



# **Ferguslie Park** Housing Association

Mutual Exchange Application

This form should be read carefully, and ALL questions answered correctly. Where information is not applicable, please write N/A.

**ANY FALSE STATEMENTS WILL DISQUALIFY YOUR APPLICATION.**

Receipt of this form does not mean that the applicant qualifies for, or can be granted an exchange.

**ALL INFORMATION WILL BE TREATED AS CONFIDENTIAL**

**SECTION 1 – PERSONAL AND FAMILY DETAILS**

<b>Title: Mr/Mrs/Miss</b>	<b>Surname:</b>
<b>First &amp; Middle Names:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone No:</b>	

Please give details of the other party with whom you wish to exchange.

<b>Name:</b>
<b>Address:</b>
<b>Name &amp; Address of Landlord:</b>
<b>Landlord's Contact Number:</b>

Please give details of all people who would be living with you on a permanent basis. Enter your own details on the first line.

If any person in your household is expecting a baby, insert "baby expected" in the "Name" section and expected due date in the "Date of Birth" Section.

Name	Date of Birth	Relationship

Do any members of your family listed above have a current housing application for with the Association.

Yes	No
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If yes, please state:

Name:
Reference No (if known)

Please state any pets you have:

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## SECTION 2 – PRESENT ACCOMODATION

How long have you lived at your current accommodation?

Years	Months
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Please indicate which of the following types of property best describes your current accommodation:

Ground floor flat	Upper flat
High rise flat	Maisonette
House	Bungalow
Bedsit/Studio	Other (Please specify)

If your current accommodation is a high rise flat, which floor do you reside?

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How many bedrooms are in your current accommodation?

Double bedrooms
Single bedrooms

How much do you currently pay in rent?

£	Weekly/Fortnightly/4 Weekly/Monthly (delete where appropriate)
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**SECTION 2 CONTINUED**

In your present accommodation have you ever had legal action raised against you, been evicted or been subject of a repossession order?

Yes (please state where, when & why)
No

Have you ever held a tenancy with the Association as a tenant/joint tenant?

Yes (Please give details: names/address/dates)
No

### SECTION 3 – REASON FOR MUTUAL EXCHANGE

Please state your reason(s) for requesting a mutual exchange.

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Do you intend to occupy this property as your only or principal home?

Yes
No (Please state why)

Do you or any other person named in this application own any other house or flat other than the one you are living in?

Yes (If yes, please state the nature of this interest (e.g. tenant/Joint tenant, owner/joint owner) and the address(s) of the property(s)
No

Do you undertake to terminate any tenancy(s) and or sell any property(s) you own on accepting a tenancy from the Association?

Yes
No

#### **SECTION 4 – DECLARATION**

##### **Relationship to Staff or Committee Members**

By law the Housing Association is required to keep a register of any offers of accommodation which are made to employees, committee members or their relatives.

Are you, or any member of your household related to a member of staff or committee member of Ferguslie Park Housing Association?

Yes (Please give details)
No

I/We hereby certify that the information I/We have given in this application is correct and complete. I/We consent to the Housing Association making such enquires as may be necessary for confirmation. I/We understand that any false or misleading information, or information deliberately withheld, may result in the cancellation of my application, or in the Housing Association seeking repossession of any tenancy that may have been granted to me/us.

I/We will inform the Association immediately of any changes in my/our circumstances.

Signature	Date
Signature	Date
Signature	Date

## **Data Protection Statement**

We, Ferguslie Park Housing Association, will use the information provided together with other personal data you have supplied about yourself and your household in order to process your application for rehousing with us.

This information will also be used to create and manage any tenant (and associated rent account(s) you may subsequently be awarded from us. We may from time to time need to disclose some information we hold about you and your household to relevant third parties e.g. council departments, government departments etc.

We will ensure that all personal data is processed in accordance with the principles of the General Data Protection Regulations and therefore that you agree to us keeping this information for these purposes. If you wish further information on this statement, please contact Ferguslie Park Housing Association.

Once complete, please return this form to:

Ferguslie Park Housing Association  
The Tannahill Centre  
76 Blackstoun Road  
Paisley  
PA3 1NT

If you require any help with this form, please call into our office at the above address, or alternatively telephone 0141 887 4053, or email [admin@fpha.org.uk](mailto:admin@fpha.org.uk)