

TRANSFER AND MUTUAL EXCHANGE POLICY AND PROCEDURE

1. INTRODUCTION

Everyone's housing needs change over time and English Rural Housing will try to assist tenants who wish to transfer or exchange to another property more suitable to their needs.

Because of the nature of our developments, the local connection will always be an important factor in any decision taken.

2. WHO CAN APPLY

Any tenant can apply for a transfer or mutual exchange. When considering such requests the following will be taken into account

- Is the current property overcrowded/underoccupied?
- Is there a need to move to be closer to family, work or schools?
- Is there a need for more suitable accommodation on health grounds?

3. HOW TO APPLY

All requests for transfers or mutual exchanges should be made in writing or by email to the Housing Manager or the Housing Services Manager.

4. TRANSFERS

Transfer requests received in writing will be considered by the Operations Director and Housing Services Manager who will check if the existing tenancy has been conducted satisfactorily, the rent account is up to date and that there are no court orders or possession proceedings in progress against the tenant.

If a transfer request is approved, the tenants' details will be held on a mailing list until a suitable property becomes available. Should a suitable vacancy arise the tenant will be asked to complete a standard application form which will then be assessed in line with the Tenant Selection Policy.

5. MUTUAL EXCHANGES

BETWEEN ENGLISH RURAL TENANTS

Where a request for a mutual exchange between English Rural tenants is received, both parties will be asked to complete an application form and checks will be made on the existing tenancies. Inspections will be carried out on both properties and tenants advised that on completing the exchange they will be accepting the property in the condition left by the previous tenant and any damage or decorations will become their responsibility. Usually such requests will be approved as long as it does not result in either property becoming overcrowded, neither tenant is subject to a possession order and both tenants meet the local connection criteria.

Once a mutual exchange has been approved both tenants will be required to exchange their tenancies through signing a deed of assignment.

BETWEEN AN ENGLISH RURAL TENANT AND A TENANT OF ANOTHER LANDLORD

Where an English Rural tenant requests a mutual exchange with a tenant of another landlord we will ask the incoming tenant to complete an application form so their suitability for the property can be assessed. A landlord's reference will be sought for the incoming tenant. The mutual exchange will only be agreed if satisfactory references are received, the property will not be overcrowded or underoccupied and the incoming tenant meets the local connection requirements for the area. An inspection will be carried out on the property and the incoming tenant advised that they will become responsible for any damage or repairs that do not fall under English Rural's responsibilities. The only work English Rural will undertake on exchange of tenancies will be a gas and electric check.

Once the mutual exchange has been approved the tenants will be required to exchange the tenancies and sign the necessary deeds of assignment with both English Rural and the exchanging Landlord.