



MUTUAL EXCHANGES

What is a Mutual Exchange?

A Mutual Exchange is a swap of accommodation between tenants and relies on each party moving permanently into their exchange partner's property. A tenant cannot exchange into an empty property

The Association considers requests for mutual exchanges between its own tenants or the tenants of another housing association or local authority. Unfortunately, Mutual Exchanges with tenants in leased or private rented accommodation are not allowed. All tenants must apply for, and obtain permission from their respective landlord(s) before going ahead with an exchange

Permission will normally be given, unless:-

- There is a Court Possession Order in force against either tenant.
- Proceedings have commenced for Possession of either property
- The accommodation to be granted, is larger than required or too small for the in-going family
- The extent of the accommodation is not reasonable suitable to the needs of the proposed tenant
- The accommodation has features which were specifically designed for a physically disabled person, which the prospective tenant does not require
- The rent account of either tenant is in arrears

Should your application be refused we will write to you informing you of the reason for the decision within 42 days.



APPLICATION FOR A MUTUAL EXCHANGE

Applicant's details:

Name:

Address:

Telephone no:

Household details:

Surname	Forenames	Gender M/F	Date of birth	Relationship to applicant

Details of present accommodation (tick relevant types):

House	Flat	Bungalow	Studio flat
Ground Floor Flat	First floor flat	Second floor flat	Other
No. of bedrooms:	Tenancy start date: / /		
Type of tenancy:	Assured	Secure	
Are you in receipt of income support or housing benefit:		Yes	No
If yes, please state amount:		I/S £.....	H/B £.....

Details of current landlord:

Name:

Address:

Telephone no:

Details of tenant you wish to exchange with:

Name:

Address:

Telephone no:

Please give your reason for requesting a mutual exchange:

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Was your exchange through House Exchange? Yes/No (please delete as applicable)

Signature of applicant Date.....

Please return form to
Broadland Housing Association, NCFC, South Stand, Carrow Road, Norwich, NR1 1HU

PLEASE PASS TO MUTUAL EXCHANGE PARTNER FOR COMPLETION

APPLICATION FOR A MUTUAL EXCHANGE



Applicant's details:

Name:

Address:

Telephone no:

Household details:

Surname	Forenames	Gender M/F	Date of birth	Relationship to applicant

Details of present accommodation (tick relevant types):

House	Flat	Bungalow	Studio flat
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No. of bedrooms:	Tenancy start date: / /		
Type of tenancy:	Assured	Secure	
Are you in receipt of income support or housing benefit:	Yes	No	
If yes, please state amount:	I/S £.....	H/B £.....	

Details of current landlord:

Name:

Address:

Telephone no:

Details of tenant you wish to exchange with:

Name:

Address:

Telephone no:

Please give your reason for requesting a mutual exchange:

.....
Was your exchange through House Exchange? Yes/No (please delete as applicable)

If yes – did you become aware of House Exchange through BHA Office/Friend/Advert in local press/Other (please delete as applicable or state here)

Signature of applicant Date.....

Please return form to
Broadland Housing Association, NCFC, South Stand, Carrow Road, Norwich, NR1 1HU