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# Mutual Exchange



What is mutual exchange? →

## What is mutual exchange and how can I benefit?

With prior written permission from your landlord a mutual exchange enables you to swap your home with another customer. When you exchange you take on the tenancy of the other person and they take on your tenancy. This is known as an assignment of tenancy.

A mutual exchange can help you get a new property more quickly and does not involve going on the transfer register. You are more likely to achieve a mutual exchange if you have a property which appeals to a number of customers.



## Who can I exchange with?

You can exchange with any other Halton Housing Trust customer or any tenant of a social landlord within the United Kingdom. This includes housing associations, trusts, councils and new towns.

If you have an assured shorthold or starter tenancy you can not exchange during the first 12 months of your tenancy, unless there are exceptional circumstances and then you must have the approval of your landlord.

## What is involved in an exchange?

The first stage is to find a tenanted property you want to swap with. Obviously the other person must be interested in moving into your home.

A list of all customers who are interested in a mutual exchange is available from our area offices. If you are interested in being added to the Trust's Mutual Exchange list, complete and return the attached form freepost or drop it in to one of our offices:

### Runcorn Area Office

Grange House  
930 Grangeway  
Runcorn WA7 5LT  
Tel: 0151 510 5027

### Widnes East

Simms Cross  
120-124 Widnes Road  
Widnes WA8 6AX  
Tel: 0151 510 5026

### Widnes West

Halton Direct Link  
Queens Avenue  
Ditton WA8 8HR  
Tel: 0151 510 5025



You can also advertise locally in the newspapers and in shop windows but this may involve additional costs to yourself.

Once you have identified a property you would like to exchange with you need to visit to confirm it is what you want. You need to be satisfied with the state of the decoration and gardens. The Trust will not be responsible for the standard of decoration or gardens and will not take

responsibility for any repairs which are a result of deliberate damage or misuse.

If following the visit both parties want to exchange their homes you need to complete an exchange of tenancy form which can be obtained from the area offices. You must have the Trust's approval for the exchange to take place.



**You can not carry out an exchange unless you have had it approved in writing from the Trust and any other landlord involved.**

**If you carry out an exchange without the landlord's permission you will be illegally occupying the property. The Trust will take steps to gain possession of the property as you will have no legal right to occupy it.**

When we have received the completed mutual exchange forms, your Housing Officer will undertake the following checks before processing the exchange:

- **That you have a clear rent account.**
- **That your home (inside and out) and garden is in good condition and a good state of repair.**

## Are there reasons why an exchange will not go ahead?

The Trust can refuse an exchange for the following reasons:

- If either you or the customer(s) you are proposing to exchange with are subject to a possession order or a suspended possession order.
- If either you or the customer(s) you are proposing to exchange with have a current Notice of Seeking Possession in force or possession proceedings have been started against either party.
- The accommodation has too many bedrooms for your reasonable needs.
- The accommodation is too small and it will lead to overcrowding.
- If any home was let in connection with employment (tied accommodation).
- If either landlord is a charity and allowing the exchange would conflict with the Charity's aims and objectives.
- If either home is specifically designed for the disabled and if the exchange took place there would be no disabled person living in the property.
- If either landlord provides specialist accommodation to specific groups or individuals and these would not be housed in the accommodation after the exchange.
- The dwelling is one of a group which is let to persons of special needs (including sheltered accommodation and bungalows) and if the exchange took place no person with these needs will be occupying the property.
- If either home is subject to a special type of management arrangement.



## How long will I have to wait before I know the exchange will take place?

The Trust is obliged to make a decision on whether to approve an exchange within 42 days of receipt of the request in writing. Our aim is to respond to any request for an exchange as quickly as possible.

## What are the implications of an exchange?

When you have approval for an exchange you will be taking on the other person's tenancy agreement as well as their home and they may not have the same tenancy agreement as yourself.

This could have an impact on the rent you are charged and you may lose some rights that you are currently entitled to especially the Right to Buy.

If you have any concerns you need to check with your housing officer any possible implications of the exchange before it takes place.

## What happens after we have written approval to exchange?

When the exchange has been confirmed in writing, a mutually convenient time and date will be agreed for the signing of the legal agreements to allow the exchange to take place.

Both you and the people you are exchanging with will need to come into the office to sign a deed of assignment. This is when you take on the current tenancy of the existing customers and the other party takes on your tenancy agreement.

You then need to agree a moving date with the people you are exchanging with. This must take place as soon as it is reasonably practical once you have signed the deed of assignment as you have no rights to occupy your old home.

