

What is a Mutual Exchange



Scottish Charity No. SC020981

What is a mutual exchange?

A mutual exchange is when two or more residents agree to swap homes with each other on a permanent basis. Mutual exchange is a great way to find a home that is the right size for your current housing needs.

Can I exchange my property?

If you want to exchange houses with another tenant. You must also get our written permission to go through with the exchange. The person you want to exchange with must hold a Scottish secure tenancy and get permission from their landlord (who may have their own conditions about mutual exchanges, which could affect your request). To be eligible you must:

- Have no rent or recharge arrears
- Move to a property of the correct size for your current needs
- Not move into a property with aids and adaptations, such as handrails, without being assessed and given a medical recommendation
- Not be subject to a Notice of Proceedings, have an Antisocial Behaviour Order or have any other serious tenancy issues.

How do I find someone to exchange with?

To find someone to exchange your home with, register at www.houseexchange.org.uk. This free online service will help you find other residents who are also looking for a mutual exchange.

After registering your details, you'll be contacted by email or text when a suitable home has been found. You can also log on and search the site for a match.

You don't have to exchange with another Angus Housing Association tenant. Exchanges can be made with residents of other social housing providers across the country.

What do I do when I've found an exchange?

Once you've found someone to exchange with, you must each complete and return a mutual exchange application form.

Do I have to answer all the questions on the Mutual Exchange Application Form?

Yes. Before we can consider your application fully, it is vital that you give us all the information we ask for on the form. Once you've made your application, we have 28 days to accept or refuse your proposal.

If you knowingly give us false information, your application will not be valid.

The proposed exchange must then be approved in writing by us and any other housing provider involved. If we do refuse, we will let you know why.

During the exchange process, we will send someone out to visit both homes, to ensure that everyone is happy with the exchange. We may also have to carry out gas and electricity checks prior to you moving into the property.

To get a copy of the mutual exchange application form, visit our website www.angusha.org.uk, alternatively you can contact the Association on 03451 774422 or Email admin@aha.org.uk

All incoming tenants are required to pay a month's rent in advance at the time of signing for the tenancy.

What if my/their property is not in a good condition?

Before an exchange takes place, the incoming resident will receive written confirmation listing the condition of the property and the terms of the exchange.

Read over this carefully. It will detail that you agree to exchange the property in the condition it is received in. However, emergency repairs will not be affected.

It's your responsibility to inspect the property before you agree with the move and again before you hand over the keys. You should agree with your exchange partner exactly how they will be leaving the property and who is responsible for any outstanding repairs or rubbish.

Repairs that are the resident's responsibility and which are not completed or paid for may result in your mutual exchange not taking place.

Illegal mutual exchanges

You should never accept any offer of a payment or bribe to carry out an exchange – this is illegal and could lead to you losing your home. In addition, any exchange done without our consent could also result in this.

Angus Housing Association Limited

93 High Street, Arbroath
Angus DD11 1DP
Tel 0345 177 2244
Email admin@aha.org.uk

The Square, Ormiston Crescent
Dundee DD4 0UD
Tel 0345 177 2244
Email admin@aha.org.uk