



Mutual Exchange Checklist



Before a mutual exchange can be approved, certain conditions must be met. Here are some things you need to consider BEFORE making your application

Do I owe any money? Yes No

You must have a clear rent account for your house (and garage). You must have also have paid the balance of any chargeable accounts inc court costs, repairs, utilities etc.

If you are registered for MyHavebury you can check this online at <https://my.havebury.com/> or by contacting the Income Team on 0300 3300 900 selecting options 2 then 2 then 2

Have I received a Notice? Yes No

You must not have a current notice of seeking possession in force or be subject to possession proceedings against you - this will have been served where there are outstanding debts, and / or breaches of your tenancy agreement (eg ASB, neglect of property).

Have I got a court order against me? Yes No

You must not have a court order against you giving a date for possession or any other relevant order against your tenancy.

Is the property I want to move to too big or too small for me? Yes No

The exchange must not result in the overcrowding or under-occupation of the home you wish to move to. We will allow you to under occupy by one bedroom, however this is subject to passing an income and affordability assessment which would be carried out by our Income Team.

You can use the www.citizensadvice.org.uk Housing Benefit - bedroom calculator for social housing tenants to check this

Have I made any changes without permission from Havebury? Yes No

If you have made any improvements to your home, you must have received our written permission. If you do not have our permission you must apply for this and receive retrospective permission before you apply to exchange.

Further information can be found at www.havebury.com searching tenants alterations

Do I have any repairs or redecoration works outstanding? Yes No

An exchange will not take place until your home is in good decorative order and all outstanding works are satisfactorily completed. If you know that things need doing, you should sort these out before you apply to exchange.

Does my home have any adaptations? Yes No

If your property has been adapted and the new tenants do not require the adaptations, you may not be allowed to exchange.

Can I mutually exchange?

If all your answers to the above questions are no, then you are in a position where you can complete your mutual exchange application.





Mutual Exchange Application Form

If you have any questions or need help completing the form please contact the Tenancy & Estates Team by telephoning 0300 3300 900 pressing option 2, option 4 and option 2 or email myarea@havebury.com

Your current address and personal details			
Tenant		Joint Tenant	
Title	Mr / Mrs / Miss / Ms Other:	Title	Mr / Mrs / Miss / Ms Other:
Full name		Full name	
Date of Birth		Date of Birth	
Address			
Postcode			
Telephone		Telephone	
Mobile		Mobile	
Email		Email	

Household details			
<i>Please provide details of all other members of your household who will be moving with you</i>			
First Name	Surname	Date of Birth	Relationship to you
Are you (or a member of your household) pregnant? YES <input type="checkbox"/> NO <input type="checkbox"/>		If YES, what is the due date?	
Do you have any pets?		If YES, please give details	

Property Details	
Property type	House <input type="checkbox"/> Bungalow <input type="checkbox"/> Maisonette <input type="checkbox"/> Flat <input type="checkbox"/> (If Yes, floor No.....)
Do you live in sheltered housing?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Number of bedrooms	
Separate Dining Room	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does your property have any disabled adaptations?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have a garage tenancy with Havebury?	If YES, please provide details.



Details of your landlord	
Name	
Address	
Telephone	
Email	
Housing Officer name	
Tenancy start date	
Tenancy type	

Medical Information	
Do you have any medical conditions which affect your housing?	If YES, please provide details.
Do you require any disabled adaptations	If YES, please provide details.

Financial information	
Is your rent account up to date?	YES <input type="checkbox"/> NO <input type="checkbox"/> If NO, how much do you owe?
Do you owe any other debt to Havebury?	YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, what is this for and how much do you owe?
Are you in receipt of any of the following benefits?	<input type="checkbox"/> Housing Benefit <input type="checkbox"/> Universal Credit <input type="checkbox"/> N/A
If yes to Universal Credit, what date do you get your UC? how is it paid?	Date: Payment method: To myself <input type="checkbox"/> To my landlord <input type="checkbox"/>

Your mutual exchange	
What kind of exchange is this?	2 way <input type="checkbox"/> 3 way <input type="checkbox"/> 4 way <input type="checkbox"/> 5 way <input type="checkbox"/> 6 way <input type="checkbox"/> 7 way <input type="checkbox"/>



Details of the property you wish to move to			
Address			
Postcode			
Tenant's Full Name		Joint Tenant's Full Name	
Is this a Havebury Property? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If NO, please complete the landlord's details below			
Name			
Address			
Telephone Number			
Email Address			
Housing Officer Name			

Details of any other properties in the exchange	
Property Address	Landlord

Additional Information:



Declaration

I/we confirm that the information provided in this form is a true representation of my/our current housing circumstances, and acknowledge that if I/we have knowingly provided false or misleading information, the application for a mutual exchange will be refused & may put my/our tenancy at risk.

I/we understand that any breaches of tenancy conditions must be remedied before the exchange can be approved

I/we understand that there must be a clear rent account including any court costs, recharges or any other debts owed to Havebury or the exchange will be refused

I/we have read the Property Standard Guidance and are fully aware that I/we may be liable for ensuring my/our home meets the Havebury Housing Partnership Property

I/we understand that a property inspection must be carried out and the property must be satisfactory before approval is given

I/we understand that an electric and heating check must be carried as part of the exchange

I/we will accept the property in its existing condition and decorative order. This also includes the garden and any outbuildings

I/we will take on responsibility for any repairs that are tenant responsibility

I/we understand that if the outgoing tenant leaves any belongings in the property including rubbish, then these items will be my/our responsibility to remove

If applicable I/we consent to Havebury exchanging information with other agencies for the purpose of giving & receiving references

I/we understand that the exchange cannot take place until written approval has been given by Havebury and the legal paperwork has been signed by all parties involved

I/we understand that any tenants involved in the exchange can withdraw at any time and Havebury will not be held responsible for any inconvenience caused or charges incurred

I/we confirm that I/we have read the above statements and fully understand the terms and conditions that apply this mutual exchange

If you are joint tenants BOTH parties must sign and date this form.

Please note that the effective date of your application is the date on which Havebury has received completed forms from all parties in the exchange.

Tenant's Full Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Joint Tenant's Full Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please return your completed form to:

By post: Havebury Housing Partnership, Havebury House, Western Way, Bury St Edmunds, IP33 3SP
By email: myarea@havebury.com