

Mutual exchanges

An alternative rehousing option



**Nottingham
City Homes**



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Plain English Campaign
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INVESTOR IN PEOPLE



NCHLFT39

Your tenancy

What is a mutual exchange?



A mutual exchange is where two or more council or housing association tenants swap homes – once they have received permission from all landlords involved.

The demand for council homes in Nottingham is very high. A mutual exchange may be your best prospect for moving, instead of waiting what could be a long time for a transfer to an empty home.

The Housing Act 1985 (part 4 section 92) gives secure tenants this right providing certain conditions are met.

Do secure tenants have to exchange with other secure tenants?



Not necessarily. If you are swapping homes with another council tenant in Nottingham or elsewhere you must all have secure tenancies (introductory tenants cannot exchange their homes).

But housing association tenants have different types of tenancies, which are either secure or assured shorthold.

People with assured shorthold tenancies have different rights from a secure or introductory council tenant. This includes not being able to exercise the Right to Buy. It's important you find out what type of tenancy the person you wish to exchange with has.

How do I find an exchange partner to swap with?



We have a list of council tenants in Nottingham who are looking for an exchange. You can find this on our website www.nottinghamcityhomes.org.uk and then go to the section named 'your tenancy'. On our website you can search for any type of property in the whole of the city or in a specific area, when you give details of your home and the type of property you would like to move to.

How do I get on the mutual exchange database?



You have to be a Nottingham City Council secure tenant to place your details on the database. You can register online or by contacting your area housing office.

Can I register my details if I have rent arrears?



Yes you can, but if you are successful in finding an exchange partner and approval is given that the arrears are cleared before you move.

How long will my name stay on the database?



Your details will be kept on our database for three months from the date you register. After that time you will have to register again. If you successfully sign for an exchange your details will be automatically removed.

Are there other ways of finding an exchange partner?



You can, for example, place advert cards in local shops in the areas you want to move to. Alternatively you can place an advert in one of the local newspapers.

If you do not have internet access, a printout of secure tenants in Nottingham requesting a mutual exchange and to which area(s), can be viewed at any of our area housing offices.



What happens if I find a mutual exchanges partner?



Both you and your exchange partner(s) need to get written permission from your landlord before moving.

You can download the application form from our website or alternatively the form can be collected or sent to you from any area housing office. When both parties have completed the form you can return it to your nearest area housing office.

If you find an exchange, remember to check:

- That the condition of the property you are hoping to exchange to is satisfactory to you
- What repairs you are responsible for and if the outgoing tenant has carried out improvements
- The amount of rent
- What type of tenancy you will have
- That you are aware of the tenancy conditions
- The reason(s) why your exchange partner(s) want to move.

What happens when I send my application back?



You will be contacted by your housing patch manager to arrange for a home visit convenient to you. They will inspect your home, external areas and garage/outbuildings.

After this visit we will tell you in writing whether or not we have approved the exchange. The visit is carried out within 10 days of the form being received.



On legal grounds your landlord can say no to your request for a limited number of reasons:

- If any tenant has had a Notice Seeking Possession served on them or legal possession proceedings have begun
- If any tenant has been served with a Possession Order or a Postponed Possession Order
- If either tenant is moving to a home that is not appropriate to their needs, for example if the property is too large or too small. Generally approval will be given if the home you want to move to has one bedroom more than you need and is the same type of accommodation you are living in
- If the accommodation is not reasonably suitable to the needs of the proposed tenant and their household. For example, if the property was specifically adapted for you and your exchange partner does not need these adaptations
- The property is a service tenancy
- The landlord is a charity where certain specific occupation conditions may be imposed
- The accommodation is provided by a housing association/trust to meet special needs and the incoming person(s) has no such needs
- The property is one of a group let to person(s) with special facilities, for example sheltered housing etc.

We may also place a condition on the exchange being approved – for example, that any outstanding arrears are cleared or there are repairs needed to the property that you have to carry out before you move.



How long will it take before I am told if my exchange application has been approved?



By law you have to be informed within 42 days of your exchange application being submitted. Within this timescale you will receive a letter from your housing patch manager confirming whether or not the exchange request has been approved. You also have the right to refer this decision to the County Court if you disagree with it.

What happens if a mutual exchange is approved?



If the exchange is approved, this will be confirmed in writing and an appointment arranged for you and your exchange partner(s) to visit your area housing office to sign a legal document called a Deed of Assignment.

The assignment is to transfer your tenancy to the new tenant. As you are moving to another landlord, you will also need to sign a Deed of Assignment for your new home, transferring this tenancy to you. Both parties will then need to make arrangements to move homes.

How do I get more information?



Contact your area housing office or visit our website at www.nottinghamcityhomes.org.uk, and follow the 'your tenancy' link.

