

Exchanging your home with another tenant(s)
(Assignment by way of mutual Exchange)



PART ONE

Tenant(s) surname: First name:
 Tenant(s) surname: First name:
 Address:
 Postcode:

Please give full names of all those moving with you – please include any expected children	What is their relationship to the tenant?	Date of Birth	NI no.
.....
.....
.....

Please give details of the property you live in now.

Is it a: House Flat Maisonette Bungalow

How many Bedrooms Living rooms

What floor is your home on (eg ground, 1st floor)

Rehousing Application Number:

Full name and address of your landlord:

Full name and address of the tenant with whom you wish to apply to exchange homes.

First name: Last name:

Address:
 Postcode:

Please give details of the property they live in now.

Is it a: House Flat Maisonette Bungalow

How many: Bedrooms Living rooms

What floor is their home on (eg ground, 1st floor)

Rehousing Application Number:

Full name and address of their landlord:

Please give full names of all those moving with them – please include any expected children	What is their relationship to the tenant?	Date of Birth	NI no.
.....
.....
.....

What is your main reason for wanting to exchange to the above property?

Application to exchange house

It may not be possible to approve an exchange under the following circumstances.

- i. Where proceedings for possession of either dwelling house has been begun (which includes service of a Notice of Seeking Possession) on one or more grounds which include Grounds 1-6, Part 1, Schedule 2 Housing Act 1985
- ii. Where a Court Order has already been granted or applied for by the landlord for re-possession of your property.
- iii. Where a property would be substantially too large for your needs.
- iv. Where a property would be unsuitable for your needs.
- v. Where a property is occupied by the applicant as a service tenancy.
- vi. Where a landlord is a registered charity, Housing Association or Housing Trust and its lettings policy restricts the applicant from being considered for the property.
- vii. Where a property has been adapted for the needs of a suitable person (e.g. disabled) and these alterations are not required by the proposed new tenant and family.
- viii. Where the landlord is a Housing Association or Housing Trust which lets property only to people whose circumstances (not financial) make it especially difficult for them to find accommodation but the proposed new occupant is not in this position.
- ix. Where the property is for letting to those with special needs and where special facilities are provided (e.g. warden controlled) and are not required by the proposed new tenant and family.

Declaration

- (a) I am prepared to accept the property into which I propose to move in its present condition and agree that any alterations carried out by the current tenant will be my responsibility to maintain, replace and/or re-instate as required (save only where the landlord has agreed to repair and maintain the same).
- (b) I understand that failure by any party to take up permanent residence in the new home will result in my having to move back to my original tenancy.
- (c) If the proposed exchange is authorised by the landlords concerned, I certify that no monetary or other consideration will be offered or accepted by any party.
- (d) I understand that any false or intentionally misleading statement or withholding relevant information now or at any subsequent date will result in my tenancy being terminated.

I have read and understand the above and I certify that the information I have given is true and correct to the best of my knowledge.

I also understand that:

- the completion of this form doesn't constitute an agreement to the proposed exchange
- I must not move out until permission is received in writing from MCC Housing Services.

Signed:

Date:

In the case of your tenancy being jointly held with others, all joint tenants must sign here.

Signed:

Date:

Signed:

Date:

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MANCHESTER
CITY COUNCIL

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PART TWO

Administering Exchange (for office use only).

Date application received:

Confirmed name/address/moving group details of both parties

 Yes

Permission received from other landlord / authority

 Yes No

Is either applicant in breach of:

Rehousing and rent arrears policy

 Yes No Yes No

Rehousing exceptions list policy

 Yes No Yes No

ASB policy

 Yes No Yes No

Pre-transfer inspection policy

 Yes No Yes No

Do applicants breach exchange criteria:

Over-crowding MCC Housing property

 Yes No Yes No

Under-occupying MCC Housing property

 Yes No Yes No

Subject to legal action

 Yes No Yes No

Misusing scarce resource e.g. adapted property

 Yes No Yes No

Passed to Local Services Manager for decision by

(NHO)

Date:

Local Services Manager's decision. Exchange agreed

Conditionally agreed

Denied

Reason

Letter to exchange applicant

Signature of Local Services Manager

A decision **must** be given to the tenant within 42 days of receipts of the formal exchange request.

Exchanges

Exchange **agreed**: (Local Services Manager)

Reason (despite policy breach):

.....

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Exchange **denied** (letter sent and copy retained): (Local Services Manager)

Reason:

.....

.....

MCC Housing Service's decision must be given to the tenant within 42 days of receipt of the formal exchange request.

Processing Exchange

Pre-tenancy interview/s arranged

Address 1 Date:

Address 2 Date:

Tenant/s signed up to new tenancy agreement via Deed of Assignment

Address 1 Date:

Address 2 Date:

Assignment start date/s

Address 1 Date:

Address 2 Date:

NHO: Date:

All exchange documentation retained by / forwarded to relevant Local Services Office or landlord for records.

Address 1. Date:

Address 2. Date: