



Your Guide to Mutual Exchange



What is a mutual exchange?

When two or more tenants wish to exchange houses with each other it may be possible to do so by a mutual exchange.

You may exchange with:

- Another Aberdeenshire Council tenant
- A tenant of another Council
- A Housing Association Tenant

For an exchange to be granted, it must meet the requirements of Council policy and with any other participating landlord. You must have a Scottish Secure Tenancy Agreement or a Short Scottish Secure Tenancy Agreement.

How do I look for a mutual exchange?

There are a number of ways you can find another tenant to exchange with:

- Register at www.apply4homes.houseexchange.org.uk. This will enable you to search for other tenants anywhere in the country looking to swap homes.
- By placing an advertisement in a local newspaper or shop and checking similar advertisements placed by other tenants.

What do I do when I find a tenant who wants to exchange with me?

If you and the person you wish to exchange with are both tenants of Aberdeenshire Council, then you should both contact your local housing office to obtain exchange proposal forms. Forms can also be downloaded from www.apply4homes.houseexchange.org.uk. These should be completed and returned without delay.

If the person you wish to exchange with is not a tenant of Aberdeenshire Council, then you should both also contact their landlord to apply for permission.

What should I check before I agree to an exchange?

When you have found a tenant with whom you wish to exchange, you should first check the condition of their house. In particular, you need to ensure that you know about any alterations/improvements carried out by the tenant as you will be held responsible for reinstating or meeting the cost of such work if you accept the property and subsequently terminate your tenancy. Once the exchange has taken place, the house must be accepted in its present condition. It is also important to discuss what is to be left in the house, such as carpets and curtains, etc.

If you wish to exchange with a tenant of another housing provider, you should also read their tenancy agreement carefully, because you may take on different rights and responsibilities. If you are unsure of the conditions of your new tenancy, please ask your Housing Officer or seek legal advice.

You should also be aware that the terms and conditions of your right to buy may be affected by any mutual exchange.

What happens after the exchange forms are sent to the Housing Office?

Before agreeing to an exchange the housing office will check to see if each family concerned is moving to a suitable size of property, that each tenancy has been conducted in an appropriate manner and there are no outstanding debts to the Council.

The Clerk of Works will visit you to carry out a thorough inspection of the condition of your house and garden ground. The Clerk of Works inspection checklist covers the following areas:

- Structure stability
- Damp
- Water supply
- Toilet and bathroom facilities
- Drainage
- Cooking facilities
- State of internal and external repair
- Lighting/ventilation/heating
- Gas Inspection

If there have been frequent rent arrears during the previous twelve months and the move is to a house with higher rent, then the exchange may not be allowed to go ahead.

Similarly, an exchange request may be turned down where either you or your exchange partner would be substantially under-occupying the property.

You may be permitted to exchange into accommodation larger than required for your immediate needs, if long-term needs are identified at the date of application for exchange.

Only permanent members of your household can be taken into account when deciding what size of house is suitable.

Why Your Exchange Could Be Declined

The Council will not unreasonably withhold permission for you to participate in a mutual exchange. Reasonable grounds for refusing permission include:

- If you have a housing related debt including rent arrears or rechargeable repairs
- The other house is substantially larger than you and your family need or it is not suitable for the needs of you and your family; or your house is substantially larger than the other family need, or is not suitable for the needs of the other family
- The proposed change would lead to overcrowding
- If either or both properties are in a poor condition
- If either tenancy has not been conducted in satisfactory manner
- Unauthorised alterations to a property which do not meet the Councils standards

(Please note this list is not exhaustive)

How long does the exchange take to process?

On average, the exchange will take 4 weeks from the date on which the forms are submitted. If another landlord is also involved in the process it may take a little longer. Both landlords must give written consent and the exchange takes place when you exchange keys and have moved out of your current property. If the Council does not respond to your application within 28 days, it is to be taken that your application to mutual exchange has been approved.

How do I obtain an exchange outside Aberdeenshire?

