

Mutual exchanges



What to do if you want to move to another area or a different property

If you would like to have any part of this document explained or translated, or in a different format such as in larger print or on audio tape, please contact Westlea on 01249 465465 to discuss your needs.

- 1 إذا أردت شرحاً أو ترجمة لأي جزء من هذه الوثيقة، أو رغبت الحصول عليها بأشكال أخرى كالأحرف المطبعية الكبيرة أو على شريط سمعي، فالرجاء الاتصال بـ Westlea "ويستلا" على الهاتف رقم 01249 465465 لمناقشة احتياجاتك.

- 2 এই ডকুমেন্টের কোন অংশ যদি আপনি ব্যখ্যা করা অবস্থায় বা অনুবাদিত আকারে, অথবা অন্য কোন ফরমেটে পেতে চান যেমন বড় আকারের প্রিন্টে বা অডিও টেপে, তাহলে দয়া করে 'ওয়েস্টলি' এর সাথে 01249 465 465 নম্বরে ফোন করে আপনার প্রয়োজনীয়তা নিয়ে আলোচনা করুন।

- 3 你若希望有人給你解釋此份文件的任何內容，或想要索取翻譯本、大字印刷本或錄音帶等其他形式的文件，敬請聯絡 Westlea 以告知你的需求，電話號碼是：01249 465465。

- 4 Falls Sie für Teile dieses Dokuments eine Erläuterung oder Übersetzung benötigten oder es in einem anderen Format, z. B. mit größerem Schriftsatz oder auf Audiokassette, wünschen, wenden Sie sich bitte unter 01249 465465 an Westlea.

- 5 જો તમને આ દસ્તાવેજના કોઈ પણ ભાગનો ખુલાસો અથવા તરજૂમો અથવા કોઈ જુદા રચનામાં જેમકે મોટા છાપેલા અક્ષરોમાં અથવા ઓડિઓ ટેપ ઉપર જોઈતો હોય તો, કૃપા કરી 01249 465465 ઉપર તમારી જરૂરિયાતોની ચર્ચા કરવા Westlea નો સંપર્ક સાધો.

- 6 इस दस्तावेज़ का कोई सा भी अंश यदि आपको समझना हो या इसका अनुवाद अपनी भाषा में चाहिये, या किसी अन्य रूप में, जैसे बड़े अक्षरों की छपाई या सुनने वाली कसेट पर चाहिये तो अपनी आवश्यकताओं के बारे में बताने के लिये कृपया विस्टली से फोन नंबर 01249 465465 पर संपर्क करें।

- 7 Jeśli potrzebuje Pan/Pani wyjaśnienia lub przetłumaczenia dowolnej części niniejszego dokumentu lub otrzymania go w innym formacie – np. w powiększonym druku albo w formie zapisu dźwiękowego, prosimy o skontaktowanie się z Westlea pod numerem: 01249 465465 w celu określenia Pana/Pani potrzeb.

- 8 ਜੇ ਤੁਸੀਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਦੇ ਕਿਸੇ ਹਿੱਸੇ ਬਾਰੇ ਆਪਣੀ ਬੋਲੀ ਵਿਚ ਜਾਣਕਾਰੀ ਲੈਣਾ ਚਾਹੁੰਦੇ ਹੋ, ਜਾਂ ਇਹਦਾ ਤਰਜਮਾ ਆਪਣੀ ਬੋਲੀ ਵਿਚ ਕਰਵਾਉਣਾ ਚਾਹੁੰਦੇ ਹੋ, ਜਾਂ ਇਹ ਦਸਤਾਵੇਜ਼ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦਾ ਹੈ, ਜਿਵੇਂ ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਜਾਂ ਆਡੀਓ ਟੇਪ 'ਤੇ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਵੈਸਟਲੀਅ ਨੂੰ ਨੰਬਰ 01249 465465 'ਤੇ ਫ਼ੋਨ ਕਰਕੇ ਆਪਣੀਆਂ ਲੋੜਾਂ ਦੱਸੋ।

- 9 Haddii aad jeceshahay in qayb walba ee dokumentigaan lagu sharxo ama lagu turjimo, ama aad ku rabtid hab nooc kale ah sida qoraal far waawayn ama jacal la dhageysto, fadlan la xiriir Westlea lambarka 01249 465465 sida aad ugula hadashid baahidaada.

- 10 اس دستاویز کا کوئی سا بھی حصہ اگر آپ کو اپنی زبان میں سمجھنا ہو یا تحریری ترجمہ درکار ہو، یا کسی دیگر شکل میں چاہئے جیسے بڑے حروف کی چھپائی یا سننے والی کسٹ وغیرہ پر تو اپنی ضرورتوں کے بارے میں بتانے کے لیے برائے مہربانی 'ویسٹ لی' سے فون نمبر 01249 465465 پر رابطہ کیجئے۔

What is a mutual exchange?