Open: 8.30am (10.30am Weds) to 4.30pm Monday – Friday

Except: Victoria Centre Housing Office

9.30am (10.45am Weds) to 12.30pm and 1.45pm to 4.30pm, Mon – Fri

Southglade Housing Office 2pm to 4.30pm Monday – Friday

Aspley Housing Office

14 Strelley Road
Strelley NG8 3AP

Tel: 0115 915 3121

Fax: 0115 915 3111

Minicom: 0115 915 3126

E-mail: aspleyoffice@nottinghamcityhomes.org.uk

Bestwood Housing Office

Elmbridge
Bestwood Park NG5 5PF

Tel: 0115 915 3301

Fax: 0115 915 3333

Minicom: 0115 915 3407

E-mail: bestwoodoffice@nottinghamcityhomes.org.uk

Bilborough Housing Office

95 Bracebridge Drive
Bilborough NG8 5PL

Tel: 0115 915 0491
Fax: 0115 915 0470
Minicom: 0115 915 0485
E-mail: bilboroughoffice@
nottinghamcityhomes.org.uk

Bulwell Housing Office

1 Gilead Street
Bulwell NG6 8NA

Tel: 0115 915 3212
Fax: 0115 915 3222
Minicom: 0115 915 3212
E-mail: bulwelloffice@
nottinghamcityhomes.org.uk

Clifton Housing Office

Clifton Cornerstone
Southchurch Drive
Clifton NG11 8EW

Tel: 0115 878 6287
Fax: 0115 878 6375
Minicom: 0115 878 6101
E-mail: cliftonoffice@
nottinghamcityhomes.org.uk

Radford and Hyson Green Housing Office

The Mary Potter Centre
Gregory Boulevard
Hyson Green NG7 5HY

Tel: 0115 883 8220
Fax: 0115 915 0160
Minicom: 0115 883 8225
E-mail: radfordoffice@
nottinghamcityhomes.org.uk

Lenton Housing Office

5-6 Church Square
Lenton NG7 1SL

Tel: 0115 915 3740
Fax: 0115 915 3748
Minicom: 0115 915 3740
E-mail: lentonoffice@
nottinghamcityhomes.org.uk

Southglade Housing Office

Southglade Road
Bestwood NG5 5GU

Tel: 0115 915 9701
Fax: 0115 915 9719
Minicom: 0115 915 9716
E-mail: southgladeoffice@
nottinghamcityhomes.org.uk

St Ann's Housing Office

2 Robin Hood Chase
St Ann's
NG3 4EZ

Tel: 0115 915 6905
Fax: 0115 915 6902
Minicom: 0115 915 6911
E-mail: stannsoffice@
nottinghamcityhomes.org.uk

Victoria Centre Housing Office

4-21 Victoria Centre Flats
Nottingham
NG1 3PA

Tel: 0115 915 3730
Fax: 0115 915 3733
Minicom: 0115 915 3730
E-mail: victoriacentreoffice@
nottinghamcityhomes.org.uk



If you are unable to read this publication about mutual exchanges please contact your area housing office, or call us on 0845 330 3131. We can arrange for an interpreter to explain it to you, or send you a spoken word version on tape or CD. If neither of these are suitable, we can translate this publication into your chosen language. We can also provide it in large print.

Chinese (Cantonese)

如果你不能夠閱讀這份關於租用車庫的刊物，請聯絡你的地區房屋辦公室，或 致電 0845 330 3131。我們可以安排一位翻譯員去為你解釋，或寄送一份口述版本的錄音磁帶或光碟給你。如果這兩者都不適合，我們可以把這刊物翻譯成你 所選擇的語言。

Czech

Pokud nejste schopni publikaci Pronájem garáže přečíst, spojte se prosím s bytovým úřadem pro vaši oblast nebo nám zavolejte na 0845 330 3131. Můžeme pro Vás zajistit tlumočnicka, aby jsme vám to vysvětlili nebo vám můžeme zaslat nahrávku na kazetu a nebo na CD. Pokud vám ani jedna z výše uvedených možností nehovuje, můžeme vám tuto publikaci nechat přeložit do vybraného jazyka.

French

Si vous ne parvenez pas à lire cette publication sur la Location d'un garage, si vous préférez contacter votre bureau de logement de zone, ou appelez-nous sur 0845 330 3131. Nous pouvons organiser un interprète à vous expliquer, ou vous envoyer une version orale sur bande magnétique ou CD. Si aucune de ces options ne vous convient, nous pouvons traduire cette publication dans la langue choisie.

Gujarati

જો તમે આ ગરજને ભાડે આપવું [renting a garage] અંગેની પુસ્તિકા વાંચવામાં અસમર્થ હોવ, તો તમારા વિસ્તારની આવાસને સંબંધિત સંપર્ક કરવા અથવા 0845 330 3131 પર અમને કોલ કરવા વિનંતી. અમે અમને તે સમજાવવા માટે કુભાષિયાની વ્યવસ્થા કરી શકીશું. અથવા તમને બોલેલા શબ્દોની આવૃત્તિ ટેપ પર અથવા CD પર મોકલી શકીશું. જો આમાંથી કોઈ પણ યોગ્ય ના હોય, તો અમે આને પસંદગીની ભાષામાં અનુવાદ કરી શકીશું.

