**Complete this form if you wish to exchange with another resident.**

**Both parties must complete a separate Medway Council application form.**

We will approve or refuse the request within the maximum of 42 days from the date of receipt of all completed forms. Consent is conditional on our receiving of all the information we need.

You must not exchange properties or make any removal arrangements until:

1. Both parties have full written permission of the landlord(s) involved.
2. Both parties have signed deeds of assignments.

# **Section 1: About you and your household**

## **Tenant 1**

|  |  |
| --- | --- |
| Title: |  |
| First Name: |  |
| Surname: |  |
| Date of Birth: |  |
| National Insurance Number: |  |
| Address: |  |
| Contact Number: |  |
| Email address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Preferred method of contact: | Post |  | Email |  | Phone |  | Text |  |

## **Joint Tenant (if applicable)**

|  |  |
| --- | --- |
| Title: |  |
| First Name: |  |
| Surname: |  |
| Date of Birth: |  |
| National Insurance Number: |  |
| Address: |  |
| Contact Number: |  |
| Email address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Preferred method of contact: | Post |  | Email |  | Phone |  | Text |  |

## **Current landlord/tenancy details**

|  |  |
| --- | --- |
| Landlord Name: |  |
| Landlord Address and Postcode: |  |
| Landlord Contact Number: |  |
| Tenancy Type: |  |
| Tenancy Start Date: |  |

## **Household Composition**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Date of Birth | Relationship |
| 1. |  |  | Tenant 1 |
| 2. |  |  | Tenant 2 (if applicable) |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is any member of the household registered as disabled?  | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, please provide details of the disability: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is any member of the household a wheelchair user? | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Does the tenant or any member of the household have any difficulties which require them to live in an adapted property?  | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, please give details: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is anyone in your household pregnant?  | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, please give their details (including the baby’s due date): |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you registered with Homeswapper: | Yes |  | No |  |
| Did you find the person you want to exchange with through Homeswapper: | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you currently have any pets? | Yes |  | No  |  |

|  |  |
| --- | --- |
| If yes, please state type of pet and how many? |  |

|  |
| --- |
| Please refer to Medway Council’s pet policy on our website to see whether you are allowed pets.  |

## **Current Accommodation**

What type of property do you currently live in?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| House |  | Bungalow |  | Flat (Specify floor) |  |
| Bedsit |  | Maisonette |  | Other (Please state) |  |

|  |  |
| --- | --- |
| Number of bedrooms: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Does the property have any adaptations?  | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, please state the adaptations: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you or any member of your household previously had a tenancy with Medway Council?  | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, please give details of the names, address, and dates of tenancy: |  |

Please state the main reason why you wish to exchange:

|  |  |
| --- | --- |
| Property too small |  |
| Property too large/Under occupying |  |
| Cannot afford the rent |  |
| Property unsuitable because of ill health/disability |  |
| To move nearer family/friends |  |
| To move nearer to work/schools |  |
| Other (please state) |  |

# **Section 2: About your exchange partner**

## **Tenant 1**

|  |  |
| --- | --- |
| Title: |  |
| First Name: |  |
| Surname: |  |
| Address: |  |
| Home Phone Number: |  |
| Mobile Number: |  |
| Email address: |  |

## **Joint Tenant (if applicable)**

|  |  |
| --- | --- |
| Title: |  |
| First Name: |  |
| Surname: |  |
| Address: |  |
| Home Phone Number: |  |
| Mobile Number: |  |
| Email address: |  |

## **Current landlord/tenancy details**

|  |  |
| --- | --- |
| Landlord Name: |  |
| Landlord Address and Postcode: |  |
| Landlord Contact Number: |  |

This application is part of a:

|  |  |
| --- | --- |
| 2-way exchange |  |
| 3-way exchange |  |
| 4-way exchange |  |
| 5-way exchange |  |
| 6-way or more exchange |  |

|  |
| --- |
| Please give any other information you would like considered regarding your request to mutually exchange: |
|  |

# **DECLARATION**

PLEASE READ THIS PAGE CAREFULLY. YOU MUST SIGN TO SAY YOU AGREE WITH ALL THE INFORMATION BEFORE THE MUTUAL EXCHANGE CAN TAKE PLACE. INFORMATION IN THIS APPLICATION MUST BE ACCURATE AND COMPLETE.

