

# Mutual Exchange Request Form

147 Fintry Drive  
Dundee  
DD4 9HE  
01382 903545



Should you require assistance completing this form please contact our Customer Service Team on 01382 903545 or [customerservice@abertayha.co.uk](mailto:customerservice@abertayha.co.uk)

## Your details

|                        |
|------------------------|
| Tenant name:           |
| Date of birth:         |
| National Insurance No: |

|                         |
|-------------------------|
| Joint tenant name:      |
| Relationship to tenant: |
| Date of birth:          |
| National Insurance No:  |

|                |
|----------------|
| Mobile Number: |
| Telephone 1:   |
| Telephone 2:   |
| E-mail:        |

|                |
|----------------|
| Mobile Number: |
| Telephone 1:   |
| Telephone 2:   |
| E-mail:        |

|   |  |
|---|--|
| When did you move into your current property? |  |
|---|--|

|   |  |
|---|--|
| When did you move into your current property? |  |
|---|--|

|   |
|---|
| If this is less than 3 years ago, please list previous addresses by date: |
|   |

|   |
|---|
| If this is less than 3 years ago, please list previous addresses by date: |
|   |

## The members of your household

| Name | Date of birth | National Insurance No. | Relationship to tenant |
|------|---------------|------------------------|------------------------|
|      |               |                        |                        |
|      |               |                        |                        |
|      |               |                        |                        |
|      |               |                        |                        |
|      |               |                        |                        |

Do any members of your household live elsewhere some of the time? Yes  No

If yes, please list who and how many nights per week spent elsewhere:

|  |
|--|
|  |
|--|

Have you or any member of your household ever been subject to an ASBO? Yes  No

If yes, please detail:

|  |
|--|
|  |
|--|

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## About your property

Address:  
  
Postcode:

Landlord Name & Address:  
  
Postcode:  
Telephone:

|                               | Yes or No |
|-------------------------------|-----------|
| Do you have a Secure Tenancy? |           |
| Do you have a Joint Tenancy?  |           |

Please tell us how many your property has of the following:

|                 |                      |                      |                      |
|-----------------|----------------------|----------------------|----------------------|
| Single bedrooms | <input type="text"/> | Dining rooms         | <input type="text"/> |
| Double bedrooms | <input type="text"/> | Bathrooms            | <input type="text"/> |
| Living rooms    | <input type="text"/> | WC / Separate toilet | <input type="text"/> |

What type of property is it? Flat  Multi  House  Maisonette

Are there any medical adaptations to your property? Yes  No

If yes, please detail each adaptation (continue on separate sheet as required):

## The household you wish to exchange with

Tenant name:  
  
Date of birth:  
National Insurance No:

Joint tenant name:  
  
Relationship to tenant:  
Date of birth:  
National Insurance No:

Mobile Number:  
Telephone:  
E-mail:

Mobile Number:  
Telephone:  
E-mail:

Address:  
  
Postcode:

Landlord Name & Address:  
  
Postcode:  
Telephone:

|                                | Yes or No |
|--------------------------------|-----------|
| Do they have a Secure Tenancy? |           |
| Do they have a Joint Tenancy?  |           |

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Are you or any member of your household related to members of Abertays Management Committee or an Abertay employee?

Yes  No

If yes, please list the names and relationship of those related:

How did you hear about the person you wish to exchange with?

I can confirm that : (please tick)

- The details on this form are true and accurate
- I give permission for Abertay Housing Association to contact my current and previous landlords to obtain a tenancy reference
- I understand that the exchange is subject to the approval of all landlords
- I understand that the property is accepted on a "as seen" basis and that I will undertake any unseen former tenants responsibilities
- I understand my house will not be considered for another mutual exchange for a period of 6 months
- I have applied with all other relevant landlords
- I have viewed the whole of the property I propose to move to

Tenant

Name:  
Signed:  
  
Date:

Joint Tenant

Name:  
Signed:  
  
Date:

# Mutual Exchange Information

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## **Getting started**

You should always view the whole of the property you propose to move to first. You can then apply to exchange your home with another tenant by completing our Mutual Exchange Application Form. All applicants must complete a separate form, regardless of who your current landlord is.

Please answer all the questions on the form completely and honestly. False information may result in cancellation of the mutual exchange. Contact our Customer Service Team on 01382 903545 or [customerservice@abertayha.co.uk](mailto:customerservice@abertayha.co.uk) should you require any assistance.

## **The process**

### Stage 1 - Eligibility

We will check that the property you propose to move to meets your needs in line with our policy. We will request a reference from your landlord (or check our records for Abertay tenants) to ensure your tenancy is being conducted satisfactorily



### Stage 2 - Property Checks

We will visit your home to check the condition of the property, garden and decoration.



### Stage 3 - Safety Checks

We will carry out statutory safety checks on electric and gas installations. We will also conduct an Energy Survey to your property.

### **The exchange will only be approved after Stages 1 to 3 have been passed**



### Stage 4 - Sign up

We will arrange for you to sign for your new home in our office along with the other applicant(s). This will need to be the same day as with any other landlords involved. One full month's rent will need to be paid on this day (less any Housing Benefit)

## **Reasons for refusal**

To avoid some of the more common refusal reasons please note the following:

- > The rent accounts of all applicants must be clear.
- > There must not be a current Notice of Proceedings served on any applicant.
- > The mutual exchange must not result in statutory overcrowding.
- > The property, decoration and garden of all applicants must be in good condition.
- > There must not be any ongoing anti social behaviour complaints against any occupant.

## **Important information**

Stages 1 to 3 must be complete within 28 days of application or the exchange will be cancelled. Properties are exchanged on an "as seen" basis. Decoration, fixtures and fittings belonging to the previous tenant will become the responsibility of the new tenant. You will be required to sign a disclaimer to this effect.

A copy of our Mutual Exchange Policy will be provided upon request.