

Application for a mutual exchange

If you wish to swap homes **both** households must have written permission from their landlord. If you are swapping with another housing association or local authority you must apply to both landlords.

We aim to process requests within 28 days of receiving both completed forms and references.

Do not move until you have written permission.

Please explain the reason you would like to move:

Under the General Data Protection Regulations Act 2018 you have a right to know how Midlothian Council use your personal information for the purposes of providing housing services. Details of how we use and manage your personal information can be found at www.midlothian.gov.uk/privacy , or a printed copy can be provided on request.

Your details

Details of Individual	Information
Your full name	
Your date of birth	
Joint Tenant name	
Joint Tenant's date of birth	
Home Address (and postcode)	
Mobile Number	
Email Address	
Do you live in a house, bungalow or flat? (If flat please state the floor level)	
How many bedrooms do you have?	
Name of your landlord	
Address of your landlord	
Do you claim housing benefit?	
Who is your electricity supplier?	
Who is your gas supplier?	
if you or any member of your household is related to a member of staff from Midlothian Council or any Housing Association or Committee member or a local Councilor please give the name of the household member and the name of employee, councilor or committee member.	

Who will be moving with you?

Full name	Date of Birth	Relationship	How many nights a week do they stay with you?

Details of person you want to swap with

Details of Individual	Information
Their full name	
Their date of birth	
Joint Tenant name	
Joint Tenant's date of birth	
Home Address (and postcode)	
Mobile Number	
Email Address	
Do they live in a house, bungalow or flat? (If flat please state the floor level)	
How many bedrooms do they have?	
Name of their landlord	
Address of their landlord	

Declaration

I understand that if any applicant knowingly gives false or misleading information the application will be cancelled. I declare that:

- Both homes are a suitable size for the households and suitable for any housing needs as defined by the landlord's allocation policy.
- Neither household has outstanding rent arrears or debt associated with any tenancy.
- Both properties (including gardens) are of a standard acceptable to Midlothian Council or Melville Housing Association. If any work is needed that is the responsibility of the tenant (i.e. not wear and tear) the exchange will be cancelled until the work is completed. The incoming tenant can take on responsibility for minor work if agreed in writing. Decoration or lock changes are their responsibility.
- Neither household will carry out any alterations or improvements to their home or remove any fixtures and fittings after we have completed our inspection.
- Neither household has been involved with antisocial behaviour.
- If you are exchanging with another housing association/local authority you have applied to both landlords and will follow their policies and procedures as well.
- If the exchange is approved both households must move into the other property for more than 6 months from the date of exchange, unless both households seek permission to return to their original properties. This must be agreed by all landlords involved in the exchange.

Signed Date
(you)

Signed Date
(your partner/joint tenant)