* If any of the information provided changes you must tell Medway Council straight away.
* Medway Council has permission to request a written reference about the tenancy you have with your current landlord.
* Information provided will be held in accordance with the Data Protection Act.
* Medway Council can make any enquiries about the mutual exchange application. This could include asking local authorities, housing associations, other landlords, Police, and the Probation Service.
* If this exchange is offered because of false information given on the application, legal action may be taken, and the tenancy ended.
* The property to exchange with has been viewed and it is understood that the property is accepted in its present condition, including the standard of cleanliness, decoration, and repair.
* If you are a current Medway Council tenant your property will be inspected for the condition and state of repair. Any original fixtures / fittings and repairs will need to be completed before permission is given to exchange.
* Medway Council will not accept responsibility for any damage caused in the process of moving, or for removing any rubbish left by the outgoing tenant. Medway Council is not responsible for any poor DIY work completed by tenants. This will be tenants’ responsibility to correct, and Medway Council will not make repairs to this without re-charging.
* Outstanding rent will be paid in full prior to an exchange going ahead. The rent account must be clear 7 days before the exchange and at the date of exchange.
* Properties cannot be exchanged without the express written permission of Medway Council and the landlord(s) of the tenant(s) to be exchanged with.
* Legal paperwork must be completed and signed before the exchange can go ahead. If you are transferring to a Medway Council property, you are required to pay 2 weeks rent in advance at the sign-up appointment.

## **SIGNATURES**

|  |  |
| --- | --- |
| Tenant 1 Signature |  |
| Joint Tenant Signature (if applicable) |  |
| Date: |  |

**Data Protection & Privacy Notice**

Medway Council, as a Data Controller, will process your personal data in accordance with the Data Protection Act 2018 (The “Act”.) The Council will ensure that it keeps all your personal information accurate and secure to provide you with efficient services. When the information is no longer required it will be disposed of in a secure manner.

The Council will only use the information it holds on you for the purpose you provided it and will also only collect the minimum information necessary to fulfil that purpose. Please note, however, that the Council is required to share your information on occasion with third parties, where it is required by law e.g., to agencies that help to reduce crime or investigate fraud.

A full version of the Council’s Privacy Notice is available on the Medway Council Website.

**Please return the completed mutual exchange form either:**

 By Post to: Medway Council, HRA Tenancy Services, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR

or

By Email to: housingtenancyteam@medway.gov.uk

If you wish to discuss your Mutual Exchange by telephone, please telephone 01634 333344. The opening hours of our Housing Duty Line is 9.30am – 5.00pm (Monday -Thursday) and 9.30am – 4.45pm (Friday)

**Mutual Exchange Guidance Notes**

**What happens next?**

Once an application form has been received from all parties, we will check the form and your tenancy records and send an acknowledgement letter to all parties.

If you are currently in a Medway Council property, an appointment will be made by one of our Housing Building Surveyors to inspect your home. An inspection is needed so we can advise you of any tenant responsibilities or repairs that you need to carry out before the exchange, as well as advising the incoming tenant of any additional responsibilities.

You will also require an electrical inspection of the property and a visit by your Housing Officer. All these visits must be undertaken for the exchange to proceed.

If your exchange partner is not a Medway Council tenant, we will write to their landlord to request a tenancy reference. We will also forward a tenancy reference for you to the other landlord.

**How long will it take for Medway Council to make a decision?**

We will try to make the decision as quickly as possible. The maximum time we are allowed to take to make the decision is 42 calendar days.