Hindi

गैरज कियाए पर लेना [renting a garage], से संबंधित इस प्रकाशन को यदि आप पढ़ने में असमर्थ हैं तो कृपया अपने क्षेत्र के हाउसिंग कार्यालय से सम्पर्क करें. या हमें इस 0845 330 3131 पर फोन करें। इसे आपको समझाने के लिए हम किसी दुभाषिणे का प्रबंध कर सकते हैं. या टेप या CD के रूप में इसका मौखिक संस्करण आपको भेज सकते हैं। यदि इनमें से कोई भी उपयुक्त न हों तो हम इस प्रकाशन का आपकी चयनित भाषा में अनुवाद कर सकते हैं।

Kurdish (Sorani)

ئەگەر ئاتوانیبت نەم بەلۆکرۆویە بۆخوینیۆتەو لە بەرە بە کرێگرتی گەرچاگەرۆ، تکلێه بەیوئندی بکە بە ئۆفیسێ نیشتمجی بوونی ناچاگەرۆ، پان تەلەفۆنمان بۆ بکە لەهێگەرۆ ژمارە تەلەفۆنی 08453303131. نیشە دێوانین زامان وەرگێرت بۆ دابین بکەین بۆ نەوێ بۆت روون بکەتەو پان قەسەکانت بۆ تۆمار بکات لە سەر شریت پان سی دی. ئەگەر هێج لەسەر گونجای نەوون، ئەوا ئاتوانین نەم بەلۆکرۆویت بۆ وەرگێرتن بۆ زمانی دیاڕیکراو.

Polish

Jeśli nie jest Pan/Pani w stanie przeczytać publikacji Wynajem Garażu proszę o kontakt z lokalnym biurem mieszkaniowym, lub pod numerem telefonu 0845 330 3131. Możemy wynająć tłumacza aby wyjaśnić Państwu tematykę publikacji, lub wysłać wersję dźwiękową broszury na kasetę lub CD. Jeśli żadne z powyższych nie jest dla Państwa odpowiednie, możemy przetłumaczyć publikację na wybrany język.

Portuguese

Caso não consiga ler esta publicação sobre renting a garage – Aluguel de Garagem, favor entrar em contato com o housing office (departamento de habitação) de seu bairro ou telefone para 0845 330 3131. Podemos arranjar um intérprete para explicar, ou enviar uma versão falada em fita ou CD. Caso nenhuma dessas opções lhe forem convenientes, podemos traduzir esta publicação no idioma de escolha.

Punjabi

ਜੇਕਰ ਤੁਸੀਂ ਰੋਟਿੰਗ ਓ ਗੈਰਿਜ ਦੇ ਬਾਰੇ ਇਹ ਵਿਤਾਰਥਾ ਨਹੀਂ ਪੜ੍ਹ ਸਕਦੇ ਤਾਂ ਵਿਰਾਮ ਕਰਕੇ ਆਪਣੇ ਇਲਾਕੇ ਦੇ ਹਾਊਸਿੰਗ ਅਫਿਸ ਨਾਲ ਸੰਪਰਕ ਕਰੋ ਜਾਂ ਸਾਨੂੰ ਇਸ ਨੰਬਰ 'ਤੇ ਫੋਨ ਕਰੋ 0845 330 3131। ਅਸੀਂ ਤੁਹਾਨੂੰ ਇਹ ਵਿਤਾਰਥਾ ਸਮਝਾਉਣ ਲਈ ਇਕ ਇਨਟਰਪ੍ਰੀਟਰ ਚਾਹੀ ਇੰਜ਼ਾਮ ਕਰ ਸਕਦੇ ਹਾਂ, ਜਾਂ ਟੇਪ ਜਾਂ ਸੀ ਡੀ 'ਤੇ ਇਹ ਜਾਣਕਾਰੀ ਦੇ ਸਕਦੇ ਹਾਂ। ਜੇਕਰ ਇਨ੍ਹਾਂ ਵਿੱਚੋਂ ਕੋਈ ਵੀ ਮੁਨਾਸਿਬ ਨਹੀਂ ਤਾਂ ਅਸੀਂ ਤੁਹਾਡੇ ਲਈ ਤੁਹਾਡੀ ਭਾਸ਼ਾ ਵਿੱਚ ਇਹ ਵਿਤਾਰਥਾ ਟ੍ਰਾਂਸਲੇਟ ਕਰਵਾ ਸਕਦੇ ਹਾਂ।

Urdu

اگر آپ اس کتاب کو نہیں پڑھ سکتے جو گیران کوکرائے پدینے سے متعلق ہے تو اپنے ایریہاؤسنگ سے رابطہ کریں یا 0845 330 3131 پر فون کریں۔ ہم اسکی وضاحت کے لئے ایک ترجمان کا بھی بندوبست کر سکتے ہیں۔ یا ٹیپ یا سی ڈی بمعہ آڈیو کاسٹ بھی ہیں۔ اگر ان میں سے کوئی بھی آپ کے لئے مناسب نہیں ہے تو ہم اس کتاب کا آپکی منتخب کردہ زبان میں ترجمہ کر سکتے ہیں۔



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