



# Swappa Home

## Ashfield Homes Mutual Exchange Scheme

### Exchanges

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 sometime on our transfer list.



### How to register



Simply complete the attached form and return it to your local housing office.

On completion of this form you will be registered with Swappa Home and the National Homeswap Scheme. Your details will go on the Ashfield Homes website [www.ashfieldhomes.co.uk](http://www.ashfieldhomes.co.uk) and the HOMES website [www.homes.org.uk](http://www.homes.org.uk)

**Please note:** This will enable anyone, countrywide, to access your details. If you have any queries regarding this please ask. If you do not want to be registered with Homeswap you must inform us NOW.



If you wish you can provide us with a photograph of your property, internal or external, and we will use that 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 housing office. When completed return them to your own Housing Officer who will want to arrange a property inspection. Both households must have a clear rent account.



# Grounds 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 incoming 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 housing office.**

Hucknall  
Council Offices,  
Watnall Road,  
Hucknall,  
Nottingham,  
East Midlands, NG15 7LA.  
Tel: Nottm. (0115) 9568720

Sutton-in-Ashfield  
Council Offices,  
Fox Street,  
Sutton-in-Ashfield,  
Nottinghamshire,  
East Midlands, NG17 1BD.  
Tel: (01623) 457012

Kirkby-in-Ashfield & Selston  
Council Offices,  
Urban Road,  
Kirkby-in-Ashfield,  
Nottinghamshire,  
East Midlands, NG17 8DA.  
Tel: 01623 457266