



Haig Housing Mutual Exchanges: Our Policy

This leaflet is a summary of Haig Housing's Mutual Exchange Policy – a full copy of the policy is available from Haig Housing – please see over for details

MUTUAL EXCHANGE BETWEEN HAIG HOUSING TENANTS

Haig tenants are able to exchange their homes with one another by a process known as **ASSIGNMENT OF TENANCY**. Things to note:

- You must have written consent from the Trust before making any exchange
- If you swap without consent, you may lose your home
- You are not just exchanging properties you are also exchanging tenancies. For example, if you are exchanging with another tenant who holds a different type of tenancy to you, you will take on theirs and vice versa (ie assured vs secure tenancy). In addition, any outstanding issues on the tenancy you are taking over, become your issues, eg rent arrears on the other person's tenancy become yours on assignment
- Any improvements including redecorations are at the tenants' expense
- Rental agreements on a Trust garage are separate from the tenancy and are not included in an exchange

MUTUAL EXCHANGE BETWEEN HAIG HOUSING TENANTS AND OTHER TENANTS

Haig tenants are able to exchange their homes with public sector tenants including:

- Tenants of local authorities
- Tenants of Registered Social landlords
- Tenants of new town properties

A prospective incoming tenant MUST be eligible under the Trust's criteria of having a direct Service connection.

RESTRICTIONS ON MUTUAL EXCHANGE

Tenants may not be able to make a mutual exchange if:

- Either of the exchanging parties have been served with, or are currently under, a Court Possession Order or Notice Seeking Possession
- Either of the properties is not suitable, ie too large or small, than the person assigning requires
- The property has been especially adapted for a particular tenant and the person needs those particular adaptations

MUTUAL EXCHANGE APPLICATION PROCEDURE

- Ask your Housing Manager for Mutual Exchange form or apply to the address below
- Both tenants should complete sections 1 – 4
- Your properties will be inspected
- Any repairs or issues which are the tenants responsibility will have to be put right
- All information provided will be kept confidential

YOUR APPLICATION

- You will be informed whether you can go ahead within 4 weeks of receiving the completed form
- If you are unhappy with the Trust's decision, you can make a complaint through our Complaints procedure. Please request a form from the address below