The Trust will need to satisfy itself that your property is safe and will carry out a gas and electrical safety test



# Tips for a successful exchange

## 1. Registering your home for an exchange

You are more likely to be successful in getting an exchange if you widen the area you are prepared to move to.

You need to promote the benefits that your home has to offer. These could include off road parking, a large garden, a separate living and dining room and any nearby facilities.

You also need to think about what will attract others to consider swapping their home with yours.

## 2. Arranging a viewing

When you are asking somebody to carry out a mutual exchange you need to make sure your home is well presented to attract as many potential viewings as possible. Make sure your garden is well maintained, not overgrown, and that all rubbish is removed or stored appropriately.

Think about how your home is decorated and maintained, would redecorating help? Do you need to report outstanding repairs?

It is important to make your home as attractive as possible to increase the possibility of agreeing a successful exchange.

## 3. Your Safety

If you decide to view a property for a possible exchange you need to think about your own safety. You are likely to know very little about the other person so take sensible precautions when undertaking a visit.

- ➔ If possible do not visit alone take a partner, relative or friends with you.
- ➔ If you have to visit alone make sure somebody is aware of where you are going and the length of time you will be at the property.
- ➔ If you feel uncomfortable or fearful make your excuses and leave as soon as possible.



# application for mutual exchange register

Your name: .....

Your contact number: .....

Best time to contact: .....

Your address and postcode: .....

.....

.....

.....

Area and estate where property is situated: .....

Property type (*Tick one box only*)

Bungalow

Flat

House

Maisonette

Number of bedrooms: One

Two

Three

Four

Five

Does the property have central heating?

Yes

No

Does the property have a garage?

Yes

No

Does the property have a garden?

Yes

No

Does the property have a parking space?

Yes

No

Any special features or additional information: .....

.....

.....

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GUMMED AND SEALED - PLEASE FOLD AND SEAL

Landlord of property:

Halton Housing Trust

Liverpool Housing Trust

CDS Housing

Guinness Housing Trust

Riverside

Other

Are there any adaptations to the property?

Yes

No

If 'Yes' please give details:

.....  
.....

Are pets allowed?

Yes

No

Details of property wanted:

.....  
.....

Property type:

Bungalow

Flat

House

Maisonette

Number of bedrooms:

One

Two

Three

Four

Five

Areas considered:

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.....  
.....

Any additional information:

.....  
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.....  
.....  
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**FREEPOST**

Halton Housing Trust

Daresbury Point

Green Wood Drive

Manor Park

Runcorn

WA7 1UG

This document can be provided in large print, audio, electronic and Braille formats.  
We are also RNID Typetalk compatible.  
If you require this information in another language, please ring 0151 510 5000.

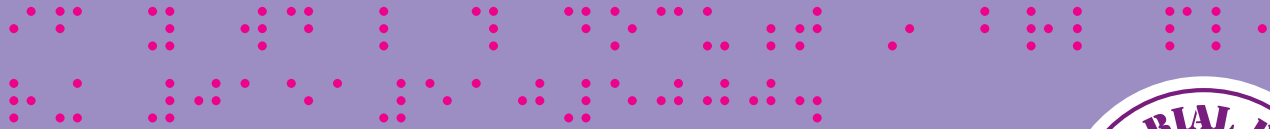
यदि आपनि এই तथ्य অন্য भाषाय पेत्ये जान, तहले मया करे 0151 510 5000 नबरे फोन करन।

यह सूचना यदि आपको किसी अन्य भाषा में चाहिये तो कृपया नंबर 0151 510 5000 पर फोन करें।

یہ معلومات اگر آپ کو کسی دیگر زبان میں چاہیے تو براۓ مہربانی نمبر 0151 510 5000 پر فون کریں۔

如果你需要其他語文版本的本資訊，請致電 0151 510 5000

Jeśli chcieliby Państwo otrzymać powyższe informacje w innym języku prosimy zadzwonić pod numer 0151 510 5000



## How to contact us

Halton Housing Trust, Daresbury Point, Green Wood Drive, Manor Park, Runcorn, Cheshire WA7 1UG  
Telephone: 0151 510 5000 Fax: 0151 510 5100  
email: [info@haltonhousing.org](mailto:info@haltonhousing.org) website: [www.haltonhousing.org](http://www.haltonhousing.org)

Company registration number: 5099862 Registered charity number: 1111346 Housing Corporation Registration: L4456

**To report a repair call freephone 0800 195 3172**