

MUTUAL EXCHANGE APPLICATION FORM

This section is to be completed by the tenant of East Lothian Housing Association.

About you and your household

Your Name:

Your Address:

Telephone:

E-mail:

Date of Birth:

Name	Date of Birth	Relationship to Tenant
		Tenant

Details of any pets

Please tell us why you wish to exchange properties

Reason:

Please tick which applies to you

Larger property

Smaller property

Different area

Different floor level

Other (please explain)

Who do you wish to exchange with?

Name:

Address:

Who will be moving into your current property?

(To be filled in if the person moving into your current property is not the same person as above, for example: in the case of a 3-way exchange).

Name:

Address:

Are you, or anyone in your household required to register with the Police under the Sex Offenders Act 1977?

Yes

No

Do you need any of the following:

Level access shower or wet floor shower?

Yes

No

Ground floor with no internal stairs?

Yes

No

Wheelchair accessible throughout?

Yes

No

Step-free entrance to the property

Yes

No

If the property you want to exchange to has a garden, are you able to maintain it?

Yes

No

Declaration

Please sign the declaration below.

I/we understand that no arrangement to exchange should be made unless written permission has been received from ELHA.	<input type="checkbox"/>
Neither I/we or our exchange partner(s) have rent arrears or other debts owed to our landlords	<input type="checkbox"/>
Neither I/we or our exchange partner(s) have carried out work to our homes without permission	<input type="checkbox"/>
Neither I/we or our exchange partner have repairs to do, which are our responsibility and which could lead to our landlords refusing the exchange	<input type="checkbox"/>
I/we declare that all the information provided by me/us is true and I/we understand that following the exchange being approved, action may be considered by ELHA to recover possession of the tenancy if any details are found to be false and would have resulted in my/our application being refused.	<input type="checkbox"/>
I/we understand that I/we must make a rent payment before signing the Tenancy Agreement (new ELHA only)	<input type="checkbox"/>
Tenant's signature: <input type="text"/>	Date: <input type="text"/>
Joint Tenant's signature: <input type="text"/>	Date: <input type="text"/>

Please return this form to East Lothian Housing Association, 18-20 Market Street, Haddington, East Lothian EH41 3JL