

Neighbourhood Services

Application for

Mutual Exchange



sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk

For Office Use Only

Decision	Request granted / request refused		
Signed by East Dunbartonshire Council		Date	

Please note, you can complete this form on your computer or alternatively, print and complete in ink using block capitals.

Personal Details

Name	
Address	
Telephone Number	
Name of Landlord (if NOT East Dunbartonshire Council)	

Household Details

Starting with yourself, please list the people who live in your household and their relationship to you eg joint tenant, partner

Name	Relationship	Date of Birth	Sex (M/F)

Exchange Details

Have you identified an exchange partner yet?	YES / NO
If Yes	
Exchange Partners Name	
Exchange Partners Address	
Name and address of their landlord (if not East Dunbartonshire Council)	
The date you would like the exchange to be effective from	

Please return to : East Dunbartonshire Council, Community Services, Southbank House, Southbank Business Park, Kirkintilloch, G66 1XQ

Present House Details			
Number of Apartments			
Is your House			
A Flat	A house with stairs	A house without stairs	
Floor Level of your House		Ground	First
Second	Third	Top	
What rooms are in your present house?		Living Room	
Living room/kitchen		Separate kitchen	
Dining room		Bathroom	
Bathroom with shower		Shower room	
How many bedrooms do you have? (Please enter numbers)			
Double Bedrooms		Single Bedrooms	
Does your house have a garden?			
Front Garden	Back Garden	Shared Communal Garden	
Does your house have central heating		YES / NO	
What type of heating does your house have?		GAS / ELECTRIC	
Does your house have double glazing?		YES / NO	

Exchange Preference Details			
(you do not need to complete this section if you have already identified an exchange partner)			
Your Preferred Area			
Your preferred house type(s) and floor level		House only – NO Flats	
Flat – Any Floor	Flat – Ground	Flat – First Floor	
Flat Second Floor	Flat - Third Floor	Flat – Top Floor	
Bathroom Requirements		Bath	
	Shower	Either	
House Size (Number of apartments)			
Is your house a tied property? (ie you are employed by the landlord, who has provided the house to enable you to carry out your job)			YES / NO

Declaration

I confirm that all of the information supplied is correct. If I am not currently a tenant of East Dunbartonshire Council, I consent to East Dunbartonshire Council obtaining information from my landlord, in order to verify the information I have supplied. I understand that the Council may withdraw any approval it gives, if I have supplied false information.

Signed by Tenant		Date	
Signed by Joint Tenant		Date	

Data Protection Act 1998

The information provided in this form will be processed by East Dunbartonshire Council in accordance with the Data Protection Act 1998. The data you have provided will be used for processing your enquiry and for statistical purposes.

Other Formats & Translations

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhith oirbh. Cuiribh fòin gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फोन कीजिए।