

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

Mutual Exchange Application (Transfer of Contract)

To be completed by all secure contract holders

**Please read the following before proceeding
with this application:**

Section 4.39 of Merthyr Valleys Homes Secure Occupation Contract gives you the right to exchange your contract by way of transfer with that of another secure contract-holder, assured periodic or secure contract holder of a registered social landlord or a 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 our written consent we may take legal action to evict you.

You must not charge any premium in relation to an exchange of this contract.

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 contract holders named on the Occupation Contract must consent to the exchange.

In order to apply for a mutual exchange you need to have a Secure Occupation Contract. If you have a Standard Occupation Contract you will be unable to undertake a mutual exchange. Two gas, and if required, two electrical 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 or Housing Costs (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 contract holder may have undertaken, including the garden or any other external structures. Any issues you find must be resolved with the current contract holder.

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 within one Calendar month of the date of your application.

Conditional Consent

Conditional consent for a mutual exchange will be considered in cases where the contract holder has indicated or can provide evidence that they are in a position to resolve a particular issue or breach of contract 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 contract obligations: for example if your home or garden is in poor condition.

Reasons for refusing a mutual exchange

Grounds for refusal are detailed below:

- 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 contract holder, proposed contract holder, or a person residing with them which can include injunctions or a Possession Order on grounds of Prohibited Conduct.
- 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 contract holder 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 contract holder would not require those adaptations /is not considered physically disabled.
- The landlord is a Housing Association or Trust that accommodates only contract holders of a specific group and the contract holder does not meet that criteria.
- The property is of a group that are normally occupied by contract holders with special needs, there are special facilities nearby designed for persons with the type of special needs and the contract holder does not require that type of specialist accommodation.
- The property is managed by a management co- operative and the contract holder is not willing to join the co-operative.
- It is established that, the contract holder has exchanged homes with another contract holder and either paid money to, or received money from, the other contract holder 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. Contract Holder Details			
Name			
Address			
Date of Birth		National Insurance No	
Contact Telephone No	Home	Mobile	
E Mail			

2. Your family details					
Please list below all persons who will be moving with you:					
Surname	First Name(s)	Date of Birth	Relationship to contract holder	Marital status	Gender

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

4. Who is your Landlord?	
Name	
Address	
Contact	

Email	
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5. When did your contract commence?

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 contract holder. 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

8. Why do you wish to move?

Your proposed property:

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

10. Landlord details		
Name:		
Address:		
Contact	Office	Mobile
Email		
When did the contract start?		

CONTRACT HOLDER DECLARATION

Merthyr Valleys Homes cannot unreasonably refuse your application and we will let you know our decision within one Calendar month from receipt of your application. In order to progress your application we may need to disclose some of your information to other relevant third party agencies.

Declaration:

I/We confirm I/we wish to carry out a mutual exchange by transferring my/our contract to the persons listed in **paragraph 9** 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:
.....
.....
.....

Contract Holder 1 Name
Signature
Date

Contract Holder 2 Name
Signature
Date

Privacy Notice

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

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

It is important that the personal information we hold about you is accurate and up to date.

This form needs to be completed when you want to request a mutual exchange. The information you provide on this form allows us to determine if your request can be granted, thereby fulfilling the terms of our contract with you.

We will update our housing management information systems when you apply to request a mutual exchange. The information that you provide on this form will include personal data and we will ensure that it is held securely. We may also be required to notify third parties of the information that you have provided to us such as the Housing Benefit and Council tax departments at the Local Authority. All information provided on this form will be kept for the term of your contract and for six years after your contract has ended.

You have a number of rights under the UK 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.

For details of all your rights under the legislation, please refer to our full privacy notice, which includes information about how to make complaints regarding the way your information has been processed.

A full copy of our privacy notice can be found on our website at [Privacy Notice - Merthyr Valleys Homes \(mvhomes.org.uk\)](https://www.mvhomes.org.uk/privacy-notice)

Mutual Exchange Property Inspection Form

Address:

Date Of Inspection:

Inspected By CHP:

Inspected by HPS:

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	(Advice to be provided to clear all loft space)
Garden Front And Rear	Sheds, structures, gates etc.

Gas Check 1 st Check? 2 nd Check?	Electricity Check
Date Ordered	Date Ordered

Outgoing contract holder

Name _____

Signature _____

Date _____

Incoming contract holder

Name _____

Signature _____

Date _____

Note:- The ingoing contract holder must undertake a thorough 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., which includes fixtures and fittings.

Indemnity Form
*To be completed by the **incoming** contract holder*

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 General Data Protection Regulation and the Data Protection Act 2018, 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 Contract, and I/We will be responsible for the removal of any items or effects.

Contract Holder 1	Name
	Signature
	Date

Contract
Holder 2

Name

Signature

Date

.....
.....
.....

Mutual Exchange Checklist (For Office Use Only)	
Secure Occupation Contract only	
Name	
Address	
Contract details:	
Contract Type	
Contract Start	
Property details:	
Property Type	
No. Bedrooms	
Contract Occupancy Checked/Confirmed	

Financial Health Checks	
MIS – Rent Account balance	£
If arrears will they be downsizing to reduce financial hardship (payment plan needs to be in place)	
Referral to Income Team	

Process and Authorisation – One Calendar Month from receipt of application	
Date application received	
Date property inspected	
Date conditional consent granted or refused (details of grounds)	
Date reference requested (where applicable)	
Date reference received (where applicable)	
Date exchange agreed	

Date refusal/consent letter sent	
Date gas and electricity safety checks arranged	
Date of Transfer of Contracts (agreed move date)	
Date of post exchange visit	