



# Mutual Exchange Information & Application



New Almond House

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Craigshill

Livingston

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✉ [enquiries@almondha.org.uk](mailto:enquiries@almondha.org.uk)

## **Please read the following before completing this form**

Before a mutual exchange can be approved, certain conditions have to be met.

These are:

- You must have a clear rent account and any chargeable repair accounts must be clear. However, where there are arrears of less than 1 months rent, or more than 1 month but a satisfactory repayment arrangement has been adhered to for at least 3 months, we may agree that it is in both of your interests and our interest to approve the exchange.
- You must not have received a Notice of proceedings for the recovery of your property, or have a Sheriff Court decree for repossession awarded against you. The exchange must not result in the overcrowding or under-occupation of a house. However we may consider a request to move to a similar sized property in another area for special reasons.
- Approval will not be given if the request means that children will be living in an upper flat in a common stair, as this would be against our Allocations policy.
- If you have made any alterations or improvements to the property you must have received our written permission to carry out the work. If you do not have our permission you must apply for this (or agree to remove the alteration or improvement) before we will approve the mutual exchange.
- If you are advised that there is work required, for example repairs or redecoration that are your responsibility under your Tenancy Agreement, this work must be carried out before the exchange can be approved.
- You will have to agree to sign an additional document agreeing that you will stay in your new home for at least six months following an exchange.
- To comply with our Allocations Policy, mutual exchanges involving specially adapted bungalows or one bed-roomed bungalows will only be approved if the incoming tenant has a specific medical condition or medical priority.
- If an exchange is approved, we will agree a date with you for the move to take place. You must not move before this date.
- We reserve the right to refuse a request for a mutual exchange. We will explain our reasons for refusing a request and you will have the right to appeal against our decision.

# Mutual Exchange Checklist

**THINKING ABOUT A MUTUAL EXCHANGE? HERE ARE SOME THINGS YOU MAY WANT TO CHECK OUT ABOUT THE PROPERTY YOU WOULD LIKE TO MOVE TO**

1. Is there any Artex on the walls?
2. Has the tenant you wish to exchange with carried out any alterations to their property?  
  
Did they get permission from us, or from their Landlord (if they are not an Almond tenant) to do this?  
  
Are you willing to take on the responsibility of the alterations if they want to leave them?
3. Is there a gas or electricity point for your cooker?
4. Is there a space for your washing machine, dryer or fridge?
5. Is there any damage to doors, walls, etc.?
6. Is there any damage to sinks, bath or WC's? Are any taps leaking?
7. Check who the gas and electricity supplier is at your new address, as you will have to arrange to change the supply to your name.
8. Are there any pre-payment meters for gas or electricity? If there are, do you want to keep them?  
If not and you wish to have them fitted you will have to make these arrangements yourself.

**Please speak to your Housing Officer if you have any questions about any of the items listed above.**

## Gas Safety and Electrical Checks

Gas safety and electrical checks are an important part of the mutual exchange process. They will be carried out by one of our Contractors.

The **Electrician** will check the following:

- the safety of wiring
- any additional lighting and/or switches you have installed
- any existing shower installation
- any other electrical installation you have added

***(Please note: a charge may be made for this check)***

**If any of the above are faulty or do not meet the required standard, the exchange will not proceed until the necessary work has been carried out to Almond's satisfaction.**

The **Gas Engineer** will check:

- the safety and integrity of gas pipe work and appliances

Please remember, in agreeing to the exchange you are accepting the condition of the property you are moving to –

- the standard of the decoration
- any alterations that have been carried out by the other tenant
- any damage to the property that has not been reported to the landlord before the exchange goes ahead

**If any of these things need to be put right after the exchange, you will be held responsible for any costs that may arise in carrying out the work.**

<b>Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone Number</b>	
<b>Email address</b>	
<b>Number of Bedrooms in property</b>	

Starting with you own name, please list all of the adults **and** children who are staying in your present home.

<b>Name</b>	<b>Relationship to Tenant</b>	<b>Date of Birth</b>
	Tenant	

If there is someone who is **not** living with you at present but who will be moving into your new home, please give their full name(s) and address(es)

<b>Name</b>	
<b>Address</b>	

Details of the person you wish to exchange with	
<b>Name</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	
<b>Landlords Name</b>	
<b>Landlords Address</b>	
<b>Landlords Telephone Number</b>	
<b>Name of Housing Officer</b>	
<b>Did you use Homeswapper to find your exchange?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Reason why do you want to move?</b>	

I/we\* certify that the information I/we\* have given is correct and complete. I/we\* consent to Almond Housing Association making such enquiries as necessary.

[For Non Almond tenants] I/we\* consent to Almond Housing Association requesting a reference with my/our\* current landlord. I/we\* understand that any false or misleading information, or information deliberately withheld, may result in Almond Housing Association seeking repossession of any tenancy granted.

[\* Delete as appropriate]

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Tenant/Applicant)

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Joint Tenant/Applicant)

ALMOND



HOUSING ASSOCIATION