



3. Please give here your reasons for requesting the mutual exchange:

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4. (a) Are you married or in a civil partnership? (please tick)

Yes \_\_\_\_\_ No \_\_\_\_\_

(b) If yes, complete the attached consent form

5. (a) Have you carried out house improvements/alterations for which you have received permission? (please tick)

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify

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You may qualify for compensation under the right to compensation scheme if you have carried out qualifying improvements. (**Housing (Scotland) Act 2001**, section 30)

(b) Have you carried out house improvements/alterations for which you have not received permission? (please tick)

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify

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6. (a) Has action ever been taken against you or anyone included in your household for anti-social behaviour?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, provide details:

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(b) Are there any other legal measures restricting access/behaviour?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, provide details:

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**Declaration**

I hereby declare to the best of my knowledge and belief that the information I have given on this form is true and complete. I hereby authorise North Ayrshire Council to make such enquiries as are deemed necessary in connection with any information given by me, to include any personal data protected by the terms of the Data Protection Act 1988.

I understand that if this mutual exchange is granted I will usually keep the right to buy if I have one. However, I understand that the maximum discount I will get is 35% of the market value or £15,000 whichever is lower.

I also understand that I will not have any right to buy if I:-

- First took up a tenancy after 01 March 2011
- Move to a new supply house
- Move to a house in a pressured area

I will be told if the house I am moving to is a new supply or in a pressured area.

Signature(s) of tenant(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Both parts applicant (a) and applicant (b) should be returned, together with signed acceptance of conditions, before the application will be processed.

**Applicant (b)**

1. Tenant's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Name Of Landlord \_\_\_\_\_

Address of proposed mutual exchange property

\_\_\_\_\_

No of bedrooms in your property \_\_\_\_\_

Please describe what type of property you live in (i.e. Flat, House, High Rise etc:

\_\_\_\_\_

Heating Type \_\_\_\_\_

Adaptations \_\_\_\_\_

2. Please list all persons that stay in your home at present, remember to include members of your household who are away at present and anyone who may join the household in future

<b>NAME</b>	<b>RELATIONSHIP TO TENANT</b>	<b>DATE OF BIRTH</b>	<b>SEX</b>	<b>(✓) TICK IF LIVING APART</b>
	<i>Tenant</i>			

3. Please give here your reasons for requesting the mutual exchange:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. (a) Are you married or in a civil partnership? (please tick)

Yes \_\_\_\_\_ No \_\_\_\_\_

(b) If yes, has your spouse/civil partner consented to this mutual exchange?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, the spouses or civil partner's consent is needed to protect the spouse's occupancy rights.

5. (a) Have you carried out house improvements/alterations for which you have received permission? (please tick)

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify

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You may qualify for compensation under the right to compensation scheme if you have carried out qualifying improvements. (**Housing (Scotland) Act 2001**, section 30)

(b) Have you carried out house improvements/alterations for which you have not received permission? (please tick)

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify

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6. (a) Has action ever been taken against you or anyone included in your household for anti-social behaviour?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, provide details:

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(b) Are there any other legal measures restricting access/behaviour?

Yes \_\_\_\_\_ No \_\_\_\_\_

**If Yes, provide details:**

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**Declaration**

**I hereby declare to the best of my knowledge and belief that the information I have given on this form is true and complete. I hereby authorise North Ayrshire Council to make such enquiries as are deemed necessary in connection with any information given by me, to include any personal data protected by the terms of the Data Protection Act 1988**

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- First took up a tenancy after 01 March 2011**
- Move to a new supply house**
- Move to a house in a pressured area**

**I will be told if the house I am moving to is a new supply or in a pressured area.**

**Signature(s) of tenant(s): \_\_\_\_\_ Date: \_\_\_\_\_**

\_\_\_\_\_ **Date: \_\_\_\_\_**

**Both parts applicant (a) and applicant (b) should be returned, together with signed acceptance of conditions, before the application will be processed.**



