

# SWappa Home

## Ashfield Homes 'Mutual Exchange' Scheme

If you are an existing tenant of Ashfield Homes, any Housing Association or another Council, you may be able to exchange homes with another tenant, even if they are not with the same landlord as you. Exchanges are a good way to help yourself and may prevent you having to wait for some time on our transfer list.



### HOW TO REGISTER



You can register on line by visiting our website or by calling in at any of our Property Shop for a registration form.

On completion of this form you will be registered with Swappa Home and your details can be viewed in all our Property Shops and on the Ashfield Homes website [www.ashfieldhomes.co.uk](http://www.ashfieldhomes.co.uk), if you are in agreement.

If you wish we can take a photograph of your property, internal and/or external which we can use to advertise your property.

### WHEN YOU HAVE BEEN REGISTERED

We will send you a letter to confirm your registration together with the details of other "Swappas".

### WHEN YOU HAVE FOUND A 'SWAPPA'

When you have contacted a potential "Swappa" and they agree to an exchange please collect the appropriate forms from any local Property Shop. When completed return them to your local Property Shop who will want to arrange a property inspection. Both households must have a clear rent account.

### GROUND FOR REFUSING A MUTUAL EXCHANGE

- ▶ Either household has rent arrears
- ▶ The dwelling would be substantially under occupied
- ▶ The dwelling would be substantially overcrowded

- ▶ The dwelling is designed or adapted for the disabled and the in going person(s) needs do not meet the requirements
- ▶ Additional conditions imposed by other landlords.

Should you have any queries, please could you contact your local Property Shop:-

Hucknall Property Shop  
Council Offices  
Watnall Road  
Hucknall  
Notts  
NG15 7LA  
Tel: 0115 956 8713

Kirkby Property Shop  
Unit 2 Shopping Centre  
3 Lowmoor Road  
Kirkby-in-Ashfield  
Notts  
NG17 7BE  
Tel: 01623 608932

Sutton Property Shop  
16 Brook Street  
Sutton-in-Ashfield  
Notts  
NG17 1AL  
Tel: 01623 608950