



APPLICATION FORM FOR MUTUAL EXCHANGE

SIC stamp

HHA stamp

Please complete this joint SIC and HHA application form for Housing in Shetland in **BLOCK CAPITALS** and return it to either:

- Shetland Islands Council—Housing Service, 8 North Ness Business Park, Lerwick, Shetland ZE1 0LZ, or
- Hjaltland Housing Association, 6 North Ness Business Park, Lerwick, Shetland ZE1 0LZ

Guidance on completing the form is given within the Important Information section on appropriate pages. **IF YOU REQUIRE ANY HELP IN COMPLETING THE FORM, PLEASE CONTACT EITHER SIC HOUSING ON 01595 744360 OR HOUSING@SHETLAND.GOV.UK, OR HJALTLAND ON 01595 694986 OR MAIL@HJALTLAND.ORG.** INFORMATION CAN BE MADE AVAILABLE IN LARGE PRINT OR ON COLOURED PAPER. TRANSLATIONS MAY BE AVAILABLE ON REQUEST.

All information is treated in the strictest confidence and is protected under the Data Protection Act 2018.

We will process the data included in the form in accordance with our Privacy Statements which are available from the internet links below:

www.shetland.gov.uk/downloads/file/308/housing-application-and-allocation

www.hjaltland.org.uk/site/assets/files/2070/privacy_notice_tenants_applicants.pdf

SECTION 1 YOUR TENANCY DETAILS

(a) MAIN TENANT Date of Birth

(b) JOINT TENANT Date of Birth

Title (e.g. Mr etc)

Relationship to main tenant

Title (e.g. Mr etc)

Forename(s)

Forename(s)

Surname

Surname

Previous Surname

Previous Surname

Address

Address

Postcode

Telephone (Home)

Telephone (Home)

Telephone (Mobile)

Telephone (Mobile)

Telephone (Work)

Telephone (Work)

E-mail

E-mail

Please state preferred contact method i.e. Letter or Email

Please state preferred contact method i.e. Letter or Email

I am a current Shetland Islands Council Tenant

I am a current Shetland Islands Council Tenant

I am a current Hjaltland Housing Assoc Tenant

I am a current Hjaltland Housing Association Tenant

Received by SIC Copied to HHA Received by HHA Copied to SIC

Office Use

SIC Application No

HHA Application No

SECTION 1 YOUR TENANCY DETAILS

(1) Have you lived in the property for at least 12 months?

YES NO

(2) Do you, or anybody you are applying with, have to register with the police under the Sex Offenders Act 1997 or Sexual Offences Act 2003?

YES NO

(3) Has anyone ever taken court action against you, or a person you are applying with, for anti-social ?

YES NO

(4) Do you have anyone living with you?

YES NO

Forename(s)	Surname	Relationship to you	Date of Birth	Male or Female	Do they live with you now (yes/no)	Will they be rehoused with you?	Child contact if relevant (yes/no)

(5) Is there anyone who will move with you as part of the exchange pregnant ?

YES NO

(6) Is this house your matrimonial home?

YES NO

(7) If yes, has your spouse consented to this mutual exchange request?

YES NO

SECTION 2 DETAILS OF YOUR HOME

(1) No of bedrooms

(2) Type of Property

(3) If a flat, what floor level

(4) Have any adaptations been carried out to this property? If yes, please give a description.

SECTION 3 EXCHANGE DETAILS

(1) Please explain here why you wish to exchange?

(2) Details of Person you wish to exchange with (property you propose to move to):

Tenant Forename

Tenant Surname

Joint Tenant Fore-

Joint Tenant Sur-

Address

Postcode

Telephone (Home)

Telephone (Mobile)

E-mail

Landlord Name

Landlord Address

Landlord Tel No.

Landlord / Housing
Officer email.

(3) Can you confirm you've viewed the proposed property and are satisfied that it meets your needs?

SECTION 4 DECLARATION

I/we understand that the information supplied on this form will be used to process my/our application for an exchange. As part of my application for housing, I/we understand that it may be necessary for SIC Housing Service and/or Hjalmland Housing Association to request information from a previous or current landlord, local government departments, social workers, probation officers or the police. I/we hereby authorise and agree to Hjalmland Housing Association and/or SIC Housing Service contacting any of the above to obtain such information as they feel is necessary. Please note that information will only be shared with the relevant landlords involved in the exchange. The privacy notices which explain how we process your information are included below.

www.shetland.gov.uk/downloads/file/308/housing-application-and-allocation

www.hjalmland.org.uk/site/assets/files/2070/privacy_notice_tenants_applicants.pdf

I/we hereby declare that the information I/we have provided on this application is correct. I/we understand that if I/we knowingly or recklessly make any false or misleading statement or withhold any relevant information which induces the Association to approve this exchange then the Association may take action through the courts to recover possession of the tenancy.

I/we hereby confirm that the property I/we propose to move to meets my/our household needs.

I/we hereby authorise Hjalmland & SIC Housing Service and any other landlord to provide any relevant information relating to the conduct of any tenancy held by me and/or joint applicant.

I/we have read and understood the declaration above and the Privacy Statements.



*Please tick this box to agree to terms and conditions.

Signature (if more than one tenant, both tenants must sign).

Signature of
Main tenant

Date

Signature of
Joint tenant

Date

The mutual exchange request will only become live once completed applications have been received by all parties.