Colchester Borough Homes Limited
Greenstead Local Housing Office
Hawthorn Avenue, Colchester
Essex, CO4 3QE
Telephone: 01206 282514

TENANT'S APPLICATION FOR MUTUAL EXCHANGE

1. Your Name: _____
2. Your Address: _____
3. Your Telephone Number(s): _____
4. What type of property do you have? Flat / Bungalow / Bedsit / House
5. How many bedrooms do you have? 1 / 2 / 3 / 4 / 5
6. Have any adaptations been made to this property to help with an occupant's disability? Yes / No
7. What type of tenancy do you have? (Secure / an assured tenancy / other……..)
8. Are you currently receiving housing benefit? Yes / No
9. Are you affected by under occupancy? Yes / No
10. Do you have any pets? Yes / No

List below all occupants of your property

Mr / Mrs	Full names of occupants	gender	Birth date	How are they related to you?
				Applicant / Tenant

11. Name of the person you wish to exchange with:_____
12. Address of their property:_____
13. Their telephone number:_____
14. What is the name of their Landlord:_____
15. Name of their housing officer:_____
16. What type of tenancy do they have? (Secure / an assured shorthold tenancy / an assured tenancy)

<u>If Colchester Borough Homes agrees to this exchange</u>:

- I agree to accept the other tenant's property in its present condition and that Colchester Borough Homes will not carry out any redecoration, repairs or alterations except those for which it is responsible as a landlord.
- I confirm that I will move into the other tenant's property.
- I will not move until permission has been given in writing or before the assignments have been completed.
- Any arrears must be paid in full before an exchange of properties can take place.
- I also understand that exchanges with other Landlords will be subject to their separate approval.

Signatures: Tenant 1:. . . . . Tenant 2:. . . . . .

Date of Signature(s): . . . . . *(Both tenants to sign if joint tenancy)*

Further details regarding mutual exchanges is contained overleaf

What is a mutual exchange?

A mutual exchange is when you swap your home with another council or housing association tenant. You have to be a secure tenant in order to do this.

Do I qualify for a mutual exchange?

You will not be allowed to mutual exchange if you have a court order against you or you owe us rent or you are an introductory or demoted tenant or for the other reasons outlined within schedule 3 of the Housing Act 1985

When you find a home

When you accept a mutual exchange you accept that property in the condition it was left by the out going tenant. Therefore, before you make a decision to accept the property you should:-

A. Thoroughly inspect it;
B. Check with your new landlord what type of tenancy you will be receiving; what the rent will be and what the terms and conditions of tenancy will be (these will differ between landlords)
C. Find out as much as possible about the heating and running costs of the property;
D. Make sure you can afford any moving expenses;

Once you have inspected the property you will be asked to sign a document and agree in writing that you have viewed it and that are you prepared to accept it in the condition that it was left by the other tenant.

What happens when you apply?

When we have received your mutual exchange application we will contact you to arrange for your housing officer to visit to inspect your property. We will also arrange for an electrical safety inspection to be carried out. When we inspect your home we will report on its general decorative state; the cleanliness and condition of the garden; note down any alterations that you have made and check the relevant permissions for such alterations; and log any outstanding repairs.

If you have caused damage to your existing property this will have to be put right at your expense before the mutual exchange can go ahead. If you have made alterations without our permission you may have to put this right before we allow the exchange to proceed.

We will write to you within 42 days to either approve or refuse your application. This time frame does not mean that you will have moved within 42 days. However, we do try to process, approve and completed all applications within this time frame subject to other landlord approvals.

Tenancy types

Please be aware that when exchanging with tenants of other housing providers that you will assume the rights to their tenancy. Therefore, if you currently have a secure tenancy with Colchester Borough Homes and the other tenant has an assured shorthold tenancy or flexible tenancy, that you will lose you entitlement to a secure tenancy as this will have transferred to the other party and you will therefore assume their tenancy rights. It is your responsibility to check this before moving and the prompts to assist you are detailed within the application form.