



Weslo Housing Management

Application for Mutual Exchange (*Non-Weslo Tenant*)

This form **must** be completed and signed by the tenant(s)

IMPORTANT - Weslo must approve this request **in writing** before the exchange can take place.

Your Details:

NAME			
ADDRESS			POSTCODE
HOME TEL NO	MOBILE TEL NO	WORK TEL NO	E-MAIL ADDRESS

Who is Moving With You:

NAME	DATE OF BIRTH	RELATIONSHIP TO TENANT

Details of Your Present Landlord:

Who do you rent your home from? (Name and Address)
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What type of house do you live in (delete those that do not apply)?

COTTAGE / GROUND FLAT / UPPER FLAT / BUNGALOW Number of Bedrooms _____

What is your present rent? £ _____ How do you pay your rent? WEEKLY / MONTHLY

Why do you want to exchange? _____

Have you ever had a tenancy with SSHA/Scottish Homes/Weslo? YES / NO

If YES please give address(es) and approximate dates?

ADDRESS	DATES

Details of Weslo tenant you want to exchange with:

NAME			
ADDRESS			POSTCODE
HOME TEL NO	MOBILE TEL NO	WORK TEL NO	E-MAIL ADDRESS

DECLARATION

I/We hereby give Weslo Housing Management permission to approach my/our present and/or previous landlord to obtain a reference regarding my/our tenancy.

I/We have read the conditions under which I/we may be allowed to exchange houses and agree to be bound by them. I/We 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 Tenant's Signature _____ Date _____

Return this form to: Weslo Housing Management, 66 North Bridge Street, Bathgate, EH48 4PP

TO BE COMPLETED BY LANDLORD (Weslo will send this form direct to your landlord for completion)

This tenant has applied to exchange with the Weslo tenant named above. Please complete the following questions in relation to your tenant.

What is the rent charge			
What is the current balance			
Has there been any history of rent arrears; if so, please confirm the amount in arrears and has any legal action ever been necessary			
Does the tenant keep the property in a satisfactory condition	GOOD	FAIR	POOR
Internal repair			
Decoration			
Garden			
Social behaviour *			

If * POOR, please detail _____

Are you prepared to consider this exchange further? YES / NO

Signature _____ Designation _____

Tel No _____ Date _____