

MUTUAL EXCHANGE



Ashfield
Homes



"Delivering Excellent Housing Services"

Mutual Exchange

Mutual Exchanges

If you wish to move to a new home, you have a number of options:

- Transfers
- Mutual exchanges (secure tenants only)
- Housing Associations
- Private rented sector

Transfers

If you are already a Council tenant and want to move to another Council property, this is called a transfer.



How Do I Apply?

You will need to complete a Housing Application Form - these are available from any of our Property Shops, or online at www.ashfieldhomes.co.uk

Your application will be assessed. Applicants with a high level of housing need will be prioritised above those with a low level of need.

Information on how your application is assessed and how the lettings process works is available from any of our Property Shops or on our website at www.ashfieldhomes.co.uk

Inspecting Your Current Home

Before you will be allowed to move, we will inspect your current home to make sure that it has been kept in a satisfactory condition, that you have the correct permissions for any alterations or improvements that you have made, and that these have been carried out to an acceptable standard. You will have to put right any damage or defects that we identify during the inspection, usually within 48 hours. You will also need a clear rent account.

If you wish to move, the key message is - be prepared!

Mutual Exchanges

If you are an existing tenant of Ashfield District Council, another Council, or a Housing Association, you may be eligible to register for a mutual exchange. A mutual exchange involves you 'swapping' your home with another tenant of the council or Housing Association. Mutual exchanges are a good way to help yourself and may prevent you from having to wait some time for a transfer until a property becomes vacant.

How Do I Register?

Complete a Mutual Exchange Registration Form and return to your local Property Shop - these are available from any Property Shop, or can be downloaded or completed online at www.ashfieldhomes.co.uk



Upon returning this form, you will be registered for an exchange and your details will be available to view in our Property Shops and on our website. If you wish, we can take a photograph of your home, internal and external, which we can use to help market your home.

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Completing a Mutual Exchange

Once you have found a property that you consider may be suitable, it is up to you to contact the tenant directly and discuss the potential exchange. You will then both need to complete a Mutual Exchange Application Form and return them to your Housing Management Advisor who will assess both parties' eligibility, as there are certain grounds in law for refusing an exchange. We will also need to inspect both properties and ensure both tenants have clear rent accounts.



Do You Want to Move Away From Ashfield?

If you want to move away from Ashfield, there is a national online database called HomeSwapper. For a small monthly fee, you can register the details about your existing home, and where and what type of home you want to move to. The system then automatically identifies any possible matches and lets you know what these are. You can choose to be notified of any potential matches by email, text or letter.

For more information, visit the national HomeSwapper website
www.HomeSwapper.co.uk

Housing Associations

Housing Associations are organisations who provide homes for rent, sale or shared ownership for people in housing need. They are partly financed by government grants, which are used to build new affordable homes, or modernise older homes.

If you are interested in moving to a Housing Association home, you simply need to complete an Ashfield Homes Housing Application Form; or you can apply to Housing Associations directly. Our Property Shops have details of all Housing Associations operating in Ashfield, or you can follow the links on our website at www.ashfieldhomes.co.uk

Private Rented Sector

Our Property Shops have details of how you can search for private rented properties, as well as advertising homes for some local Lettings Agents.

Most private landlords require one months rent in advance, as well as a deposit which is usually equal to one months rent. Ashfield District Council's Housing Options and Advice section operate a Bond Guarantee Scheme and may be able to help you if you are unable to pay these costs because you are on a low income.

For more information on the Bond Guarantee Scheme, please contact the Housing Options and Advice section at **Ashfield District Council** on Tel- **01623 457400**.

