

Fife Housing Register

MUTUAL EXCHANGE APPLICATION FORM



About You		
	TENANT	JOINT TENANT
Title		
First Name(s)		
Last Name		
Marital Status		
Joint Tenant's relationship to you?		
Date Of Birth		
National Insurance No.		
Current Address & Postcode		
Daytime Number		
Mobile Number		
Email Address		

Who do you wish to exchange with?	
Name & Address of the person you wish to exchange with:	
Landlord name & address of the person you wish to exchange with:	
How many bedrooms does their property have?	

Details of your Current Property					
What type of property do you live in?	Flat		House		Bungalow
How many bedrooms does your current property have?					
Have you made any alterations to your current property? If yes, can you provide details.					
Does your property have any adaptations e.g. ramp, wet floor shower?			Yes		No
Why do you want to exchange?					

Your Landlord Details		
Name and address of your current landlord		
How long have you lived at current address?		
How do you pay your rent?		
Do you have any rent arrears or outstanding recharges at this address?		
If less than 3 years, please tell us where you have lived and the landlord details of any previous addresses within the past 3 years (use a separate page if required):		
	TENANT	JOINT TENANT
Property Address		
Tenancy Dates (To & from)		
Landlord Name & Address		

Your Landlord Details continued		
	TENANT	JOINT TENANT
Property Address		
Tenancy Dates (To & from)		
Landlord Name & Address		
	TENANT	JOINT TENANT
Property Address		
Tenancy Dates (To & from)		
Landlord Name & Address		

Who else will be moving with you?					
Full Name	Date of Birth	Relationship to you	Sex	Nationality	NI number
Do you or anyone in your household have an illness or disability. If yes, please provide details.					

General Information				
Do any immigration controls apply to you or someone who will be moving with you?	Yes		No	
Has anyone ever taken court action against you, or a person you are applying with, for anti-social behaviour?	Yes		No	
Do you or anybody you are applying with, have to register with the Police under the Sex Offenders Act 1997 or Sexual Offences Act 2003?	Yes		No	
Are you or any member of your household employed or related to an employee or committee member of a Fife Housing Register partner? If yes please give details of name, job role and organisation here -	Yes		No	
FHR Application Form				
Do you have a current FHR Application Form?	Yes		No	
If yes, do you know your FHR Reference Number?	FHR no.			
Would you want your FHR Application form to be withdrawn and destroyed if this Mutual Exchange is successful?	Yes		No	
If no, you will need to submit a new FHR application form to ensure your application is assessed correctly, with correct contact details.				

Declaration Statement

- I am aware that it may be necessary to get more information about my application either from myself or from others such as current/previous landlords, mortgage lenders.
- The details on this form are true.
- I have or will provide the proofs needed.
- I understand that if I have given false information, or withheld any relevant information, my application may be withdrawn.
- I understand that I should tell you immediately about any changes in my circumstances that may affect my mutual exchange application for housing.
- I understand that if you grant permission for the mutual exchange due to false or misleading information given by either party, the mutual exchange application will be invalid and I may need to return to my previous tenancy.
- I understand that a mutual exchange may be refused for any of the following reasons – I have rent arrears or outstanding recharges, I have an eviction notice, the property has been adapted for someone with specific needs, if the move would result in too many or too few bedrooms for my household, the property is not to a reasonable standard, I have had warnings for anti-social behaviour or I am not a secure tenant.
- I understand that this application will be shared with the landlord of the property I am requesting to exchange with and that each landlord will consider the exchange in line with their own Mutual Exchange Policy and Procedures.
- If the Mutual Exchange is successful, I agree to accept the property in its current condition and I intend to live in the property as my only principal home.
- I understand that I can withdraw this mutual exchange application at any time and as a result it will be destroyed.

Privacy Statement

I understand that the information contained within this application will be used to help my application for housing/mutual exchange to be assessed. For further information on how my information is processed, please visit www.fifehousingregister.org.uk/privacy

Main Tenant Name:

Date:

Joint Tenant Name:

Date:

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Application Approved		Application Refused	
Reason		Signature	Date