

SOUTH AYRSHIRE COUNCIL

MUTUAL EXCHANGE APPLICATION FORM

YOU SHOULD ONLY COMPLETE THIS FORM IF YOU ARE A CURRENT TENANT OF A LOCAL AUTHORITY OR REGISTERED SOCIAL LANDLORD (HOUSING ASSOCIATION).

BY COMPLETING THIS FORM YOU ARE AGREEING TO US SHARING YOUR CONTACT & PROPERTY DETAILS WITH OTHER MUTUAL EXCHANGE APPLICANTS.

[1] Tenant(s) Details:

Applicant	Title	Surname	First Name(s)	Date of Birth	Sex M/F	National Insurance Number
You						
Joint						

[2] Details Of People To Be Housed With You:

Title	Surname	First Name(s)	Date of Birth	Sex M/F	Relationship to you	Do they live with you? Y/N

[3] Are you, your joint applicant, or any member of your household required to register with Police under the Sex Offenders Act 1997?

Yes No

If yes, please complete the box below:

Name of Person required to register	Address of Police Station	Name of Police Officer

[4A] Your Current Property Details:

House/Flat No		Landlords Name	
Street		Tenancy Type (✓ one only) Scottish Secure Tenancy <u>or</u> Short Scottish Secure Tenancy	SST <input type="checkbox"/>
Town			SSST <input type="checkbox"/>
Postcode			
Daytime Contact Telephone Number(s)		E-mail address	

[4B] **Your Current Property Size:**

How many bedrooms do you have in your current home?	
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[4C] **Your Current Property Type:** (Please tick one only)

Property Description	✓	Property Description	✓
End Terraced House (2 storey)		4-in-a-block ground level flat	
Mid Terraced House (2 storey)		4-in-a-block upper flat	
Semi Detached House (2 storey)		Flat – ground level (more than 4 in block)	
Detached House (2 storey)		Flat – upper (more than 4 in block)	
Bungalow		Maisonette – lower	
Sheltered or Amenity Ground Level		Maisonette – upper	
Sheltered or Amenity Upper Level		Multi-Storey Flat (High Rise)	
		Bedsit (no separate bedroom)	

If your house type is not listed please contact one of the housing offices listed at the end of this form for assistance.

[4D] **Your Current Heating Type:** (Please tick one only)

Heating Type	✓	Heating Type	✓
Electric Storage Heating		Solid Fuel – Open Fire	
Electric Warm Air		Solid Fuel – Enclosed Fire	
Electric Wet		Gas Radiators	
Oil Central Heating		Gas Warm Air	

If your heating type is not listed please contact one of the housing offices listed at the end of this form for assistance.

[4E] **Has your current home been adapted in any way?**

Yes No

If YES , please give details:

Please Note: if you have an application for housing/transfer and wish a mutual exchange application, the choices you make at Q5b, 5c, 6a and 6b will amend your housing/transfer choices.

[5A] **Property Size for Mutual Exchange:**

Important

We will assess the size of property you need against the Department for Work and Pensions (DWP) social housing property size criteria (below):

One bedroom for each person or couple living as part of the household with the following exceptions:

- Children under 16 of the same gender are expected to share
- Children under 10 are expected to share regardless of gender
- A disabled tenant or partner who needs a non-resident overnight carer will be allowed an extra room.

Under South Ayrshire Council's Allocations Policy, the following household types can be considered for 1 bedroom more than they are assessed as needing (subject to stock availability):

- a) Single applicant (no proof required)
- b) Couple (no proof required)
- c) Parents who have shared responsibility for their children (proof required)
- d) Medical reasons (i.e. extra room for carer) – proof of this must be enclosed.
- e) Applicants who have two children, where one child is at least 8 years old, and where the two children are separated by at least a four year age gap.

(Due to the limited availability of 4 bedroom properties, this choice will not be offered if it would result in the household requiring a 4 bedroom property.)

If you meet any of the above criteria and wish to be held for an extra bedroom you must enclose the relevant proof where asked.

Please note that:

You will only be held for one bedroom size at any time

If your mutual exchange is approved to a property which has more bedrooms than you need for your household as defined by criteria set by the DWP, and you claim housing benefit, your housing benefit may be reduced

This could result in you facing difficulties in being able to pay your rent.

You will be asked to complete a new tenancy disclaimer form confirming that you understand and accept the financial implications of this choice.

Having considered the information above, do you require an extra bedroom?

Yes **No**

Proof enclosed?

Yes **No**

Reason for requesting an extra bedroom?

A B C D E

[5B] Property Types for Mutual Exchange:

(Please choose as many property types as you wish)

Property Description	✓
Detached House (2 Storey)	
Semi-Detached House (2 Storey)	
End-Terraced House (2 Storey)	
Mid-Terraced House (2 Storey)	
Upper Flat 4-In-A-Block	
Upper Flat More Than 4-In-A-Block	
Maisonette Upper	
Maisonette Lower	
Bedsit	
Ground Level (Incl Flat & Bungalow)	
Sheltered Or Amenity Ground Level	
Sheltered Or Amenity Upper Level	

[5C] Heating Choices for Mutual Exchange:

(Please choose as many heating types as you wish)

Heating Types	✓
Elec Storage C/H	
Elec Warm Air C/H	
Elec Wet C/H	
Solid Fuel C/H-Open Fire	
Solid Fuel C/H-Enclosed Fire	
Gas C/H (Radiators)	
Gas C/H (Warm Air)	
Oil C/H	

[6] **Neighbourhood Choices for Mutual Exchange**

Please choose **either** Non-sheltered **or** Sheltered neighbourhoods. **Please do not choose from both lists.** Once you decide, you may choose as many neighbourhoods as you wish. If you want advice on stock availability please contact one of the area offices listed at the end of this form.

[6A] **Non-Sheltered Neighbourhood Choices – Please ✓ whether you wish to add or remove an area**

Ayr (North)	Add	Remove	Ayr (South)	Add	Remove
Annpit			Ayr Rural		
Braehead			Central		
Craigie			Forehill/Glencairn/Holmston		
Dalmilling			Kincaidston		
Heathfield			Old Belmont		
James Brown Avenue			Snowdrop Square Flats		
Lochside			South Belmont		
Newton Green			Kyle		
Newton Park Court Amenity Flats			Annbank		
North Central			Coylton		
Riverside Place Amenity Flats			Craigie Village		
Wallacetown			Mossblown		
Westoak Flats			Tarbolton		
Whitletts			Troon		
Woodfield			Barassie		
Prestwick			Barassie Flats		
Arran Park Flats			Central		
Central			Harbour		
East Road			Logan Drive		
Eastfield			Muirhead		
Glenburn			Muirhead Flats		
Marchburn			Dundonald		
Moorfield			Loans		
Mossbank			Girvan		
Pleasantfield Road Flats			Coalpots		
Prestwick Toll			Glendoune		
Woodpark Flats			Henrietta		
Monkton			Montgomerie		
Symington			Motehill		
Maybole			Girvan North		
Cairn			South Carrick		
Dailly Road			Ballantrae		
Fineview			Barr		
Gardenrose			Barrhill		
Hicks Avenue			Colmonell		
High Street			Dailly		
Kincraig			Old Dailly		
Ladywell			Pinmore		
Manse Street			North Carrick		
Murray Gardens			Crosshill		
School Vennel			Dunure		
St Cuthberts			Kirkmichael		
The Croft			Kirkoswald		
The Glebe			Maidens /Turnberry		
Whitefaulds			Minishant		
Outwith					
Outwith District					

[6B] **Sheltered Neighbourhood Choices – Please ✓ whether you wish to add or remove an area**

Ayr (North)	Add	Remove	Ayr (South)	Add	Remove
Elba Gardens (bedsits only)			Mill Street – Trust RSL		
Elba Court			Forehill - West of Scotland RSL		
Limonds Court/Syms lane			Kyle		
Morrison Gardens			Arcon Court, Mossblown		
Newton Park Court			John Hodge, Coylton		
Whitletts Court					
Prestwick			Troon		
Ardfin			Bradán Road		
Benmore			Dundonald		
Lichtenfels Gardens			Logan Drive		
Alexandra Court - Hanover RSL			Millrock/Panrock		
Maybole			Princes Square- Hanover RSL		
Crosne Street			Sandhill Gardens		
Girvan			St Meddans Court (all bedsits, except 1,2,23 & 24)		
Boyle Court			Walker Avenue		
McConnell Square			Outwith		
Old Street – Trust RSL			Outwith District		

For Office use only:

Processed by:	
Date:	
Ref No.:	

Equal Opportunities Monitoring Form

Please note that completion of this section is voluntary. Any information collected shall be used for statistical purposes only.

Ethnic Origin

Are you (please tick one box)

ANY OTHER BACKGROUND		ASIAN BANGLADESHI		ASIAN CHINESE	
ASIAN INDIAN		ASIAN OTHER		ASIAN PAKISTANI	
BLACK AFRICAN		BLACK CARIBBEAN		BLACK OTHER	
MIXED		WHITE OTHER BRITISH		WHITE ENGLISH	
WHITE IRISH		WHITE OTHER BACKGROUND		WHITE SCOTTISH	
WHITE WELSH		GYPSY/TRAVELLING PERSON		BULGARIAN OR ROMANIAN	
CZECHOSLOVAKIAN, ESTONIAN, HUNGARIAN, LATVIAN, POLISH, LITHUANIAN, SLOVAKIAN, SLOVENIAN					

Disability

Do you or your joint applicant have a disability?

Yes No

If **YES**, please tick which of the following apply:

	You	Joint Applicant
Physically disabled		
Learning disabled		
Visual impaired		
Hearing impaired		
Mental illness		

We may also wish to use the information provided to assist us in assessing your housing needs. This could involve us contacting you directly. If you agree please complete the details below:

Name	Signature	Date

[7] DECLARATION

The information I/We have given on this form is true and accurate. I/We agree that South Ayrshire Council can make any enquiries they need to confirm the details provided.

South Ayrshire Council is registered under the Data Protection Act 1998. The information collected on this form, and from supporting evidence, will be used by South Ayrshire Council to process your mutual exchange application. We may check information provided by you, or information about you provided by a third party with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include Government Departments, Local Authorities, and other Registered Social Landlords.

Tenants
Signature _____

Date _____

Joint tenants
Signature _____

Date _____

Please return this form to your local Area Office

<p><u>TROON</u> Municipal Buildings South beach Troon KA10 6EF Phone: 0300 123 0900 TroonHousing@south-ayrshire.gov.uk</p>
<p><u>PRESTWICK</u> 2/6 The Cross Prestwick KA9 1AN Phone: 0300 123 0900 PrestwickHousing@south-ayrshire.gov.uk</p>
<p><u>AYR</u> Riverside House 21 River Terrace Ayr KA8 0AU Phone: 0300 123 0900 AyrNorthHousing@south-ayrshire.gov.uk</p>
<p><u>MAYBOLE</u> 64 High Street Maybole KA19 7BZ Phone: 0300 123 0900 MayboleHousing@south-ayrshire.gov.uk</p>
<p><u>GIRVAN</u> 17/19 Knockcushan Street Girvan KA26 9AQ Phone: 0300 123 0900 GirvanHousing@south-ayrshire.gov.uk</p>