Mutual Exchange Application Form

Cairn Tenant

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| **Tenancy Details** | |
| Name of Tenant: | |
| Address: | |
| No. of Bedrooms: | |
| Home No: | Mobile No: |
| Email Address: | |
| Reason for Exchange: | |

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| **Household Details** (who is moving with you) | | |
| Name | Relationship to Tenant | Date of Birth |
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| --- | --- |
| **Exchange Details** (who you want to exchange with) | |
| Name (including title): | |
| Address: | |
| No. of Bedrooms: | |
| Home No: | Mobile No: |
| Email Address: | |

Please read the information on this form carefully and return to your local office. Written consent from Cairn *must* be given before you make any arrangements to move.

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| **Declaration** | |
| I agree to Cairn Housing Association giving the prospective landlord any relevant information regarding my tenancy. I have read the conditions under which I may be allowed to exchange houses and agree to be bound by them. I agree that in the event of a breach of the conditions by any one of the parties this application will become null and void and the remaining tenant(s) may require to move back to the address formerly occupied. | |
| **Tenant’s Signature:** | **Date:** |
| **Joint Applicant’s Signature** | **Date:** |

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| --- | --- |
| For Office Use Only | |
| Date Received |  |
| Approved / Declined |  |
| HO Signature |  |
| SM Signature (if applicable) |  |

Cairn Housing Association

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Details of how Cairn handles personal data can be found in our Privacy Notice, available on our website or on request.

Mutual Exchange Guidance Notes

If you wish to exchange houses with another tenant you must first obtain written permission from Cairn. The person with whom you wish to exchange must also obtain permission from their landlord who may have certain conditions regarding mutual exchange which could affect your request. Please read this guidance note carefully then complete the application form in full and return it to your local office.

If permission is given for you to exchange houses it will be subject to the following conditions:

1. Cairn will not carry out any redecoration so you must thoroughly examine the house into which you intend to move to satisfy yourself that you wish to accept the house in its existing condition. Any necessary repairs or replacements that have not been attended to by the outgoing tenant, other than those arising from fair wear and tear, will be your responsibility.
2. If your application to exchange is approved you must take up permanent occupation of the new address straight away. Failure to take up residence may result in you having to give up possession of the house.
3. Applicants will normally be expected to have a clear rent account and the condition of your present home should be satisfactory.
4. The exchange should not result in the overcrowding or significant under-occupation of Cairn’s property.
5. Please note that Cairn will not be responsible for any costs incurred as a result of a mutual exchange. The exchanging parties must make their own arrangements to meet all expenses incurred, whether or not an exchange proceeds.
6. Please note that a tenancy with Cairn will be a Scottish Secure Tenancy with no right to buy.