**Can Medway Council refuse to give permission?**

Examples where permission can be refused include:

* Legal action is being taken e.g., a Notice Seeking Possession has been served or a court order has been issued for your home, or the home of the tenant you want to swap with, because of anti-social behaviour, rent arrears or other tenancy breach
* The property is unsuitable for the household wanting to move e.g., it is too large or too small, it has been adapted for people with disabilities or it is retirement housing.
* You have an introductory tenancy.

**How will I know your decision?**

A letter will be sent to you, either giving permission and outlining any conditions, or giving the reasons for refusal. The permission letter will also tell you about any items you will become responsible for e.g., any alterations or improvements made by your exchange partner, as Medway Council will treat these items as though you carried out the work yourself.

This means that Medway Council may not be responsible for their upkeep or replacement.

**What would happen if we moved before we had written permission from Medway Council?**

If you move without written permission, you risk making you and your family homeless.

Both you and the person that had moved into your home would become illegal occupants. You would also have no right to move back to your current home, as you would have breached the tenancy of that property by giving up possession.

**What you should do prior to moving**

* check out household bills in particular gas and electric to find out how much they pay each month as compared to what you pay now.
* have they carried out any improvements, if they have, you need to check that the relevant permissions have been given by the landlord as you may be held responsible later on.
* ask if there are any repairs outstanding, as these may become your responsibility.
* come to an agreement about carpets, curtains etc. that will be staying and what will be going. This will save any arguments later.

**Repairs and condition of the home**

**Condition and repairs**

If you want to carry out a mutual exchange with another person, you will be taking over someone else’s tenancy. You must accept the property as you find it.

Although the property will be inspected, we will not decorate it or change and repair any alterations made by the other person. This will become your responsibility for the duration of the tenancy.

Your property must be left in a good state of repair. We will not repair any items that have been damaged by the previous tenant.

**Before you exchange**

We will send a Housing Building Surveyor to inspect your property. Each room must be fully accessible for a full inspection to be carried out. You must ensure that the rooms are clear of any clutter. If we are unable to carry out an inspection you will not be able to proceed with the exchange.

The inspector will look at any alterations you have carried out or any damage you have caused. Whilst these may not prevent the exchange from taking place, you may be asked to put things right **before** the exchange can go ahead.

**Repairs responsibilities: After you have exchanged**

A mutual exchange does not affect the council’s obligations as a landlord. The council still has an obligation to undertake repairs for which it has a statutory or contractual responsibility.

A repair, reported after an exchange has taken place, will be carried out if it is one, we ordinarily undertake, and it is because of fair wear and tear.

If the repair is a result of inappropriate use or malicious damage it is unlikely, we will do the repair. If we decide to do the repair, as an exception, we will recharge the new household the cost of the repair. This counts even if the damage was caused by the previous tenant.

Any repairs to the property, which are not the responsibility of the council, will not be done.

**If Medway Council gives written permission for the move to go ahead, what do I need to do?**

You should contact your exchange partner to agree a date you would like to move and then contact your housing officer to confirm this. The moving date must be on a Monday.

Your housing officer will make an appointment for you and your exchange partner to come into the office to complete the necessary paperwork. You will be asked to sign a Deed of Assignment and you will be given a copy of the tenancy agreement. We will also explain your tenancy rights at this appointment. All joint tenants must attend this appointment.

**You are required to pay two weeks rent in advance during the sign-up process before the legal paperwork is completed.**

**How do I hand over the keys?**

You must agree with the person you are exchanging with about how and when you will swap keys.

**If the property is not in the condition I expected, what can I do?**

It is your responsibility to inspect the property thoroughly before you agree to move and again before you hand over your keys.

You should agree with your exchange partner exactly how they will be leaving the property and who will be responsible for any outstanding repairs or rubbish.

You must not assume that Medway Council will take responsibility for carrying out any work unless you have written confirmation that we will do so.

**What will Medway Council do on the moving day?**

Medway Council will arrange for a gas safety check to be completed by our contractors, Mears, on the Monday following your move.

You must allow our contractors access to carry out these checks.