

# Application for Mutual Exchange



PLEASE ANSWER ALL QUESTIONS IN FULL USING BLOCK LETTERS  
 BOTH PARTIES WISHING TO EXCHANGE MUST COMPLETE AN APPLICATION FORM.

**BEFORE YOU COMPLETE THIS FORM, PLEASE READ THE IMPORTANT INFORMATION ON THE PAGE(S) ATTACHED.**

Do you require any of the following options to aid you with your application?  
 (Please only tick if applicable, please contact your local office to arrange assistance.)

Large print text  Language Interpreting Service  Braille Text

FULL NAME OF TENANT Mr/Mrs/Ms/Miss/Mx		
JOINT TENANT (if applicable) Mr/Mrs/Ms/Miss/Mx		
YOUR ADDRESS		
		Post Code
Tel. No.	Home	Work
Mobile	E-mail	
Please give the name and address of the tenant you wish to exchange with		
Please give the name and address of their landlord		
Please give your reason for requesting an exchange		
How long have you lived at your present address?		
Total no. of rooms in your present house (including bathroom, living room, kitchen):		
How many bedrooms are there in your present house?	Double:	Single:
Is the property a flat or a house? (please tick)	Flat:	House: Other:
Total no. of rooms in the property you wish to move to (including bathroom, living room, kitchen)?		
No. of bedrooms in the property you wish to move to?	Double:	Single:

If you have lived in your house for less than 5 years, please list where you have lived during the last 5 years.

Address	From	To	Owner	Tenant	Name and Address of landlord
1					
2					
3					
4					
5					

Give details of all persons (including partner) presently occupying the accommodation  
**YOU SHOULD ALSO INCLUDE YOUR OWN PERSONAL DETAILS**

Full Name	Relationship to applicant	Address	Age	Date of Birth					
				D	D	M	M	Y	Y
	<b>Self</b>								

Do you have any pets you intend to bring with you? If yes, please give details.

Please note that Hillcrest's written consent is required for keeping pets.


Has any person on this application been the subject of an anti-social behaviour order (ASBO) or under S19 of the Crime and Disorder Act 1998, on or after 30/9/02?	YES / NO
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If yes, which person was this?

Is anyone on this form Registered under the Sexual Offences Act (2003).	YES / NO
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If yes, which person is this?

**NOTE:** Any false or misleading information supplied by you verbally or in writing, may result in the suspension of your application in accordance with our Suspension Policy. After the property has been let, if information is proved to be false or relevant information has been deliberately omitted, you will be liable to legal proceedings.

**WHAT WE DO WITH YOUR PERSONAL DATA:**

Under current Data Protection legislation, the information you provide will be used for the purpose of checking and assessing your Mutual Exchange request and is necessary to support your allocation of a tenancy at the property identified on this application.

In making enquiries in connection with this Mutual Exchange application, your information may also be shared with other agencies such as current/former landlord; Department for Work and Pensions; doctor or health visitor.

Further general information about how Hillcrest processes your personal data can be found on the Hillcrest's website [www.hillcrest.org.uk](http://www.hillcrest.org.uk) under the link "How we use your personal information", which can be found on our home page. If you do not have internet access, a hard copy is available on request.

**DECLARATION:** I DECLARE THE PARTICULARS GIVEN BY ME ON THIS FORM ARE TRUE IN ALL RESPECTS.

**PLEASE NOTE WE CANNOT PROCESS YOUR APPLICATION UNLESS YOU HAVE SIGNED THIS SECTION**

Signature of applicant ..... Date .....

Name (Block Capitals).....

Signature of joint applicant..... Date .....

Name (Block Capitals).....

**Please send this form to your local office. See address on back page**

**FOR OFFICIAL USE ONLY**

Date Inspected		Maintenance Officer	
Mandated Works Outstanding			
Present Accommodation Passed	YES / NO		
EPC Required	YES / NO		
Date		Customer Number	
Approved by		District Manager	
Comments			

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## HOUSE EXCHANGES

As a Hillcrest tenant you can apply for an exchange with another Hillcrest tenant, a council tenant or housing association or co-op tenant anywhere in Britain. You cannot exchange with a tenant of a private landlord.

- **CAN ANYONE EXCHANGE?**

Yes, as long as you and they meet the above criteria and the move would not result in under occupation or overcrowding of the property.

- **I WANT TO EXCHANGE, HOW DO I GO ABOUT IT?**

First, you need to find someone who wants to exchange with you with You can register free of charge with House Exchange at [www.houseexchange.org.uk](http://www.houseexchange.org.uk) and once registered can search for a suitable exchange on their website.

- **I HAVE SOMEONE WHO WANTS TO EXCHANGE, WHAT NOW?**

Two exchange application forms must be obtained from us as your Landlord; one for your details and one for the person you are proposing to exchange with. The other person's landlord will also require each of you to complete an application form. The application process will not commence until all forms are received by both landlords

- **WHEN CAN I MOVE?**

If your application is approved you will both be informed in writing and given a date when you can move house. Your new landlord will also write to confirm their approval and confirm the agreed moving date. Any unauthorised moves will result in the exchange being cancelled and you will be required to return to your old address.

- **WHAT IF MY EXCHANGE IS REFUSED?**

We will write to explain to both you and the prospective exchanging tenant the reasons why. Exchanges will be considered which lead to the same or better overall use of the two properties.

## METHOD OF ASSESSMENT

When your exchange request is assessed the following points are considered:

- You, as a Hillcrest tenant will have to pass a Maintenance Officer Inspection prior to any approval.
- The exchanging tenant will be visited by our Housing Officer and tenancy references obtained.
- Both tenancies should have clear rent accounts and have been conducted in a satisfactory manner.
- You will accept the properties in their present state of repair and decoration.

### PLEASE REMEMBER

**Do not move until you have received written confirmation of your official moving date.**

**All approved exchanges will be subject to the condition that in the event of either party concerned not moving in or not living in the property for at least six months, the exchange is cancelled and you will both be required to move back.**

**PLEASE SEND YOUR COMPLETED APPLICATION FORM  
TO ANY OF OUR LOCAL OFFICES**

**DUNDEE : FREEPOST RTXY-LXBJ-TGKR**

4 South Ward Road, Dundee, DD1 1PN  
Monday - Thursday 9.00am-5.00pm. Friday 9.00am-1.00pm

**ARBROATH : FREEPOST RRSR-CLHZ-EAHZ**

1 North Grimsby, Arbroath, DD11 1NU  
Monday - Thursday 9.00am-5.00pm. Friday 9.00am-1.00pm

**PERTH (COVERING FIFE): FREEPOST RRSR-CKYB-BLRK**

55 Huntingtower Road, Perth, PH1 2LH  
Monday - Thursday 9.00am-5.00pm. Friday 9.00am-1.00pm

**EDINBURGH: FREEPOST RRSR-CGKR-GZGA**

160 Dundee Street, Edinburgh, EH11 1DQ  
Monday - Thursday 9.00am-5.00pm. Friday 9.00am-1.00pm

Customer Contact: **0300 123 2640**

E: **customerservice@hillcrest.org.uk**

**www.hillcresthomes.org.uk**

