

HOUSING SERVICES
INFORMATION NOTE: Mutual Exchanges

Mutual Exchanges

If one of our tenants expresses an interest in a mutual exchange, send the tenant a Mutual Exchange form – part of the form is to be completed by our tenant and part by the tenant they wish to exchange with. The other tenant must be a tenant of a Registered Social Landlord (Housing Association, Local Authority, etc).

On receipt of the Mutual Exchange application, the Association has 28 days to respond with a decision as to whether the exchange can proceed. Firstly the Association must check from the form that the exchange will not result in overcrowding or significant under-occupation.

An appointment should be made for our tenant's property to be inspected by Property Services to ensure all terms of the Tenancy Agreement have been adhered to. If not, the tenant will be given time to rectify any problems, and a further inspection carried out to ensure this has been done.

A reference request should be sought for the other tenant, and the Association must check that both tenants have a clear rent account – if not, the exchange will be refused until the accounts become clear.

Should there be any other breach of either Tenancy Agreement, the applicant should be given the opportunity to resolve these matters eg house in serious state of disrepair or too many animals in accordance with our Allocations Policy.

Should there be no problem with any aspect of either Tenancy Agreement, the Mutual Exchange can proceed on a mutually convenient date.
