



# 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](http://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](http://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.

**Do you have a local connection to the area in which you want to move?**      Yes  No

For example, work or family

## 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](mailto:myarea@havebury.com)

| Your current address and personal details |                                |               |                                |
|---|--------------------------------|---------------|--------------------------------|
| Tenant                                    |                                | Joint Tenant  |                                |
| Title                                     | Mr / Mrs / Miss / Ms<br>Other: | Title         | Mr / Mrs / Miss / Ms<br>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?<br>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"/><br>Bungalow <input type="checkbox"/><br>Maisonette <input type="checkbox"/><br>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"/><br>If NO, how much do you owe?                               |
| Do you owe any other debt to Havebury?                                    | YES <input type="checkbox"/> NO <input type="checkbox"/><br>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<br><input type="checkbox"/> Universal Credit<br><input type="checkbox"/> N/A |
| If yes to Universal Credit, what date do you get your UC? how is it paid? | Date:<br>Payment method:<br>To myself <input type="checkbox"/><br>To my landlord <input type="checkbox"/>             |

| Your mutual exchange           |  |
|--------------------------------|--|
| What kind of exchange is this? | 2 way <input type="checkbox"/><br>3 way <input type="checkbox"/><br>4 way <input type="checkbox"/><br>5 way <input type="checkbox"/><br>6 way <input type="checkbox"/><br>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:**

**Do you have a local connection to the area in which you want to move?** Yes  No   
For example, work or family



**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](mailto:myarea@havebury.com)