

Application for a Mutual Exchange

Before you complete this application for a mutual exchange, please acknowledge the following conditions. If you cannot answer **Yes** to all of these conditions, we cannot progress your application.

When you can answer **Yes** and are ready to apply, please complete the application and submit it with the application of the person you wish to exchange with (at the same time).

SECTION A	YES - Tick to Acknowledge
I have no rent arrears on my account.	
I have asked for and have been granted written permission from Community Housing for all alterations I have made to my property.	
I have read the example of Standard Lettable Condition below and my property meets this standard.	
I acknowledge that all Community Housing exchange partners will need to pay for each of the energy supply check surveys needed (gas and electric) before the exchange taking place. This balance must be paid in full before the checks take place.	
I acknowledge that all Community Housing exchange partners will need to pay 4 weeks rent in advance before signing the tenancy assignment paperwork, regardless of benefit entitlement.	

Your details

Full Name of Tenant (s)	Tenant 1	Tenant 2	
Address & postcode			
Phone		Email	
Name of Landlord		Name of Neighbourhood Coordinator	
Address of Landlord		Phone number or email address	

Who lives in your home (including any non-family members)

Name	Date of Birth	Sex M/F	Relationship to Tenant

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Do you or your family have any medical conditions that effect the type of property you can live in? Please give details.	
Do you or your family own a mobility scooter? If YES, what type of scooter is this.	

Information about your current home

Property type (e.g Flat, House) If Flat, please say which floor	
How many bedrooms?	
How many living rooms?	
Has there been any adaptations carried out such as a wet room, stair lift etc	
What is the reason for requesting the exchange?	

Details of the tenant you wish to exchange with

Full Name of Tenant (s)	Tenant 1	Tenant 2	
Address & postcode			
Phone		Email	
Name of Landlord		Name of Neighbourhood Coordinator	
Address of Landlord		Phone number or email address	

Declaration

In the event of the Company agreeing to the exchange, I hereby confirm that no monetary consideration will be offered or accepted by either party.	
Signature of Tenant 1	
Signature of Tenant 2	
Date	

Please send any completed applications through to our Home Moves team at:
homemoves@communityhousing.co.uk

CONDITIONS OF MUTUAL EXCHANGE

Please read the following points before completing this form

Rent Account

- Applications will only be considered for mutual exchange if there is a clear rent account at point of application.
- If all the conditions are met at the point of exchange you will be required to pay **4 weeks rent in advance** for the property you are moving to. This is the same for any new allocations, including current tenants, and cannot be waived for any reason. The exchange will not be able to take place if this is not received.

Alterations

- If you have made any alterations to your home – whether these were previously authorised or not, an inspection of your home will need to be made **before** you apply for a mutual exchange.
- Following the inspection, you may be given instructions to return your home back to an approved condition. These works will need to be carried out before you can apply for a mutual exchange. Please contact your Neighbourhood Coordinator to arrange this.

Inspection & condition of your home

- When we have received your application and have made initial checks, we will arrange for your home to be inspected by a surveyor and your Neighbourhood Coordinator to make sure that it meets the agreed lettable standard. Before the inspection, please make sure you have reported any outstanding landlord repairs. If your home does not meet the required standard, your application will not be able to move forward until there is a satisfactory inspection. We will let you know what needs to happen to meet the standard.
- At the inspection you will need to provide your Neighbourhood Coordinator with proof of income and 2 months bank statements so that an affordability assessment can be completed by our Money Advice and Sustainability Team. They must be physical documents.
- You must be prepared to replace, at your own expense, any broken fixtures or fittings, or pay for the cost of any damage other than that caused by fair wear and tear.
- You must accept the home you wish to exchange to in its present condition. Community Housing will not be responsible for any redecoration or making good repairs as a result of the mutual exchange.
- Please make sure you have read the Standard Lettable Condition section below. You can find the full Lettable Standards document in the 'Your New Tenancy' section of our website. If you would like us to send you a copy of this document by post, please let us know. **Please do not complete this application until your property meets this standard.**

Safety Checks

- A Gas and Electric safety check will be carried out at all homes belonging to Community Housing. These are carried out in addition to the legislative safety checks and as such **you will be charged for these and the cost must be paid in full prior to the checks being carried out**. Any work found necessary will be carried out, regardless of whether the mutual exchange takes place or not. If this work is found to be caused by changes made by you or your family, you will be required to pay for these works.

Permission to exchange

- Further arrangements **MUST NOT** be made until written permission is given to you by Community Housing and a mutual exchange date is agreed (by both landlords if applicable) in writing.
- As this is an Exchange to Tenancies under S.92 of the Housing Act 1985, all tenants need to move into the new dwellings as their only and principal home. If this does not happen, the exchange will be cancelled, and you will be asked to return to your original home and tenancy.
- Where other landlords are involved, permission from these landlords is required before the mutual exchange can go ahead.

Example of Standard Lettable Condition

You can find the full Standard Lettable Condition document in the 'Your New Tenancy' section of our website. If you would like us to send you a copy of this document by post, please let us know. **Please do not complete this application until your property meets this standard.**

- Original pendant or strip light fittings, sockets, and switches are in place.
- Any paint removed from tiles and cupboard doors and any damage replaced or repaired.
- Any holes filled in walls and the house to be clean and in a good state of decoration.
- Missing and or damaged doors must be replaced or repaired and left in good working order.
- Gardens, sheds and outbuildings to be clear of rubbish. Shrubs, grass, and hedges to be cut back to be left in a manageable condition.
- Boundary fencing between neighbours must be in place and in a good state of repair.

The ten stages of your application for a mutual exchange

1. Application is received and you have met all the requirements in **SECTION A** and this has been acknowledged in writing.
2. We will request references for tenants who are with other housing providers.
3. Inspections will be arranged at both homes. **Both exchange partners** will be required to be present at all inspections. Please make sure you are happy with the condition of the new home at this inspection as no further “make good” repairs will be made by Community Housing after the exchange takes place.
4. At the inspection you will be provided with a copy of the rent and service charge breakdown for the home you are moving in to. You must provide documents for an affordability check to take place and an appointment to complete this will be made with a member of our Money Advice and Sustainability Team.
5. Repairs that are identified at the inspection and that Community Housing is responsible for, will be booked and completed before your mutual exchange takes place.
6. If you are required to make any alterations or bring your home back to its original condition following your inspection, a further inspection will be needed to make sure this has been completed to a satisfactory level.
7. Your Electrical Installation Condition Report (EICR) check will be arranged once payment for the energy supply checks has been received.
8. If the EICR is passed, your mutual exchange date will be arranged, and you will be notified in writing. You will be required to pay 4 weeks rent in advance at this stage.
9. On the day of exchange your new Neighbourhood Coordinators will arrange an appointment to complete the tenancy assignment paperwork with both tenants.
10. A gas check will be arranged for the date that your exchange takes place and will be carried out on the property you are moving in to rather than the one you move out of.