

Mutual Exchange Application Form

Eildon Housing Association Ltd
The Weaving Shed
Ettrick Mill
Dunsdale Road
Selkirk
TD7 5EB

Please read the conditions applying to mutual exchange on the attached sheet before filling in this form. The form should be returned to the above address. If you would like any more information, or assistance to complete the form, please contact your Housing Officer.

1. **Your Name**.....

2. **Your Address**.....

.....

3. **Date of Birth**..... **Tel**.....

4. **Who would move with you? (if anyone)**

Name	Date of Birth	Relationship
.....
.....
.....

5. **Why do you need or want to move house?**
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.....

6. **Name, Telephone Number and Address of person you want to exchange with.**
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.....

7. **Name, Telephone Number and Address of this person's landlord.**
.....

I declare that the above details are correct to the best of my knowledge, and I give permission for Eildon Housing Association to supply information relevant to my tenancy to the other landlord

Signed **Date**

MUTUAL EXCHANGES

The Association encourages requests for exchanges with tenants of Local Authority, Housing Association or other landlords where this will improve the housing circumstances of both parties.

Conditions:

- (i) The application to exchange must be made by both parties in writing, to the Association
- (ii) The other landlord must also approve the exchange
- (iii) Each tenant must have a minimum tenancy in his/her present accommodation of one year
- (iv) The rent records and condition of property of both parties must be satisfactory
- (v) The exchange must not result in overcrowding or significant underoccupation
- (vi) The incoming tenant must accept the house in its present decorative state
- (vii) The exchange should not adversely affect the balance of the community
- (viii) If you live in sheltered housing you can only exchange with someone who requires this type of accommodation