



Mutual Exchange Information Sheet

If you have agreed upon an exchange you will **both** need to complete a Mutual Exchange Form MXB. Your Local Authority will need to visit your property prior to any decisions being made. It may be that your landlord is unable to authorise an exchange because of rent arrears, or because of the condition of your property, or it may be that the accommodation you want to move to is unsuitable for your needs and therefore the exchange may be refused.

You should view the property at least twice. Please be courteous and understanding, as your property may not be the right choice for the other applicant, even if you are happy with the potential swap.

After all the checks have been carried out, your Landlord will give you written permission for the exchange to take place. It is up to you and the other tenant to organise all removals and what items you have agreed to leave in the property (fixtures & fittings must not be removed).

Any outstanding repairs should be carried out before the exchange takes place. No repairs unless an emergency will be carried out for the first 12 months.

Notes:

- Having found a person to swap with just complete the form MXB and send it to your **own** Local Housing Authority;
- Both you and the person you wish to swap with will need to fill in this form; you send it to your Landlord and the other tenant should give it to their Landlord;
- Our aim is to provide you with a decision within 28 days of your application; but please be patient as there is a lot of paperwork involved.
- Please carefully read in full the information provided on the reverse of this sheet, as this will help us deal with your application quickly and help your move go smoothly.

Mutual Exchanges without permission from the Landlord will leave each party without a tenancy agreement and no legal rights to either property.

Please read the additional information overleaf.

Important Information - Please Read

Things you should do:

- Always visit the property you wish to swap with more than once;
- Make sure your rent is paid and kept up-to-date or an exchange may not be authorised;
- Ensure any and all repairs to your home have been reported;
- Reach an agreement with the person you wish to swap with about any items you intend to take or leave behind.

Things you **must not** do:

- You must not swap before your exchange has been approved in writing. Do not book removals until this approval is given. Exchanges carried out without permission can lead to eviction.

Things you should know:

- Your application to swap can be refused on specific legal grounds e.g. if one or more of the properties become very overcrowded or under-occupied;
- Your application approval is subject to certain conditions e.g. your rent account is up to date;
- All conditions must be met and confirmed in writing before you can swap;
- No works other than emergency or planned maintenance will be carried out to the property for **one year** after the swap;
- If you are unhappy about the state of your security after an exchange it is up to you to arrange the changing of your locks;
- Payment of rent for your new home will begin on signing of the tenancy agreement; you should make sure you are aware of any change in rent;
- Some rules may vary depending on the Housing Authority that you belong to.

Applying for Mutual Exchange

Can you say yes to the following? A successful application may depend upon it.

	Yes	No
You are the Tenant		
You have a clear rent account (for 6 months or more)		
Your house is decorated to a good standard		
There is no damage to any part of the property		
There are no unauthorised alterations inside or outside of your property.		

Contact details:

For any queries you may have you can contact the Housing Division at:

Markwell House, Market Street
Douglas, IM1 2RZ
Tel: 01624 685955
E-mail: housing@gov.im