



St Leger Homes of Doncaster
Once an exchanging property has been found use this form to apply for
PERMISSION to MUTUAL EXCHANGE TENANCIES

MUTUAL EXCHANGE GUIDANCE

PLEASE READ THESE NOTES CAREFULLY

Before you complete this form:

- You should have visited the other property. You will be signing to accept the property in its current condition.
- Do you have any outstanding arrears? We will be unable to progress your application until your rent account is cleared.
- If you have carried out any alterations or improvements without landlord consent you need to ensure that you have obtained written permission and that all works have been inspected. If you need any help please contact your local St Leger Homes office who will be pleased to help you with your enquiry and process any necessary applications for retrospective landlord approval in accordance with St Leger Homes' Policy
- You should ensure that your property is in a good state of repair. An inspection of the property will be performed to verify its condition. You will be expected to make any repairs determined to be the result of wilful damage or neglect before your exchange can progress. (Example: damaged or missing doors and handrails).
- All parties involved in the exchange must complete and submit separate application forms. If you are exchanging with a tenant from another housing association you must apply to both.

It is the policy of Doncaster Council to encourage the best use of accommodation. We will not reasonably refuse an application for a Mutual Exchange although we may decline an application if:

- There is a court order against you on any grounds, including rent arrears
- There is a current notice seeking possession in force
- Your proposed new property is too big for your needs by more than one bedroom.
- Your proposed new property is too small for your needs resulting in statutory overcrowding
- The property is specifically designed or adapted for the elderly and/or disabled and you do not qualify for such housing
- You may not be eligible for this property under the current housing policy
- You have an introductory tenancy (less than 12 months)

This list is not exhaustive and there may be other reasons to decline your application.

All Council tenants have the right to exchange their home with another tenant of any Local Authority or Registered provider of Social Housing. Where a tenant wishing to exchange is not a tenant of Doncaster Metropolitan Borough Council, the Landlord concerned will be contacted by St. Leger Homes to gain written consent for the mutual exchange. If you wish to exchange out of the area you can find out more details at: www.doncasterhomechoice.co.uk

When completing the exchange both parties are confirming that they do not intend moving within a period of three months from the tenancy start date. If having signed this agreement a tenant leaves, St. Leger Homes reserve the right to transfer the other tenant back to his or her former address, or to take such steps as we consider appropriate.

St Leger Homes reserve the right to withdraw approval to any mutual exchange.

Important

Any tenant granted a mutual exchange is taking over the tenancy of the other party and as such they should be prepared to move in on their tenancy start date. An assignment by way of mutual exchange will need to be signed. No priority will be given for repairs, improvements or for a further transfer because of overcrowding. The property you intend to vacate should be left in such a condition that the incoming tenant can move in without delay. St. Leger Homes will not incur any expense in allowing an exchange; **minor works, decorating, gardening and removal of rubbish will not be carried out for the incoming or the outgoing tenant.**

There will not, under any circumstances, be any allowances made which would result in a loss of rent income to St. Leger Homes from either party.

Where applicants do not follow this procedure, appropriate action will be taken, including legal proceedings, to prevent misuse of the mutual exchange system.

In accordance with the Council's Tenancy Agreement dogs must not be kept in flats or maisonettes with communal entrances

Under no circumstances should any exchange of tenancies take place before you have been notified in writing of St. Leger Homes' approval and have signed the necessary tenancy documents.



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1.	How to Apply	Date Received:
a. Please read the Notes on the front of this form b. This form must be filled in by the tenant c. Return this form to: any St Leger Homes Office or send it to: St Leger Homes of Doncaster, St Leger Court, White Rose Way, Doncaster, DN4 5ND		

Please use CAPITAL letters to fill in this form. If you are not sure how to fill in this form, please ask us to help.

2.	Please give your full name and address	3.	Please give details regarding your present home
TITLE: _____ FIRST NAME: _____		House <input type="checkbox"/> Bungalow <input type="checkbox"/> Prefab <input type="checkbox"/>	
MIDDLE NAMES: _____		Maisonette (a flat with two levels) <input type="checkbox"/> on _____ floor?	
LAST NAME: _____		Flat <input type="checkbox"/> on _____ floor? High Rise Flat <input type="checkbox"/> on _____ floor?	
ADDRESS: _____		How many bedrooms do you have? _____	
		How many living rooms do you have? _____	
POST CODE: _____		<u>Does your property have any Specialist Medical Equipment?</u>	
TELEPHONE NUMBERS: _____		Ramp(s) <input type="checkbox"/> , Lift <input type="checkbox"/> , Stair lift <input type="checkbox"/> , Hoist <input type="checkbox"/> , Adapted Kitchen <input type="checkbox"/> ,	
YOUR LANDLORD: _____		Wash & Dry Toilet <input type="checkbox"/> , Wet Room <input type="checkbox"/> , Other	
YOUR PREVIOUS ADDRESS: _____			

4. Please state briefly why you want to exchange:

5. Please give the name and address of the tenant you wish to exchange with: (Property you will move to)

Title: _____ Name: _____ Telephone Number: _____

Address: _____

How did you find out about this property to exchange with? _____

6. Please give the name and address of the tenant's Landlord you wish to exchange with

Name: _____ Telephone Number: _____

Address: _____

7. Starting on the top line with your name and date of birth, please fill in this table using one line for each person who lives in your home and will be moving with you.

FIRST NAME	MIDDLE NAMES	LAST NAME	MALE / FEMALE	DOB	SAY HOW THEY ARE RELATED TO YOU
					Yourself the APPLICANT

8 Are you or a household member receiving support or management from any agency? YES NO
 If Yes please give details: _____

9 What Pets do you own? : _____

DECLARATION		
The facts I have put down on this form are true and complete. I have read the notes and agree to abide by them. I understand that in order to fully process my application, it may be disclosed to, and additional information obtained from, officers and members of Council; St Leger Homes of Doncaster; health authorities; police; probation service; MP's and other housing authorities including their elected members or registered Social landlords or private landlords.		
Tenant (and Joint Tenant if any) MUST sign		
Tenant: _____	Joint Tenant: _____	DATE: _____

When completed this form should be returned to your local St. Leger office.



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Mutual Exchange Process

1. **Rent Check** – We will check your rent account for any arrears, consistency of paying, any payment agreements, court orders and Notice seeking possession.
Your exchange cannot go through with any amount of rent arrears on your account or a Notice Seeking Possession. So please be sure your rent account is clear and your Housing Benefit if any is up to date.
2. **Estates Check** - We will check your Tenancy for any Anti-social behaviour, Garden nuisance, illegal activity, and Court orders. Please be sure to tidy your gardens, have any rubbish removed, make any repairs necessary and resolve any outstanding issues with your estates office.
Your exchange cannot go through with any open cases or court orders against you.
3. **EPC** - Our Contractor or surveyor may contact you to do an Energy Performance Survey, if we do not already have a current Energy Performance Certificate on file. Please keep this appointment as it is necessary for your property.
4. **A Technical Inspection** of the property will be performed to verify its condition. It is your responsibility to keep your property in good repair. Before your exchange can progress, you will be expected to make any repairs determined to be the result of wilful damage or neglect. (Some Examples: Damaged or missing doors, Handles, Handrails, also Holes in walls)
Any Alterations or improvements, which have been carried out at your own expense, without landlord consent, will delay your application for a mutual exchange. Therefore ensure that you have obtained written permission and that all works have been inspected. If you need any help, please contact **St Leger Homes of Doncaster - TIPS(Tenants own Improvement Permission Scheme) on 01302 862270** who will be pleased to help you with your enquiry and process any necessary applications for retrospective landlord approval in accordance with St. Leger Homes' policy.
5. **Approval** - After we receive satisfactory results on all of the above we can then send your Exchange for approval or refusal. So please be sure to keep all your appointments to prevent delays.
6. **Arrange Move Day** – Once approval has been given we will arrange with you a day to move. This will be a minimum of 2 weeks from the date of notifying you of approval. This will allow us to book the Sign Up, Gas Checks, Electric Checks and yourself to plan your move.
7. **An Electrical Safety Certification** will be performed before the Tenancy Start Day on all electric circuits and the consumer unit. Please be sure to have at least £5.00 of credit on your meter for this to be completed and for your move to go smoothly. This will take approximately 3 to 4 hours and requires an Earth lead throughout the property so please mind the tradesmen to allow safe completion. **A visual Electric check** will also be completed on the tenancy start date.
8. **Sign Up** - We will contact the St Leger Homes office nearest to your location, if available, to schedule the sign up with you. The sign up will be within the 2 weeks before, but as close to, the Tenancy Start Day as possible. We will then send a letter to all parties involved in the exchange to let you know what you need to bring along and when to come in.
9. **A Gas Safety Certification** will be performed on the day your tenancy starts on all gas appliances, connections and the meter. Please be sure to have at least £5.00 of credit on your meter for this to be completed and for your move to go smoothly. **A visual Electric check** will also be completed on the tenancy start date.
10. **Move** – Once all Paperwork has been signed and your Tenancy Start date agreed you can then move on that date but **not before**, because you will not be the legal resident of that property until that day.
YOU MUST REMOVE ALL YOUR BELONGINGS AND ALL RUBBISH. THE PROPERTY SHOULD BE SWEEP CLEAN LEAVING NOTHING IN THE PROPERTY, OUTBUILDINGS OR GARDEN.
11. **Housing Benefits** – If you are in receipt of Housing Benefits, you must notify Housing Benefits when you moved into your new property. You do not need to notify any benefits teams before you move.
If you have any questions about your Exchange Application please contact us on **01302 862628 Option 2**.

The Home Exchange Team
Doncaster Home Choice
St Leger Homes
St Leger Court, White Rose Way, Doncaster, DN4 5ND
mutualexchange@stlegerhomes.co.uk

PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION