



NORTHAMPTONSHIRE
PARTNERSHIP HOMES

www.nph.org.uk/exchange-your-home

EXCHANGE YOUR HOME

Are you looking to move?
Here's all you need to know!



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FINDING AN EXCHANGE PARTNER

You will need to register with one of the following services to be able to swap your home:

- Homeswapper (this is free to NPH tenants if you are not an NPH tenant, check with your landlord to see if they cover the cost). It is easy to register and you will see homes in your area and across the UK.

There are thousands of potential swaps every week that you can search and get match alerts by email and text.

- UK home swap (you have to pay to register).
- House exchange (you have to pay to register).

THE BASICS

- Exchange partners can be with the same or different social landlord
- It is down to you to find an exchange partner then apply to both landlords. Register with www.homeswapper.co.uk for free to find an exchange partner.
- Properties being swapped must be the right size for each family
- Both parties take on the other home in the condition “as seen”
- You are responsible for any minor repairs in the property you swap into
- You need a clear rent account before we will agree your exchange
- Your home will need to be in good condition
- Permission to exchange is not automatic- all applications must be formally approved by the relevant landlords before the move
- Do not forget that moving home can be expensive so please do not apply unless you are sure you have enough funds to pay for your move
- To start the process we will ask you and your exchange partners to fill out a simple application form on our website
- We will only start formally processing the exchange once we have received applications from all parties
- It is important that you visit the property you want to move to more than once.

Ask the tenants about it, take photos if they allow you to and inspect the property for yourself. It is important to make the right decision about the property you are moving to, so consider what you need to check. The checklist overleaf is a guide to start you off

What you need to check

Have you checked this?

how near are the shops, the local schools or the doctor's surgery, and is there a good public transport network?

is the property the right size for you?

what will the future running costs of the property be, for example the heating bills?

will there be much decorating to do?

is there enough parking?

can you take your pets?

You should consider the general condition of the property. Some things to look out for:

do the kitchen drawers open and close properly?

is there a gas supply for the cooker?

who supplies the water, electric and gas to the property?

will your furniture fit?

if there is a shower or fireplace, are these working?

has a repair been requested?

What you need to check	Have you checked this?
are all the internal doors in place, and do they open and close properly?	<input type="checkbox"/>
how many keys are there for the external doors, and do they lock properly?	<input type="checkbox"/>
is the property clean?	<input type="checkbox"/>
is garden and any boundary fences or gates in good condition?	<input type="checkbox"/>

PROCESSING YOUR APPLICATION

Landlords have up to 42 days to process your exchange and give you an initial decision in principle, so it is important to plan around these timescales.

- We will check that the exchange properties are the right size for both families
- We will check that you do not owe us any rent or other charges
- You will need good conduct of your tenancy with no legal action against you
- We will come and see you to explain the process in detail and check round your home
- We will also visit your exchange partner unless they live outside the local area, or are tenants with a different Council/Housing Association
- Once our checks are complete, we will exchange tenancy reports with the other landlord
- We will agree with the other landlord if the exchange can go ahead or not

WHAT WILL THE INSPECTION INVOLVE?

What will the inspection involve?

The purpose of the inspection is to:

- identify any damage that you will have to put right before you move
- identify any improvements you have made that will become the responsibility of the new tenants to repair or replace
- identify any repairs that are our responsibility, that should be reported before you vacate
- identify any features/furniture/fixtures you are leaving that the new tenants will have to take responsibility for
- go over the condition in which you should vacate the property
- confirm your tenancy details
- remind you that you are not able to proceed with the exchange until we confirm it to you in writing.

*If you think you will not be able to meet the standards above, please contact your housing officer as soon as possible

GETTING THE GO AHEAD

We will agree a date for the exchange to take place with you, the other tenant and the other landlord (if there is one).

We will arrange to meet with you and the exchanging tenant so that you can both sign the legal documents which formally transfer the tenancies.

The move can then take place. We will not hold any keys, and it will be your responsibility to agree with the other tenant when to swap keys and actually move out. Your tenancies will officially start on the date shown on your tenancy agreement. You are then ready to move in and enjoy your new home.

You must not move until you have received written permission from us

Please do not arrange your removals or change your utility suppliers until we have agreed your move and confirmed the date in writing

If you exchange without permission you may be forced to move back. Any housing benefit entitlement will also end on the day you moved without permission.

IF WE SAY NO

- If we cannot agree to your exchange we will let you know why in writing we will state clearly why we are saying no. We will explain what changes are needed to enable an exchange in future
- There could be various reasons we have not approved your exchange this may be because:
- You, or the other tenant swapping has breached their tenancy agreement
- NPH or the other landlord is in the process of taking legal action against either tenant for breach of their tenancy conditions
- The properties to be swapped are too big or too small
- The properties to be swapped have disabled adaptations that are no longer needed
- The other landlord does not allow exchanges.

MOVING DAY

- It is you and your exchanging partner's responsibility to ensure keys are swapped.
- You will need to make your own arrangements for removals
- Make sure you and your exchange partner agree on moving plans
- Remember to advise electric, gas and water suppliers of your change of address
- You may face a recharge if your home needs cleaning, clearance or other work after you have moved out.



Need to get in touch?

We are always here to help.

Email us on
mutualexchange@nph.org.uk

Call us free on
[0330 330 7003](tel:03303307003)

If you think you will not be able to meet these standards when exchanging your home, please contact your housing officer as soon as possible.

