

Mutual Exchange Form

Aberdeen City Council

For office use:

Name

ME reference number

Reference number

Date received / /



Please complete this form to apply for a mutual exchange. The completed form should be returned to:

**Housing Access
Early Intervention and Community
Empowerment,
Aberdeen City Council,
Business Hub 3, Ground Floor South,
Marischal College, Broad Street,
Aberdeen AB10 1AB**

We aim to acknowledge receipt of the form within two working days. The form can also be returned to any of the Council's Area Housing Offices, the addresses are at the back of this form. If required the form can be downloaded from the Aberdeen City Council [website www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk).

This mutual exchange form is for tenants of Aberdeen City Council and housing associations and co-operatives, or tenants of any other council who want to exchange homes with an existing tenant of Aberdeen City Council. Each party to an exchange must complete a separate mutual exchange form.

So that we can fully consider your application for a mutual exchange it is essential that you give all the information we ask for in this form. If you need advice and help to fill in the form, contact the Housing Access at the above address, or by telephone on 01224 523666. The Housing Access is open Monday to Friday from 8.30am to 5.00pm.



What is a mutual exchange?

A mutual exchange takes place when two or more tenants want to exchange houses with each other. This can be between:

- Two or more tenants of the same landlord, for example Council tenant with Council tenant; or
- Two or more tenants of different landlords, for example Council tenant and housing association tenant.

Each mutual exchange must meet the conditions of the relevant landlord's policy. No exchange will be granted with an owner-occupier, or a tenant of a private landlord.

General policies

For an exchange to go ahead, both existing tenancies must have been properly maintained. This means you and the other tenant must:

- Have met all tenancy conditions;
- Have looked after your property;
- Have respected the rights of other tenants;
- Have no current or former tenancy rent arrears or other tenancy related debts, for example legal expenses, tenants' recharges;

The new tenant must accept the property in its present condition.

We may refuse exchanges which do not meet our conditions and the relevant regulations, or which we do not consider to be suitable (for example, due to the size of the property).

For more information on these conditions and regulations, please refer to the Scheme for the Allocation of Council Houses.



What happens after the mutual exchange forms are handed in?

Aberdeen City Council (or landlords) will carry out various checks on the tenants' applications, tenancies and rent accounts. The current properties will be inspected. Any repairs required due to neglect, damage or alteration to a property will be the responsibility of the tenant.

Your landlord will tell you in writing whether your exchange has been approved.

You must not move house until you get your landlord's written permission, you have signed a termination agreement for your current address, and have signed a lease or tenancy agreement for your new address.



1. Your Details

Title (Mr, Mrs, Miss, Ms, etc)

Your name (tenant 1)

Name of tenant 2 (if this applies)

Address (including postcode)

Date of birth (tenant 1)

National Insurance Number

Marital status

Contact phone number

Landlord's name and address

Date you moved in

Number of bedrooms:

House type:

Floor level:

2. Details of tenants you are exchanging with

Title (Mr, Mrs, Miss, Ms, etc)

Your name (tenant 1)

Name of tenant 2 (if this applies)

Address (including postcode)

Date of birth (tenant 2)

Contact phone number

Contact phone number

Landlord's name and address

Number of bedrooms:

House type:

Floor level:

Please say briefly why you want to exchange and how you found the person you want to exchange with.

Please give details of any special or medical needs you have.

3. Please give details of everyone who will be permanently living with you (not including the tenants named above). Please also give details of people who live with you now but who will not be rehoused with you when you move. Please fill in all the boxes for each person.

Full name	Date of birth	Sex	Marital status	Relationship to you	Is this person living with you now?		Do you want the person to move with you?	
					Yes	No	Yes	No
	/ /							
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4. If any member of your household is not living with you? Please tell us who and why.

5. Are you, or is anyone who is living with you, pregnant? Yes No

If yes, please give their name (or names)

What date is the baby due?

6. Will any children under age 16 who you want to live with you spend less than seven nights a week with you? Yes No

If yes, please give their name (or names)

If yes, on average how many nights a week will they spend with you?

7. If anyone who is moving with you, other than Applicant 1, is aged 16 years or above, they must provide the following information.

Name:

Starting with your current address, and working backwards, please state where you lived for the past five years or since your 16th birthday, whichever is more recent. You should include any periods when you had no fixed address, and there should be no gaps in the dates you give. Please continue on a separate sheet if necessary.

Address	Start date	End date	Name and Address of Landlord	Status (for example tenant, lodger, owner)	Why did you leave?

Now please sign the following declaration.