Our mutual exchange website www.apply4homes.houseexchange.org.uk allows you to search for a move anywhere in the United Kingdom

If two tenants from different parts of the UK agree that they would like to swap houses, then the mutual exchange can go ahead, subject to the formal approval required of each tenant's landlord.

Important points to remember

For an exchange to take place:

- written permission must be received from the appropriate authority.
- joint tenants must both sign the exchange proposal form.
- the whole family must exchange

Further information

For more information on mutual exchanges, you can contact your local housing office. The address and telephone number can be found on the back cover of this leaflet.

Alternatively, go to Aberdeenshire Council's website at www.aberdeenshire.gov.uk

Šis buklets skaidro Aberdīnas grāfistes Domes Mājokļa atbalsta sniegšanas pakalpojumus. Ja Jums ir nepieciešams eksemplārs lielajā drukā, braila (neredzīgo) rakstā vai latviešu valodā, lūdzu, sazinieties ar Informācijas nodaļu (Mājokļa jautājumi) pat tālrūni 01467 627250.

Si brosiura apraso apie Aberdino srities savivaldybes Pagalbos tarnyba gyvenamųjų patalpų apsirūpinimu. Jei jums reikalinga kopija dideliemis raidemis, Brailio rifu ar lietuviu kalboje, prasau kreipkitės I Informacini padalini (aprupinimas gyv. patalpomis) tel:01467 627250.

这份传单说明了阿伯丁郡政府房屋援助的扩展服务。如果你需要大号印刷字体、布莱叶盲字文或中文普通话的复印件，请你拨电话 01467 627250，联系（房屋）信息小组。

Ta ulotka opisuje jakie usługi są świadczone przez Wydział Pomocy Mieszkaniowej o Szerokm Zasięgu Rady Wojewódzkiej Aberdeenshire. Jeśli potrzebujesz odpisu w dużym druku, Brailu lub w języku polskim, proszę się skontaktować z Zespołem Informacyjnym (Mieszkalnictwo) pod numerem telefonu 01467 627250

Este folheto descreve o Serviço de Apoio à Habitação da Câmara Municipal de Aberdeenshire. Se necessitar duma cópia em letras grandes, Braille ou em Português, contacte por favor a Equipa de Informação (Habitação) no número 01467 627250.

В этой брошюре освещается служба жилищной поддержки Совета Абердиншира. Если вы нуждаетесь в копии, напечатанной крупным шрифтом, шрифтом Брайля или по-русски, пожалуйста, обратитесь в Информационную команду (жилищного отдела) по телефону 01467 627250.

คู่มือฉบับนี้แจ้งถึงแผนกบริการให้ความช่วยเหลือในการหาบ้าน ของเทศบาลเมืองอาร์เบอร์ดีนไชร์ หากท่านต้องการสำเนาเป็นตัวพิมพ์ใหญ่, บรล หรือภาษาไทย กรุณาติดต่อ ทีมข่าวสารข้อมูล (แผนกบ้าน) โทรศัพท์ ๐๑๔๖๗ ๖๒๗๒๕๐

Other useful contacts

Local Tenant Associations

To find out more about local tenant associations in Aberdeenshire contact:-

Tenant Participation Development Officer

Tel: 01467 628253

Email: tenant.participation@aberdeenshire.gov.uk

This document can be translated, on request, into other community languages.
For people with visual impairment, large print or Braille versions can be provided.

For Further Information Please Contact Your Local Housing Office

Aberdeenshire Council Gordon House Blackhall Road Inverurie AB39 2BR	Aberdeenshire Council 16/22 Allardice Street Stonehaven AB45 1AY	Aberdeenshire Council Town House 34 Low Street Banff AB45 1AY
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Tel: 01467 620981

Tel: 01569 786562

Tel: 01261 813200

Aberdeenshire Council 55 Mid Street Fraserburgh AB43 9EP	Aberdeenshire Council 23-25 Gordon Street Huntly AB54 8AL	Aberdeenshire Council Buchan House St Peters Street Peterhead AB42 1QF
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Tel: 01346 514866

Tel: 01466 795063

Tel: 01779 477363

