

Mutual Exchange Application

To be completed by all applicants

English

If you would like this document explained, translated or provided in another format such as large print, audio or Braille, please contact 0800 085 7843

Welsh

Os hoffech gael yr wybodaeth hon mewn print bras, Braille, ar dâp neu mewn iaith arall, cysylltwch â ni ar 0800 048 8531

Polish

Jeżeli chcesz Państwo uzyskać wyjaśnienie lub tłumaczenie niniejszego dokumenty, lub otrzymać jego kopię w innym formacie, np. dużą czcionką, w formacie audio lub alfabetem Braille'a, prosimy o kontakt z 0800 048 8589

Portuguese

Se pretender uma explicação ou tradução deste documento ou que o mesmo seja fornecido noutra formato, como letras grandes, áudio ou Braille, por favor contacte 0800 048 8595

Please read the following before proceeding with this application:

Section 49 of Merthyr Valleys Homes Assured Tenancy agreement gives you the right to mutually exchange properties. Ensure you read the statements below which are contained within Merthyr Valleys Homes Assured Tenancy Agreement:

- **You have the right to exchange your tenancy by way of assignment with another periodic or secure tenant of a registered Housing Association or Local Authority subject to first getting our written consent. We will only refuse consent in the same circumstances where a council landlord would be able to refuse consent.**
- **If you exchange your home without written consent we may take legal action to evict you.**
- **You must not charge any premium in relation to exchange a tenancy.**

Before you can exchange:

You cannot exchange without written permission from Merthyr Valleys Homes. If the home you are hoping to move to is not a Merthyr Valleys Homes property, written permission will need to be sought from the landlord of that property. All tenants named on the tenancy agreement must consent to the exchange.

In order to apply for a mutual exchange you need to have an Assured Tenancy. If you have an Assured Short hold tenancy you will be unable to undertake a mutual exchange. A deed of assignment must be completed before the exchange can go ahead. Two gas, and if required, two electricity safety checks will also be made at the initial application stage and finally before any move is approved.

Your responsibilities:

Before making an application for a mutual exchange you should ensure that the property you are proposing to move to meets the needs of you and your family. This includes the size of the property, and the number of bedrooms needed to accommodate you, and members of your household, with regards to the changes to Housing Benefit recently introduced (under occupancy charges).

You must inspect the property before exchanging. You will be agreeing to accept the property in its current condition, including any fixtures, fittings and decoration as well as responsibility for any modifications or adaptations that the current tenant may have undertaken, including the garden or any other external structures. Any issues you find must be resolved with the current tenant.

The cooking, utility or plumbing facilities at the property you want to move to should be compatible with those at your current property – for example, cookers; connections for washing machines, dishwashers, or plumbing. You are responsible for ensuring any required connections are installed. **All work undertaken must be by a qualified accredited person.**

You should also ensure that the property meets any access requirements you or any family member may have. You may have limited mobility or require adaptations at the property you are proposing to move to. The new property should therefore be suitable for immediate occupation without the need for any additional works.

It is **your** responsibility to ensure the proposed property is suitable and meets your needs and you will be asked to sign an indemnity form to this effect before your application will be granted. Merthyr Valleys Homes will not rectify any non-standard items, damages that need to be repaired or any alterations that do not meet our required standards.

How Merthyr Valleys Homes will deal with your application:

Merthyr Valleys Homes cannot unreasonably refuse your application and we will let you know our decision as quickly as possible, this will be within 42 days (including weekends) of the date of your application.

Conditional Consent

Under Schedule 3 Section 92 Housing Act 1985 conditional permission or refusal can be provided by a landlord to a Mutual Exchange Application, notice of refusal or consent will be in writing.

Conditional consent for a mutual exchange will be considered in cases where the tenant has indicated, or can provide evidence that they are in a position to resolve a particular issue or breach of tenancy enabling the application to proceed.

Examples would include:

- Rental Arrears or other money owed to us.
- You have damaged your property and need to undertake repairs.
- Either property is not in suitable condition.
- You have breached or failed to comply with your tenancy obligations: for example if your home or garden is in poor condition.

