74 Huntly Street
Aberdeen
AB10 1TD

Hanover (Scotland) Housing Association
12 Institution Road
Elgin
Moray
IV30 1QX

Langstane Housing Association
680 King Street
Aberdeen
AB24 1SL

Moray Housing Partnership
Clifton Road
Lossiemouth
Moray
IV31 6DJ

Tenants First Housing Co-Operative
23 Albert Street
Aberdeen
AB25 1XX

The Moray Council
Elgin Area Housing Office
High Street
Elgin
IV30 1BX