

## **SWAPPING HOUSES WITH ANOTHER TENANT**

If you wish to swap homes with another tenant you must ask our permission. The person you wish to swap with must also ask their landlord if they agree. Please read this leaflet carefully then complete the attached application form.

If you are exchanging with another housing association/local authority tenant you are required to complete and submit an application for both landlords.

### **IMPORTANTLY:**

- **You must not move in until permission has been given in writing**
- **You must check you qualify for the size of property**
- **If any applicant knowingly gives false or misleading information, then the application will be cancelled**

### **WHAT HAPPENS NEXT?**

- The landlords will check that the properties will not become overcrowded or under-occupied.
- Both rent accounts will also be checked. Anybody with outstanding arrears or recharges will not be permitted to exchange.
- Both houses will be inspected by the landlords. If any work is identified which is the responsibility of the tenant (i.e. not wear and tear) the exchange will be cancelled until such work is completed.
- The incoming tenant is allowed to take on responsibility for minor works (such as replacing door handles) but a form must be signed agreeing to this.

### **HOW SOON CAN I MOVE?**

We aim to process all requests within 28 days of receiving both completed forms and references. You agree to an exchange date and then arrange to sign your tenancy agreement.

**When the exchange date has been agreed, you will be advised of the rent which is due at the sign up. If you are moving into a Melville Housing Association tenancy you will be required to pay at least 1 months' rent in advance if you don't qualify for housing benefit.**

### **IF PERMISSION IS GIVEN, PLEASE BE AWARE:**

- Any repairs or replacements which have not been attended to by the outgoing tenant, other than those arising from wear and tear will be your responsibility.
- Decoration or lock changes are your responsibility.

## APPLICATION FOR A MUTUAL EXCHANGE

**Written consent MUST be obtained from all landlords BEFORE an exchange can take place**

If you are exchanging with another housing association/local authority you are required to complete and submit an application for both landlords. Incomplete forms will be returned and will therefore result in a delay in processing your exchange.

Please note: Your application for a Mutual Exchange will not be accepted if any of the following apply;

- If Midlothian Council or Melville Housing Association receive an unsatisfactory reference from your landlord.
- If any person involved in the exchange has outstanding housing debt for any tenancy.
- If any person involved in the exchange has carried out any alterations for which permission is still to be granted or has any outstanding repairs for a tenancy.

Your Current Details			
<b>Tenant Name</b>		<b>Date of Birth</b>	_ / _ / _ _ _ _
<b>Joint Tenant Name</b>		<b>Date of Birth</b>	_ / _ / _ _ _ _
<b>Address</b>		<b>Home Phone</b>	
		<b>Mobile Phone</b>	
<b>Postcode</b>			
<b>Type of Property (Please circle)</b>	<b>House (2 Storey)</b>	<b>Bungalow</b>	<b>Flat</b>
<b>Number of bedrooms</b>		<b>If flat please state floor level</b>	
<b>Name of Current Landlord</b>			
<b>Address of Current Landlord</b>			
<b>Do you currently claim Housing Benefit? Yes/No</b>			
<b>Electric supplier</b>		<b>Gas supplier</b>	

**Please state full reasons for requesting an exchange.**


**Who will be moving with you?**

Surname	Forename	Date of Birth	Relationship	How many nights per week do they stay with you?
		-- / -- / ----		
		-- / -- / ----		
		-- / -- / ----		
		-- / -- / ----		

**Please provide details of the person you wish to exchange with**

<b>Tenant Name</b>		<b>Home Phone</b>	
<b>Joint Tenant Name</b>		<b>Mobile Phone</b>	
<b>Address</b>			
<b>Postcode</b>			
<b>Type of Property (Please circle)</b>			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Number of bedrooms</b>		<b>If flat please state floor level</b>	
<b>Name of Current Landlord</b>			
<b>Address of Current Landlord</b>			

**Are you or any member of your household related to a member of staff from Midlothian Council, Melville Housing Association, any other Housing Association or Committee member or a local Councillor? Yes/No (If Yes, please complete details below)**

<b>Name of Household member</b>	
<b>Name of employee, Councillor or Committee member</b>	
<b>Relationship to Household Member</b>	

## Conditions for Application for Mutual Exchange of Tenancies

1. Your property must be of a suitable size for the other household as defined by our Housing Allocation Policy. The property must also be suitable to any other housing needs of that household.
2. You must not have outstanding rent arrears or other debt associated with your current or any former tenancy.
3. Your property (including garden where appropriate) must be of a standard acceptable to us.
4. You may not carry out any further alterations or improvements to the property, or remove any fixtures and fittings after we have completed our inspection.
5. We will make appropriate checks in relation to any current or previous instances on antisocial behaviour carried out by anyone involved in the exchange.
6. If you are exchanging with another housing association/local authority you are required to complete and submit an application for both landlords
7. If you intend to exchange with the tenant of another local authority or housing association, their policies and procedures for mutual exchanges must also be followed.
8. If the exchange is approved both households must move into the other property, and must occupy the tenancy for no less than six months from the date of exchange, unless both households seek permission to return to their original properties. This must be agreed by all landlords involved in the exchange.

**Under the General Data Protection Regulations Act 2018 you have a right to know how Midlothian Council use your personal information for the purposes of providing housing services. For details of how we use and manage your personal information please refer to the Housing Services Privacy Notice. This is available on the Councils website at [www.midlothian.gov.uk/privacy](http://www.midlothian.gov.uk/privacy), or a printed copy can be provided on request.**

### Declaration

Signed..... Date .....

(you)

Signed..... Date .....

(your partner/joint tenant)

**(Applicants copy)**

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**Size of Property**

Melville's Allocation Policy is to house single people/couples in 1 bedroom accommodation, but if you are currently in a 2 bedroom property, we will consider the swap.

Children of the same sex, qualify for one bedroom until one child reaches the age of 16

Children of a different sex, qualify for one bedroom until one child reaches the age of 10

If you have any questions about your exchange, please contact your landlord:

Melville Housing Association 0131 561 6488

Midlothian Council – Housing Services – 0131 271 3394