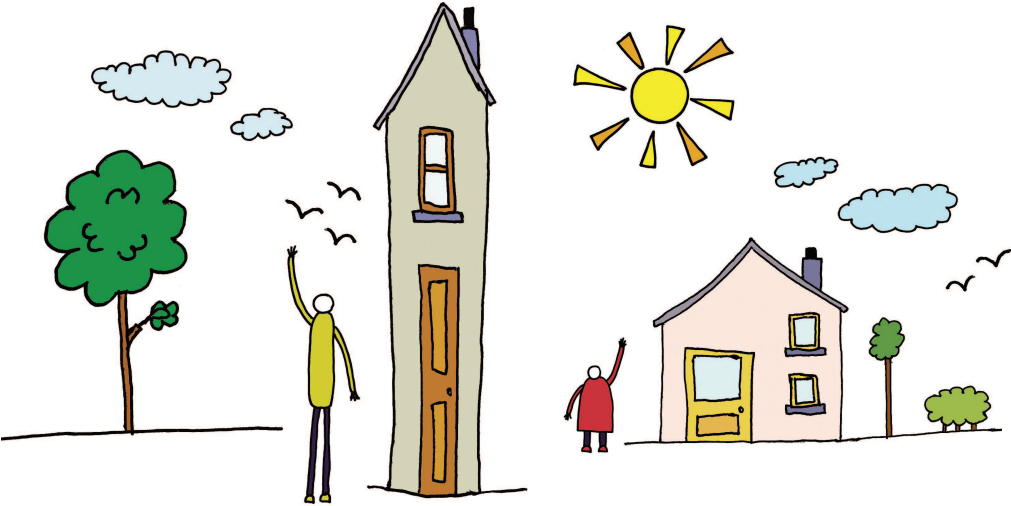


Mutual Exchange



As a tenant you have the right to exchange your home with another tenant of Spire Homes, or with a tenant of a local authority or another housing association. This is known as mutual exchange.

You can register for an exchange by completing a standard form to go on our mutual exchange register. Please feel free to contact the office for a form, or ask to speak to your housing officer who will be able to give you more details about this. Your property details will then be advertised on the house exchange website.

It is your responsibility to find a suitable exchange partner. As soon as you have done this you will need to contact your housing officer to request permission to exchange.

Before we approve the exchange, we will inspect your property. You should not move until you receive written notification of the agreed date for the exchange to take place.

When you exchange with another tenant, you are exchanging both your properties and your tenancies. It is important that you find out whether your new tenancy will change and if it does, what the difference is. For example, this may mean that you lose the preserved Right to Buy, but you may still have the right to acquire.

Your housing officer will be able to give more information on what this means.

We have the right to refuse your request to exchange your property, but we will only refuse an exchange for specific reasons.

These include:

- If your rent payments are not up to date or you have broken a condition of your tenancy agreement
- If the accommodation is too small for the person / family you wish to exchange with and they will be overcrowded
- If the accommodation is too large for the person / family you wish to exchange with
- If the accommodation is specially adapted or is supported housing and the person / family who you wish to exchange with has no need for those adaptations.

This leaflet is available in various formats, i.e. different languages, braille, audio formats etc. Please contact us for further information.



=



Lãngüagê Liñè

Rushden Office

1 Crown Court
Crown Way
Rushden
Northamptonshire
NN10 6BS

t: 0845 603 5399

text: 447797 800062

Rutland Office

Pinewood
1 Cold Overton Road
Oakham
Rutland
LE15 6NT

t: 01572 755465

text: 447797 800062

email: spirehomes@longhurst-group.org.uk

www.spirehomes.org.uk

