



## What are mutual exchanges?

When two or more tenants swap their homes it is called a mutual exchange. This can be a good option for tenants wanting to move to a new place but not wanting to spend time on a waiting list. Any tenants who have a secure or assured tenancy can apply for a mutual exchange.

## Who can I exchange with?

You can swap your property with:

- another tenant of your current landlord
- a tenant of a local authority
- a tenant of another housing association.

## How can I find someone to swap with?

You can find an exchange partner by:

- using the House Exchange website
- using other website services
- placing advertisements in local newsagent and other shop windows
- advertising in local or national newspapers or on websites such as [www.loot.com](http://www.loot.com)
- asking friends and acquaintances that you know.

## House Exchange

All of the partner housing associations in Circle Anglia subscribe to House Exchange, which is a website designed to help people who want to swap their homes. There are people on there from lots of different housing associations and councils across the country. The site allows you to:

- search for a property to move to
- search for people who are interested in your property
- search for two way or three way exchange possibilities.

You can register for this free service at

[www.houseexchange.org.uk](http://www.houseexchange.org.uk).

## Other website services can be found at:

- [www.homeswaplist.co.uk](http://www.homeswaplist.co.uk)
- [www.councilexchangesite.co.uk](http://www.councilexchangesite.co.uk)
- [www.ukhomeswap.co.uk](http://www.ukhomeswap.co.uk)
- [www.exchange-homes.co.uk](http://www.exchange-homes.co.uk)
- [www.councilexchangeuk.co.uk](http://www.councilexchangeuk.co.uk)

## What else do I need to know about?

- Starter tenants do not have the right to exchange for the first 12 months of their tenancy.
- If there is a possession order on your property, or proceedings have begun for possession, you will not be allowed to exchange your property.
- If one of the properties being exchanged is not suitable for you or the person you are swapping with, for example because of size, accessibility, or support arrangements, your request might be refused.
- Your property will be inspected before you move out, and any serious damage will have to be paid for or repaired.
- If you are in rent arrears we ask you to pay what you owe before you move.

## Once I've found someone to swap with, what do I do?

- You need to submit a mutual exchange application form which you can get from your landlord.
- Your landlord will respond to you within 42 days, informing you whether the mutual exchange has been approved or refused.
- Within 5 days of your exchange being approved, we will make an appointment to discuss arrangements with you.
- Where the exchange is with a tenant of another landlord we will need to contact them for a reference for their tenant and to get their consent for the exchange.

It is important that you understand fully what is involved and we will make every effort to advise you and provide appropriate information.