Reasons for refusing a mutual exchange

Grounds for refusal as set out in schedule 3 of the Housing Act 1985:

- A possession order is in existence at either property.
- Possession proceedings have started at either property.
- A relevant order is in force or court action to obtain such an order is pending in respect of the tenant, proposed assignee, or a person residing with them which can include injunctions against anti social behaviour, an anti social behaviour order, a Demotion Order or a Possession Order on grounds of nuisance.
- There will be under occupation or overcrowding.
- The property is part of or within a building which is used for mainly non housing purpose or is let as a condition of employment.
- The Landlord is a charity and proposed applicant/assignee would not meet the criteria for assistance with that charity.
- The property has been adapted to suit the needs of a physically disabled person and the proposed applicant/assignee would not require those adaptations /is not considered physically disabled.
- The landlord is a Housing Association or Trust that accommodates only applicants of a specific group and the applicant does not meet that criteria.
- The property is of a group that are normally occupied by tenants with special needs, there are special facilities nearby designed for persons with the type of special needs and the applicant does not require that type of specialist accommodation.
- The property is managed by a management co- operative and the applicant is not willing to join the co-operative.
- It is established that, the applicant has exchanged homes with another tenant and either paid money to, or received money from, the other tenant as a condition of making the exchange.

Please return the forms to:

**Merthyr Valleys Homes
Ty Brychan
22 Lansbury Road
Gellideg
Merthyr Tydfil
CF48 1HA**

Your details:

1. Applicant details		
Name		
Address		
Contact	Home	Mobile
E Mail		

2. Your family details					
Please list below all persons who will be moving with you including yourself.					
Surname	First Names	Date of Birth	Relationship to applicant	Marital status	Sex M/F

3. What type of property do you currently live in?		
Property Type	(Tick as applicable)	Number of bedrooms
House		
Flat/ what Floor?		
Bungalow		
Sheltered Scheme		
Bedsit/maisonette		

4. Who is your Landlord?	
Name	
Address	
Contact	
Email	

5. When did your tenancy commence?

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6. Garage (if any)

Address:

Note: that if you rent a garage with us, the garage cannot be treated as part of this mutual exchange and cannot be taken over by the incoming applicant. If you require a garage you can register your interest with Merthyr Valleys Homes.

7. Details of any pets you may have

Type of pet	Number of pets

8. Why do you wish to move?

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9. What type of tenancy do you have currently? Tick one box

Assured/Secure	Assured Short hold	Don't Know:
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You cannot undertake a mutual exchange if you hold an Assured short hold Tenancy

10. How did you find out about this exchange? (Please tick)

Home swapper or other scheme	
Advertising	
Friends	
Other	

Your proposed property:

11. Details of the people you want to swap with		
Name:		
Address:		
Telephone Number:		
Property Type	(Tick as applicable)	Number of bedrooms
House		
Flat/ Floor		
Bungalow		
Sheltered Scheme		
Bedsit/Maisonette		

12. Landlord details		
Name:		
Address:		
Contact	Office	Mobile
Email		
When did the tenancy start?		

Type of tenancy - Tick one box		
Secure/Assured:	Assured:	Don't Know:

TENANT DECLARATION

Merthyr Valleys Homes cannot unreasonably refuse your application and we will let you know our decision as quickly as possible, this must be done within 42 days (including weekends) of the date of your application. In order to progress your application we may need to disclose some of your information to other relevant third party agencies.

Merthyr Valleys Homes Limited (MVH) is a Registered Social Landlord and the first tenant and employee mutual in Wales.

We will comply with the General Data Protection Regulation and the Data Protection Act 2018.

This form needs to be completed to apply for a mutual exchange, and to fulfil the terms of our contract with you.

We will update our housing management systems when you make a request to apply for a mutual exchange. The information will be held securely, and we may also be required to notify third parties, for example the Housing Benefit and Council tax departments at the Local Authority. The information will be kept for the term of your tenancy and for six years after your tenancy ends.

You have a number of rights under the General Data Protection Regulation (GDPR). You have the right to access your personal information that we process about you, and if you believe that the information we hold is incorrect, you can request that we correct it.