**NORTH AYRSHIRE**  
COUNCIL

Dear Sir/Madam

**Before your application for an exchange can be considered it is necessary you understand the following conditions.**

1. It shall be necessary for all parties to satisfy themselves by inspection that the house to which they propose to exchange is in an acceptable condition and that all fixtures and fittings, etc are left intact so that no claim for recompense can be made against the outgoing tenant or the Council.
2. The council shall not incur any expenses in connection with the granting of mutual exchange outwith normal repairs, which are the Councils responsibility. The house will be inspected and any repairs identified as necessary as a result of carelessness or negligence by the tenant must be repaired at the tenant's expense prior to the exchange being approved. The exception to this would be in the case of damage to gas appliances detected by the gas contractor carrying out the gas safety inspection. Re-chargeable repairs identified at this time will be the responsibility of the outgoing tenant.
3. Where the house inspection identifies non-standard fixtures and fittings in a property and the new tenant wants to keep this feature then the Council will not be responsible for the maintenance of these items and a disclaimer to this effect must be completed and signed.
4. It shall be necessary for any tenant granted an exchange to have a balance of less than 1 month on their rent account or an agreed arrangement to pay off the arrears has been maintained for the last 3 months. If the applicant is not a North Ayrshire Council tenant, it will be necessary for housing services to obtain a satisfactory tenancy record from the relevant landlord.
5. No mutual exchange will be allowed when this would cause statutory overcrowding.
6. I understand that my housing application will be cancelled when I accept a property through the mutual exchange scheme. If I want to move again, I know that I would have to make a new application.
7. I understand that if this mutual exchange is granted I will usually keep the right to buy if I have one. However, I understand that the maximum discount I will get is 35% of the market value or £15,000 whichever is the lower.

I also understand that I will not have any right to buy if I:

- First took up a tenancy after 01 March 2011
- Move to a new supply house
- Move to a house in a pressured area

**I will be told if the house I am moving to is a new supply or in a pressured area.**

Signature of applicant (a)\_\_\_\_\_ Date\_\_\_\_\_

Signature of applicant (b)\_\_\_\_\_ Date\_\_\_\_\_

## Equal opportunities monitoring

We will keep all the information we collect confidential. The following information is for monitoring purposes only. We will use this to produce statistics of the people applying for housing. Your name and address will not be used.

You do not need to answer these questions, but we would appreciate your help. Your responses will not affect your application as these are for statistical purposes only.

Please tick the appropriate boxes below. Answer also for any joint applicant.

I do not want to answer any of these questions.

### You

1. Are you:

male?  female?

2. Are you:

single?  married?

divorced?  widowed?

legally separated?  in a civil partnership?

3. Do you consider yourself to:

be blind or visually impaired?

be profoundly deaf or hearing impaired?

have a physical disability?

have any other disability?

Give details below:

What is your ethnic group?

A White

Scottish

Other British

Irish

Any other white background (give details below)

Please complete other side (if required)

### Joint applicant

1. Are you:

male?  female?

2. Are you:

single?  married?

divorced?  widowed?

legally separated?  in a civil partnership?

3. Do you consider yourself to:

be blind or visually impaired?

be profoundly deaf or hearing impaired?

have a physical disability?

have any other disability?

Give details below:

What is your ethnic group?

A White

Scottish

Other British

Irish

Any other white background (give details below)

Please complete other side (if required)

# Equal opportunities monitoring

## You

**B Mixed or multiple ethnic groups**

Please give details below

**C Asian, Asian Scottish or Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

*(give details below)*

**D Black, Black Scottish or Black British**

Caribbean

African

Any other Black background

*(give details below)*

**E Gypsy / Traveller**

**F Other ethnic background**

*(give details below)*

## Joint applicant

**B Mixed or multiple ethnic groups**

Please give details below

**C Asian, Asian Scottish or Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

*(give details below)*

**D Black, Black Scottish or Black British**

Caribbean

African

Any other Black background

*(give details below)*

**E Gypsy / Traveller**

**F Other ethnic background**

*(give details below)*