

## Can I swap my home?

Housing Association or Council tenants can apply to swap homes, but you must have permission from your landlord before a move is arranged.

If you are in temporary accommodation, with an Assured Shorthold Tenancy, you will not be able to exchange.

### How can I find someone to swap with?

The easiest way to find people looking to swap properties, in any area of the country, is by checking on [www.homeswapper.co.uk](http://www.homeswapper.co.uk). Or you can contact the Lettings Team on **01992 453 700** for a Homeswapper application form.

### What do I do when I find someone to swap with?

When you have found someone to swap with, you must make sure that you have seen each others' properties and be sure you are making the right move.

Then you all need to complete the relevant forms and return them to us. There are forms in this booklet, but if there are many households involved in the swap you may need to add more.

We will make an appointment with you, so that we can inspect the property and record any alterations you have made or repairs that are needed.

If the person you wish to swap with is a tenant with another landlord, it is likely that their landlord will want to arrange an inspection of their property.

If the exchange goes ahead, the person you want to swap with must accept the property in its current condition. This means, that when they move into the property, they will be responsible for any alterations that have been carried out.

If we agree to the exchange, we will write to you and the person you are swapping with to agree an exchange date. You will all need to visit our office to sign all the relevant paperwork. If we do not agree to the exchange, we will write to you and the person you wish to swap with to explain why we have refused it.

We will make a decision within 42 days of receiving the fully completed application form.

## What are the reasons for a refusal?

We may refuse permission to swap your home if:

- you have been served a Notice Seeking Possession on your tenancy;
- there is a Possession Order (including one that has been suspended for example on condition that you make rent payments) in place;
- we think the property is too big for the incoming household;
- we think the property is too small for the incoming household;
- the property has been adapted for a particular need which is not needed by the incoming household. For example, if it has a level access shower;
- we believe that money has exchanged hands between you and the person you want to swap with, or if any force, bullying or intimidation has taken place to allow the exchange to happen; or
- you or the person you wish to swap with has rent arrears. Permission may be given to exchange, subject to these being cleared by the exchange date.

You are not legally allowed to exchange properties until each landlord has given you written permission to do so. You could become homeless if you go ahead with an unauthorised swap.

## The small print...

**Please read this carefully and then sign on the next page AND complete the relevant form.**

**Remember, an application form should be signed by the rent account holder and the rent account holder that you want to swap with.**

- 1 If you have difficulty understanding any of this information, please contact the Lettings Team on 01992 453 700. We will be pleased to explain it to you.
- 2 In the event of this application being approved, I agree to pay for any repairs which have to be carried out to my present property, which in the opinion of B3Living, are not due to fair wear and tear.
- 3 I will leave my current address in a reasonable state of decoration and renew my fixtures and fittings, in accordance with my tenancy conditions.
- 4 I accept the state of repair and decorative condition of the property which I propose exchanging with.
- 5 Should the exchange be approved, it will be at no cost to B3Living either by way of loss of rent or replacement of fixtures and fittings.
- 6 I confirm that no money has or will change hands in the process of this exchange and no force, intimidation or bullying has taken place.
- 7 I understand that I am responsible for any financial loss caused to ourselves if the exchange does not go ahead.
- 8 If I decide to withdraw from the exchange before exchange date I will advise B3Living and the other party direct.
- 9 I agree to give vacant possession (that there will be no one left living in the property when I leave) to the incoming tenant if the exchange is granted.
- 10 I understand that B3Living can withhold approval to exchange on any of the reasons given above.

**This section to be completed by the main rent account holder at each property involved in the swap.**

### Property 1:

Print your name(s) here:		Date:
Signature(s):		

### Property 2:

Print your name(s) here:		Date:
Signature(s):		

### Property 3:

Print your name(s) here:		Date:
Signature(s):		

### Property 4:

Print your name(s) here:		Date:
Signature(s):		

# Mutual exchange application

## TO BE COMPLETED BY CURRENT B3LIVING TENANTS

It is your responsibility to make sure that all parties to the mutual exchange complete a form.

### Section 1: Your details

Surname:	First name:
Address:	
	Post code:
Daytime phone number:	Mobile phone number:
Date my tenancy started:	

### Section 2: Tell us about your property

#### PLEASE CIRCLE

It is a...  Bedsit  Flat  Maisonette  Bungalow  House

#### 1. How many bedrooms does it have?

1  2  3  4  5  6

#### 2. Tenure type

Lifetime  Affordable rent  Fixed: Number of years

#### 3. If there are any adaptations, or if you have made any changes to the property, please give details here.


### Section 3: Tell us about your household.

Please list everyone who is moving, including children.

Full name	Date of birth	Male/female	Relationship to tenant

If anyone listed has a disability, please give details here


### Section 4: Details of who you wish to exchange with...

Surname:	First name:
Address:	
	Post code:
Daytime phone number:	Mobile phone number:

### Section 5: Tell us about the property you want to move in to.

PLEASE CIRCLE

It is a...  Bedsit  Flat  Maisonette  Bungalow  House

1. How many bedrooms does it have?

1	2	3	4	5	6
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The landlord of this property is:

Address:

### Section 6: Formal request

I have read the small print in this leaflet and I confirm that I have want to make a mutual exchange and that the information I have supplied is correct.

Signature

Date

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# Mutual exchange application

## TO BE COMPLETED BY OTHER PARTIES IN THE MUTUAL EXCHANGE

You must be a tenant of a housing association or a local authority. It is your responsibility to make sure that all parties to the mutual exchange complete a form.

### Section 1: Your details

Surname:	First name:
Address:	
	Post code:
Daytime phone number:	Mobile phone number:
Date my tenancy started:	

### Section 2: Tell us about your property

#### PLEASE CIRCLE

It is a...  Bedsit  Flat  Maisonette  Bungalow  House

#### 1. How many bedrooms does it have?

1  2  3  4  5  6

#### 2. Tenure type

Lifetime  Affordable rent  Fixed: Number of years

#### 3. If there are any adaptations, or if you have made any changes to the property, please give details here.


### Section 3: Tell us about your household.

Please list everyone who is moving, including children.

Full name	Date of birth	Male/female	Relationship to tenant

If anyone listed has a disability, please give details here


### Section 4: Details of who you wish to exchange with...

Surname:	First name:
Address:	
	Post code:
Daytime phone number:	Mobile phone number:

### Section 5: Tell us about the property you want to move in to.

PLEASE CIRCLE

It is a...

Bedsit

Flat

Maisonette

Bungalow

House

1. How many bedrooms does it have?

1

2

3

4

5

6

The landlord of this property is:

Address:

### Section 6: Formal request

I have read the small print in this leaflet and I confirm that I have want to make a mutual exchange and that the information I have supplied is correct.

Signature

Date

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## Help with understanding this information

### English

If you need help to understand the information in this document, please phone 01992 453 700.

### Turkish

Bu belgedeki bilgileri anlamak için yardıma ihtiyacınız varsa, lütfen 01992 453 700 numarayı arayınız.

### Italian

Se avete bisogno di aiuto per capire le informazioni contenute nel presente documento, siete pregati di telefonare allo 01992 453 700.

### Lithuanian

Jei turite klausimų del informacijos siame lankstinuke, prasom kreiptis 01992 453 700.

### Greek

Εάν χρειάζεστε βοήθεια για την κατανόηση των πληροφοριών που περιέχονται σε αυτό το έγγραφο παρακαλώ επικοινωνήστε στο 01992 453 700.

### Arabic

إذا كنتم بحاجة الى المساعدة لفهم المعلومات الواردة في هذه الوثيقة يرجى الاتصال بالهاتف رقم: 01992453700.