

Mutual Exchange

Property Standard Guidance

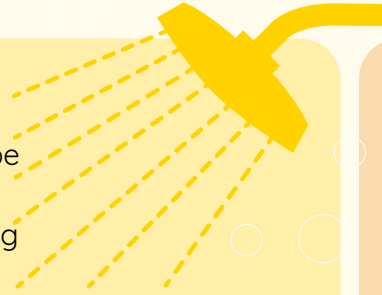


This information sheet details the standard we expect your property to be in when we carry out a property inspection and when the exchange completes. Please note, that if your property does not meet this standard, it may result in a delay or your application to mutually exchange being refused.

The property, garden and any outbuilding should be clean and clear of all rubbish.

Bathroom

- All sanitary ware should be clean, free from lime scale and in good working order.
- If a shower has been installed by you, this must have the relevant safety certificates and be in good working order. If the incoming tenant does not wish to accept this, you must arrange to have this removed at your own cost, as Havebury will not accept any repair or maintenance responsibility for showers installed by the tenant.
- All plumbing must be watertight.
- Stopcock to the property should be functional.



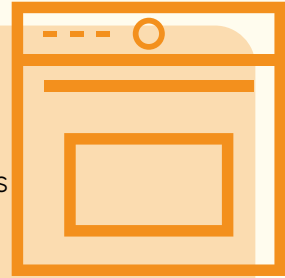
Kitchen

If supplied by Havebury:

- All original storage cupboards must be intact.
- Washing machine connection points and drainage are installed (except in sheltered properties where on site laundry rooms are available).
- The kitchen should have an electric cooker point or a gas cooker connection point, or both where appropriate.

If supplied by the tenant:

- Any kitchen installed by the tenant must be of a reasonable standard. Havebury may maintain the kitchen units, but not freestanding or fixed appliances and the incoming tenant will be responsible for any non-standard items supplied or installed. If Havebury undertakes maintenance for a non-standard kitchen, units or doors, these will be replaced with our standard fittings.



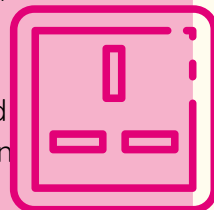
Heating

- All heating systems will be tested for safety on the first working day after the exchange completes. To maintain gas safety for all parties, gas systems will be completely shut down during the move. If it is found that any faults or problems with the heating system or appliances are not due to everyday wear and tear, you may be recharged for the cost of putting this right.
- Ventilation should be in good working order.
- Where Havebury has carried out the work, lofts should be insulated and pipes lagged where appropriate.
- If there are any gas appliances not supplied by Havebury, the incoming tenant must accept full responsibility for these, or the outgoing tenant must remove them.



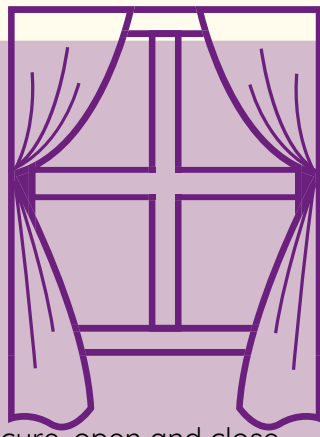
Electrical

- All electrical installations will be inspected, safety check carried out and a safety certificate issued before the mutual exchange can go ahead. A copy must be left at the property for the incoming tenant.
- The consumer board must comply with the current legislative standard and not have been tampered with in any way.
- If there are any electrical fittings and appliances not supplied by Havebury, the incoming tenant must accept full responsibility for these, or the outgoing tenant must remove them before we carry out our electric check.



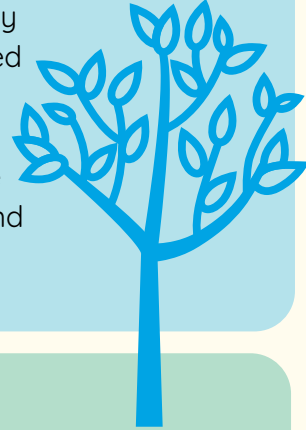
Doors and Windows

- You should give a set of keys for all external doors to the incoming tenant.
- All external doors should be weather tight and secure.
- All windows should be secure, open and close correctly, and where appropriate, a minimum of two window keys should be available to give to the incoming tenant.
- All rooms should have internal doors that open and close correctly with functional door furniture.
- If the outgoing tenant has replaced any of the standard doors provided by Havebury, we will not maintain these. Either the incoming tenant must accept repair and maintenance responsibility or the outgoing tenant must reinstate standard doors similar to those provided by Havebury before the mutual exchange can go ahead.
- Any glass panels in internal doors must meet safety glass standards.



Gardens

- Gardens must be in a reasonable condition. If the garden is overgrown or not to the standard set out in the Tenancy Agreement, Havebury may refuse permission for the mutual exchange to take place. If there are any alterations made not supplied by Havebury, these must be removed or the incoming tenant must sign a mandate agreeing to accept repair and maintenance responsibility.



Stairs and Floors

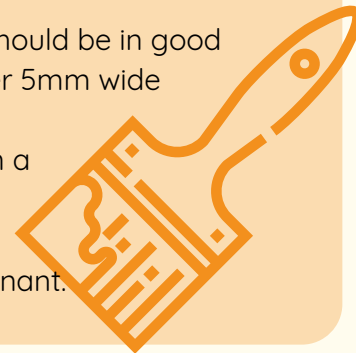
- All stairs should be safe and secure with a minimum of one handrail.
- All floorboards should be secured and floors should have an even surface.
- Any bannisters or balustrades which have been removed must be replaced.

Loft

- Loft space must be cleared of all stored items and any non standard fixtures installed by the outgoing tenant.

Decoration

- Wall and ceiling plaster should be in good condition, and cracks over 5mm wide should be made good.
- The property should be in a reasonable to good decorative order and acceptable to the new tenant.



External

- All brick built outbuildings supplied by Havebury should be functional with doors that are secure and operational.
- Any garage supplied by Havebury that belongs to the property must be secure, garage door operational and all belongings cleared.
- If there is a garage, shed or any other type of structure not supplied by Havebury, these must be removed or the incoming tenant must sign a mandate agreeing to accept repair and maintenance responsibility.

- If the property has an intercom or door entry system, this must be fully operational.

Asbestos

- If we think any asbestos needs to be removed because of damage caused by you or anyone in the household, we may recharge you for removing this.
- Havebury must hold an up to date detailed Asbestos survey on file before the exchange completes. If no record is held for your home, you will need to provide access for your home to be surveyed.