Listed above are the addresses at which I have lived for the past five years or since my 16th birthday, including any periods when I had no fixed address. I give my permission for you to check the information I have provided or to get further details as necessary.

I (your name) wish to move permanently with

(tenant's name) if the proposed mutual exchange is approved.

Signature: Date:

7.1 If Applicant 1 has lived at the current address for less than 5 years, then must provide the following information.

Name:

Starting with your current address, and working backwards, please state where you lived for the past five years or since your 16th birthday, whichever is more recent. You should include any periods when you had no fixed address, and there should be no gaps in the dates you give. Please continue on a separate sheet if necessary.

Address	Start date	End date	Name and Address of Landlord	Status (for example tenant, lodger,owner)	Why did you leave?

Now please sign the following declaration.

Listed above are the addresses at which I have lived for the past five years or since my 16th birthday, including any periods when I had no fixed address. I give my permission for you to check the information I have provided or to get further details as necessary.

I (your name) wish to move permanently with

(tenant's name) if the proposed mutual exchange is approved.

Signature: Date:

7.2 If Applicant 2 has lived at the current address for less than 5 years, then must provide the following information.

Name:

Starting with your current address, and working backwards, please state where you lived for the past five years or since your 16th birthday, whichever is more recent. You should include any periods when you had no fixed address, and there should be no gaps in the dates you give. Please continue on a separate sheet if necessary.

Address	Start date	End date	Name and Address of Landlord	Status (for example tenant, lodger,owner)	Why did you leave?

Now please sign the following declaration.

Listed above are the addresses at which I have lived for the past five years or since my 16th birthday, including any periods when I had no fixed address. I give my permission for you to check the information I have provided or to get further details as necessary.

I (your name) wish to move permanently with

(tenant's name) if the proposed mutual exchange is approved.

Signature: Date:

7.3 If anyone who is moving with you, other than Applicant 1 or 2, is aged 16 years or above, they must provide the following information.

Name:

Starting with your current address, and working backwards, please state where you lived for the past five years or since your 16th birthday, whichever is more recent. You should include any periods when you had no fixed address, and there should be no gaps in the dates you give. Please continue on a separate sheet if necessary.

Address	Start date	End date	Name and Address of Landlord	Status (for example tenant, lodger, owner)	Why did you leave?

Now please sign the following declaration.

Listed above are the addresses at which I have lived for the past five years or since my 16th birthday, including any periods when I had no fixed address. I give my permission for you to check the information I have provided or to get further details as necessary.

I (your name) wish to move permanently with

(tenant's name) if the proposed mutual exchange is approved.

Signature: Date:

TENANT 1 SHOULD CONTINUE TO COMPLETE THE REST OF THE FORM.

8. Do you need accommodation where you can keep a dog or a cat? Yes No

You cannot keep a dog in an Aberdeen City Council property unless you have written permission from the Council to do so, it is registered under the Council's dog registration scheme and has been micro-chipped. A list of Council properties where dogs and cats are not allowed can be provided on request.

9. Every tenant applying for a mutual exchange with Aberdeen City Council must fill in this section.

9a. Are you a national of the United Kingdom or the Republic of Ireland?

Tenant 1 Yes No

Tenant 2 Yes No

If you have answered yes, please go to question 10 of this form. If you have answered no, please go to question 9b.

9b. What is your nationality?

Tenant 1

Tenant 2

In each of the following questions, please tick whichever box applies.

i. Are you subject to UK immigration control?

Tenant 1 Yes No

Tenant 2 Yes No

ii. Have you applied for, or been granted, asylum or refugee status in the UK?

Tenant 1 Yes No

Tenant 2 Yes No

When considering your application for a mutual exchange, we will need to see your passport, and other documents relating to your immigration status.

10. Declaration

10a. Do you, or anyone included in the application, have to register with the police under the Sexual Offences Act2003? (This will not affect your application, but may affect where you can be housed.)

Yes No

If Yes, please give the name of the person who has to register

10b. Have you, or anyone you want to live with you, been evicted for anti-social behaviour or had an Anti-social Behaviour Order made against you?

Applicant 1

Yes No

Applicant 2

Yes No

If yes, please provide details.

10c. Are you, or anyone you want to live with you, an employee of Aberdeen City Council's Housing Access Service or related to an Aberdeen City Councillor or employee in the Housing Access Service?

Yes No

If yes, please provide details.

I have read and agreed to the conditions under which I may be allowed to exchange houses and I agree to accept the property in its present condition. I confirm that all my answers in this form are true. I understand that if you grant permission for the mutual exchange because of false information I have given, the mutual exchange application will no longer be valid and the tenant or tenants living in the property may have to leave.

I give you permission to check the information I have given in my application and to get further details as necessary.

I understand that I must tell you immediately if my circumstances or address change as this may affect my application for a mutual exchange.

Signature of Applicant 1

Date:

Signature of Applicant 2

Date:

Privacy Notice – Application for Mutual Exchange

How we use your data

Aberdeen City Council collects the information about you in this form to allow you to exchange properties with another tenant of a Registered Social Landlord, to manage any tenancy that you may be offered, and to collect information about housing needs and trends.

The information you provide for will be used for the following purposes:

- To determine whether you are eligible for Council housing
- To determine your housing needs, priority, and type of tenancy
- To give you housing options advice
- To assist and match people to suitable accommodation.
- To provide support to enable you to keep your Council house

The information you provide about your previous tenancies will be shared with former landlords to check whether the tenancies were conducted satisfactorily. In order to determine your housing needs we may share your information with social work and NHS health services and we may request further information from you. The Council is obliged to participate in the National Fraud Initiative in Scotland and in terms of this passes information to Audit Scotland for data matching to detect fraud or possible fraud. Details of this exercise can be found on Audit Scotland's website at <http://www.audit-scotland.gov.uk/our-work/national-fraud-initiative>

How long we'll keep your information for

Following your application, your information will be stored electronically. Your information will remain in our system while you are on a waiting list for Council housing. If you are allocated a Council house your records will be kept securely and regularly updated during your tenancy with Aberdeen City Council. Your records will be kept securely for 7 more years from the close of your tenancy, or the last acknowledgement of debt, whichever is later. If, for any reason, you are no longer on the waiting list for a house (for example, if you have alternative accommodation and no longer wish to be on the waiting list) we will retain your application information for a further 7 years from the time your name is taken off our waiting list.

Your rights

You have rights in relation to your data, including the right to ask for a copy of it. See the Your data page for more information about all the rights you have, as well as the contact details for the Council's Data Protection Officer. You also have the right to make a complaint to the Information Commissioner's Office if you think we haven't handled your data properly.

Our legal basis

Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal basis for processing personal data in relation to your application as Article 6(1)(e) of the General Data Protection Regulation. This is because it is part of our public task of providing housing under the Housing (Scotland) Acts 1987 and 2001. In delivering this service, the Council will process special category personal data. The Council understands our legal basis for doing so as Article 9(2)(g) of the General Data Protection Regulation. This means that it is in the substantial public interest to fulfil our obligations that we have considered all relevant information when making decisions relating to your housing situation, we do this under the Housing (Scotland) Act 1987. The Council has a legal obligation under Part 2A of the Public Finance and Accountability (Scotland) Act 2000, to provide Audit Scotland with data to carry out data matching exercises for the purpose of assisting in the prevention and detection of fraud.

Useful Contact Details

Tillydrone Housing Office Formartine Road, Aberdeen, AB24 2RW **Tel:** 01224 489500
Email HousingCentral1@aberdeencity.gov.uk

Woodside Fountain Centre Marquis Road, Aberdeen AB24 2QY **Tel:** 01224 524920
Email HousingWoodside@aberdeencity.gov.uk

Mastrick Customer Access Point Spey Road, Aberdeen, AB16 6SH **Tel:** 01224 788503
Email HousingNorth1@aberdeencity.gov.uk

South 1 Housing Office Lower Ground Floor, West Wing, Business Hub 1, Marischal College, Broda Street, Aberdeen. AB10 1AB **Tel:** 01224 522803
Email HousingSouth1@aberdeencity.gov.uk

South 2 Housing Office Lower Ground Floor, West Wing, Business Hub 1, Marischal College, Broad Street, Aberdeen, AB10 1AB **Tel:** 01224 522803
Email HousingSouth2@aberdeencity.gov.uk

Central 3 Housing Office Lower Ground Floor, West Wing, Business Hub 1, Marischal College, Broad Street, Aberdeen, AB10 1AB **Tel:** 01224 522804
Email HousingCentral3@aberdeencity.gov.uk

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Ma tha thu ag iarraidh eadar-theangachadh den sgrìobhainn seo ann an cànan neo cruth eile (clò mòr neo clàr clastinneach) feuch an cuir thu fios gu

If you are deaf or have a hearing impairment, you can still communicate with the Council via Text Relay by dialling 18001 + telephone number:

01224 523666



www.aberdeencity.gov.uk

Housing Access, Early Intervention and Community Empowerment, Aberdeen City Council, Business Hub 3, Ground Floor South, Marischal College, Broad Street, Aberdeen AB10 1AB

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