You also have the right to ask us to delete or remove your personal information if there is no reason to continue processing it, in addition to this, you can ask for your information to be suspended. In instances where you have provided consent to the collection, processing and transfer of personal information for a specific purpose, you also have the right to withdraw your consent.

If you wish to make a complaint regarding the way your information has been processed, you can contact the Information Commissioner's Office.

A full copy of our privacy notice can be found on our website at www.mvhomes.org.uk

Declaration:

I/We confirm I/we wish to carry out a mutual exchange by assigning my/our tenancy to the persons listed in **paragraph 11** of this form.

I/we confirm that I/we have read and understood the advice contained within this form. I/we have inspected the proposed property and declare that it is suitable.

Current Property

Proposed Property:

Tenant 1

Name
Signature
Date

Tenant 2

Name
Signature
Date

DECLARATION

t: 0800 085 7843
01685 727772
f: 01685 722480
e: info@mvhomes.org.uk
www.mvhomes.org.uk



Mutual Exchange Application Inspection Form

Address:

Date Of Inspection:

Inspected By:

Number of keys for Property

Front Door

Rear Door

Shed keys

Property Condition Checklist:

Record general condition of items, fixtures and fittings, whether alterations are approved, ceilings, walls, doors windows etc.

Location	Checklist/Condition
Living Room 1	
Living Room 2	
Entrance Hallway	
Other Rooms/ Storage Areas	
Kitchen	Units/ non standard?
Staircase/landing	
Bedroom1	
Bedroom 2	
Bedroom 3	

Bedroom 4	
Bathroom	Condition of sanitary ware?
Sep WC	Condition?
Loft	
Garden Front And Rear	Sheds, structures, gates etc.

Gas Check 1 st Check? 2 nd Check? Date Ordered	Electricity Check Date Ordered
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Outgoing tenant Name _____
 Signature _____
 Date _____

Incoming tenant Name _____
 Signature _____
 Date _____

The ingoing tenant must undertake a through inspection prior to the exchange being approved. Merthyr Valleys Homes will not be liable for any non standard repair matters or be responsible for the installation or maintenance of any white goods, cookers etc., includes fixtures and fittings.

Indemnity Form

To be completed by the incoming tenant

IMPORTANT: In signing this form you are indemnifying Merthyr Valleys Homes from any liability concerning the condition of the above property.

In order to progress your application we may need to disclose some of your information to other relevant third party agencies.

Merthyr Valleys Homes will comply with the Data Protection Act 1988, along with any associated laws and codes of practices to ensure that your personal information is adequately protected. Information provided by you on this form may also be disclosed to other relevant third party agencies, but will only be used by Merthyr Valleys Homes or other third parties for legitimate purposes and for monitoring and reporting purposes and will be stored (and destroyed) securely and confidentially, in accordance with our security and document retention policies and procedures.

Declaration:

I/We agree to accept **full responsibility** for all approved alterations or non-standard modifications at this address. Also that **full responsibility** is accepted by me/us for any items that have been left for my/our benefit. This would also include gardens or external structures.

I/We agree that any alterations or work be undertaken at our property that the correct permissions are sought from Merthyr Valleys Homes. If/I we do not comply with this agreement. I/We will be responsible for ensuring the property is left in the same condition that it was let at the end of My/Our Tenancy, and I/We will be responsible for the removal of any items or effects.

Tenant 1	Name
	Signature
	Date
Tenant 2	Name
	Signature
	Date

Mutual Exchange Checklist (For Office Use Only)		
Tenancy And Household		
Name		
Address		
Property reference:		
Tenancy Type		
Tenancy Start		
Property Type		
No. Bedrooms		
No. Adults	Male DOB	Female DOB
No of Children	Male	Female
	Under 10	Over 10

Debt Checks	
Rent Balance	
H/B	
HB Debt	
Other Debt	

Process and Authorisation	
Date Received	
42 Day Deadline Expires	
Acknowledgement letter	
Property inspection date	
Conditional consent granted or refused and on what grounds.	
Date reference sent	
Date reference received	
Date exchange agreed	
Date refusal sent	
Date consent letter sent	
Date of assignment	
Date gas and electricity safety checks complete	
Date of PLI	

