

Are you mutual exchange ready?

So you've found a swap partner - what happens next?

Before you can swap homes you will need to speak to **all** of the landlords involved and ask for their approval to exchange. They then have 42 days to approve or reject the application from when they receive applications from all residents involved.

All of the landlords need to agree they are happy for the swap to go ahead before an exchange date can be finalised.

What do I need to do?

Before applying to all of the landlords for approval to exchange, you should check the following:

- I have an Assured Tenancy
- I have a clear rent account
- I do not owe any rent, court costs or recharges
- There is no active Notice Seeking Possession or Court Order against my tenancy
- There are no repairs outstanding that I haven't reported
- My home and garden are in a clean, tidy and good condition
- The people applying to move into my home are suitable for it

Once your application has been received, your property will be inspected.

We take pride in our homes and are not able to approve an exchange to go ahead if the property is not in a good condition. Before the inspection, it's a good idea to have a look at whether your home is up to scratch and, if needed, spend some time putting things right.

You'll need to make sure that we can easily view all rooms and walls. Please take down posters and pictures and move large furniture away from the wall.

Is your home ready?

Kitchen

- All existing kitchen units and worktops should be in a reasonable condition (clean and with no chips or scratches)
- Cupboard doors should be fitted correctly and the handles should be secure

Bathroom and WCs

- The bath, basin and WC should be free from cracks and stains, with plugs and chains attached
- The taps should be clean and in good working order

Flooring and staircases

- Floors, staircases, banisters and handrails should be sound and free from damage

Doors and windows

- Front and rear external doors should be sound and secure
- Windows should be sound and secure. Keys should be provided for windows with locks
- Internal doors should be in good order and any missing or damaged doors should be repaired or replaced

Decoration

- Skirting boards and door frames should be in good order
- All wall surfaces should be in a good state of repair
- Any graffiti should be removed

Gardens

- All gardens should be tidy and free from hazards and personal belongings

Electrical items

- If you have used your own light fittings, and do not have a certificate of installation from a professional contractor you will need to return them to our original standard

Repairs

- If you have repairs that are our responsibility and need reporting, please report them before we visit.

Improvements

- Any alterations that you have completed in your current home will need written permission from us.

Before you move

- When it's time to move, you will need to make sure your home and garden, including loft space and garages, are free from belongings and rubbish.