



Make a **Mutual Exchange**

making you feel at home



Does your current property no longer suit your requirements? Are you looking to move to a different area? If the answer is yes, then a mutual exchange with another Colne resident, a different housing association or a council tenant might be the answer you are looking for.

What is a mutual exchange?

Put simply, a mutual exchange is when residents exchange, or swap, their properties. You can exchange with another Colne Housing resident, a resident of another housing association or a council tenant.

How can I apply?

You can apply to make a mutual exchange in a number of ways.

- 1) Colne holds its own mutual exchange register, to apply, visit our website, www.colnehousing.co.uk and fill in the application form, or call us on **01206 244700** for an application form to be sent to you in the post. If you apply through Colne, your exchange will be restricted to other Colne residents.

- 2) Visit the House Exchange website. This is an online database of all the properties available for exchange across the country. To register visit www.houseexchange.org.uk and select 'Gateway to Homechoice' from the 'choose your landlord' tab. Then click the register button on the left side of the page, fill in your details and click submit. Once approved your property will appear in the database and you will be able to start your search for a swap.

Who is eligible?

You will not be able to make a mutual exchange if:

- The property you wish to move to is too big or too small for your requirements – this will be considered on an individual basis.

- There are court orders against you or the other resident for non payment of rent
- You or the other resident live in tied accommodation, such as a caretaker
- Either home has been designed or adapted for someone with a disability and one of the residents does not require the facilities
- Either home has been built for a specific age group and one of the residents does not meet the criteria
- You are in rent arrears
- You are living in temporary accommodation and/or have a short hold tenancy

Do I need permission to swap?

Yes. The landlords of all properties involved will need to visit you and agree to the exchange. You can not swap homes until you have permission in writing.

What happens next?

Once both parties are happy with an exchange, we will inform you within 6 weeks of the original application if your application has been successful.

Before you swap properties you should check that you are happy with the condition of the property you are moving to. Any property accepted under the Mutual Exchange scheme is 'sold as seen', and any existing defects will not be repaired.





We will make every effort to provide information in alternative formats on request, including audio, large print and translations.

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