

Mutual Exchange Application



Important Notice - We have revised our ways of working to reflect government measures in response to COVID-19.

The government has published guidance on house moves during the COVID-19 outbreak – www.gov.uk/guidance/government-advice-on-home-moving-during-the-coronavirus-covid-19-outbreak

The on-going risk of COVID-19 may lead to us pausing Mutual Exchanges with minimal/no notice. For example, lock down rules are changed due to second peak.

You are strongly encouraged to read the guidance if you are considering moving home during this time. The process of finding and moving into a new home will need to be different, those involved in the process will have to adapt in ways to ensure that the risk of spreading coronavirus is reduced as far as possible. This is particularly important for those who are clinically vulnerable and shielding

If you wish to proceed with moving, please note the following:

- Due to social distancing measures, we will not be inspecting any SHDC properties. SHDC tenants will be required to submit photos of every room and your garden to us.
- It is very important that you are happy with the standard of the new property that you are moving to. You need to consider how you will view the property and ensure that you have checked the condition of the property is acceptable to you. SHDC will not assist with any viewings and will not complete any home visits – there is a risk that you will move into a property that has a lot of repairs/issues because SHDC has not visited – we strongly encourage you to consider how this could impact on you settling into your new home.
- Once you move in, you are responsible for the property condition and will be responsible for any recharges due to disrepair, not the outgoing tenant.
- We may have a reduced workforce and there may be shortages of building materials, so it is likely that there will be delays in completing repairs. We strongly encourage you to wait for repairs to be completed before you move.
- If your new home is with another landlord, you will need to approach this landlord to understand their process.
- A gas and electric check is required to be completed before you move. The timescales taken to do this work may be longer than usual due to the demand on the service and shortages of building materials. Often these checks highlight repairs that must be completed. Again, please be aware that the repair work may take longer than usual to be completed. You cannot move until the property has successfully passed these checks.
- You will need to be flexible around moving date – if a party develops symptoms of COVID-19, the move must be delayed until they come to the end of the self-isolation period. You may also need to give further notice than usual with removal companies.

We strongly encourage you to consider the risk involved and whether your move is necessary during this outbreak.

Mutual Exchange Application



All parties must complete a form

Address : _____
_____ Telephone No. _____

	Name	Sex	Date of birth	Relationship
Tenant				
Joint tenant				
All other Household Members.				

Weekly rent: _____ Date tenancy commenced: _____

Do you receive Housing Benefit? Yes ☐ No ☐

Number of bedrooms: _____ Number of living rooms: _____

Other rooms: _____

If you rent a Council garage, please state address: _____

Are you on our waiting list? Yes ☐ No ☐ Reference number: _____

Reasons for exchange: _____

Name and address of person with whom you wish to exchange: _____

Name and address of their landlord _____

I certify that I have viewed the property to which I intend to exchange and agree to accept the property in its present condition and in particular the standard of cleanliness and decoration.

I have read the government guidance on house moves during COVID-19 outbreak. I will be flexible with my moving date and understand that I must delay this if any party has symptoms of COVID-19.

I am aware that property inspections will not be completed by SHDC prior to move. I will email photos of every room of my home and the garden to estatemangement@sholland.gov.uk I understand that additional photos may be requested.

I understand that my move may be paused with minimal/no notice due to the ongoing risk of COVID-19 e.g. lock down rules are changed due to second peak.

I understand that it is my responsibility to ensure that the property that I am leaving does not have rubbish left behind, and that I must ensure that it is appropriately disposed of and not fly-tipped.

I understand that any repairs that I find when I move into my new home may not be completed in the usual repair timeframe of 28 days.

I understand that any rechargeable repairs found in the property after I move in will be charged to me.

I will not move house until a gas and electric check has been completed.

I acknowledge that the Council has 42 days in which to deal with this exchange and agree to any application for accommodation I have made to South Holland District Council being cancelled.

I certify that I have read the notes overleaf and that the particulars given on this form are correct.

You must not agree to exchange properties without the Council's permission.

Signed: _____

Date: _____

Joint tenant: _____

Date: _____

As a secure tenant you have the right to exchange with another secure tenant anywhere in England and Wales provided you and the other tenant have written consent from your respective landlords.

Consent to exchange can only be withheld on the following grounds:

1. Where a Court Order has been made giving possession of the tenant's dwelling to the Council.
2. Where a Notice of Seeking Possession has been served on the tenant.
3. Where the tenant's dwelling is substantially larger than is reasonably needed by the person with whom the tenant proposes exchanging his tenancy.
4. Where the tenant's dwelling would be too small for the needs of the person with whom the tenant proposes exchanging his tenancy.

5. Where the dwelling had been let to a tenant who was an employee of the landlord and the dwelling is within the boundaries of an operational building or within a cemetery.
6. Where the landlord is a registered charity and the exchange would result in the new tenant's occupation conflicting with the purposes of the charity.
7. Where the dwelling is designed or adapted to suit the needs of a physically handicapped person and the exchange would result in it being occupied by someone without those needs.
8. Where the landlord is a Housing Association or Housing Trust, which caters for people with special needs, and the exchange would result in the dwelling being occupied by someone without those needs.
9. Where the dwelling is in a group of dwellings let to people with special needs near some special facility (for example an old people's club) and the exchange would result in the dwelling being occupied by someone without those needs.
- 10. Neither party to an exchange should move until the Council has given written permission.**

All repairs must be reported and completed before an exchange can go ahead. Please report repairs now to avoid delaying your move. You can report repairs by calling the Housing Repairs Team on 01775 761161.

Where the rent lawfully due from the tenant has not been paid or an obligation of the tenancy has been broken or not performed, consent may be given subject to a condition requiring the tenant to pay the outstanding rent, remedy the breach or perform the obligation.

If upon exchange there is any damage to property or fixtures and fittings attributable to the outgoing tenant the Council may carry out the necessary work and recover the reasonable costs for the work.

Please complete and return this form to:

Housing Services
South Holland District Council
Council Offices, Priory Road
Spalding
Lincs PE11 2XE

Telephone number: 01775 761161
Fax number: 01775 723496