A mutual exchange is when you swap your home with:

- another Westlea tenant;
- a tenant of another housing association; or
- a local authority (council) tenant.

You can do this when you want to move to another area or a different property. Both landlords need to approve your exchange before it can happen.

What happens to my tenancy?

To exchange properties, you have to give up your current tenancy and take over the tenancy of the person that you are exchanging with. This is called an assignment of tenancy.

This means that you take on the other person's rights and responsibilities. You should check what type of tenancy the other person has so that you can see if it is different to yours. If they have the same type of tenancy, your rights will stay the same. If they have a different one, your rights will change. For example, you might lose the right to buy your property if you had it before.

If you have an Assured Shorthold Tenancy ➤



or a Starter Introductory Tenancy, you do not have the right to exchange.

How do I find someone to exchange with?

- Use the 'HomeSwapper' register – on the internet at www.homeswapper.co.uk – which covers both the local area and whole country. Westlea residents can sign up free of charge.

You can also look at this list in our reception area at the Methuen Park offices.

You can also:

- advertise locally (for example, in your local newsagent's window);
- ask friends and relatives if they know of anyone who might want to exchange with you; or
- look on the internet for other sites where you can advertise your home and look for other people who want to swap. Here are some examples that cover all of the UK:

www.exchangeuk.co.uk

www.exchangeyourhome.co.uk

www.ukhomeswap.co.uk

What happens when I find someone to exchange with?

You should visit the property that you want to move into. It is important that you do ➤

To exchange properties, you have to give up your current tenancy and take over the tenancy of the person that you are exchanging with. This is called an assignment of tenancy.



this, as you take it over in the condition that you see it. However, we will carry out the standard repairs that we must do as your landlord.

If you are happy with it and both of you still want the exchange to go ahead, you should both fill in a mutual-exchange form. You can get one of these by calling your neighbourhood housing team or printing one from our website. You will need to fill in some information about your family and your home as well as some details about the people and property that you want to exchange with. Once you have filled in your application form, you should return it to your neighbourhood housing team.

It is illegal for you to give any money to or receive any money from anyone else involved in the swap. If you do this, you could lose your home.

What happens next?

We must agree or refuse permission for your mutual exchange within 42 days. There are a number of things that we will do in this time.

- Make sure that you are moving to a property that is the right size (for example, we would not allow a single person to move into a three-bedroom house or a large family to move into a

one-bedroom flat).

- Make sure that you do not owe us any rent or money for anything else.
- Arrange for a member of staff to inspect your property and tell you if there are any repairs or decorating that you have to do before you can move.
- Inspect the other property (if it belongs to another landlord then they will do the inspection for us).
- Arrange for gas and electric safety checks to be carried out on the day of the exchange. (These checks need to be arranged through Westlea two weeks before you move.)

We will then write to you and tell you if you can exchange or not. It is important that you do not move until you have our permission, as you could lose your home if you do so.

Why wouldn't you give permission?

By law, we can refuse an exchange if:

- a court has ordered that either property must be given back to the landlord;
- there is a current notice of seeking possession (a warning that the property may be repossessed) against either property;
- the property is too big or too small for your needs or is not reasonably suitable;
- one of the properties has been adapted to help a physically disabled person and ➤

there would not be a person with a disability moving in there; or

- one of the properties is for people with special needs (for example, sheltered housing) and there would not be anyone moving there with those needs.

When can I move?

We will write to you to give you permission for the exchange to go ahead. You will then need to sign a deed of assignment to show that you agree to the swap. We will arrange a meeting somewhere convenient (either at our offices or somewhere nearer to you) for you to do this. Once you have done this, you can arrange to move in.

Do I have to pay for removal costs?

Yes, you have to pay all the costs of moving house (for example, hiring a removal van and buying boxes).

What if I move and find problems with the other property?

You should visit the property before the exchange to make sure you are happy with the condition of it.

We will only carry out repairs that are our responsibility as your landlord (for example, repairs to heating or hot water). You accept



the property in the condition you see it in, and take it over on the date that your new tenancy starts. You are responsible for:

- carrying out small repairs;
- repairing damage to the property that was done by the previous people living there; and
- decorating the property.



If you are not sure which repairs you would have to do, please contact your neighbourhood housing team for advice.

Who do I contact for help and advice?

Please call your neighbourhood housing team for more information.

North team 01249 466130

(Cricklade, Wootton Bassett, Swindon, Malmesbury, Calne and surrounding villages)

South team 01249 466140

(Chippenham, Corsham and surrounding villages; Melksham, Trowbridge and Westbury)

If you would like to have any part of this document explained or translated, or in a different format such as in larger print, in braille or on audio tape, please contact Westlea on 01249 465465 to discuss your needs.



Methuen Park
Chippenham SN14 0GU
tel 01249 465465
fax 01249 461136
enquiries@westlea.co.uk
www.westlea.co.uk

PART OF GREENSQUARE GROUP

ISSUED: FEBRUARY 2009

