



This leaflet is one of a series of information sheets provided by Easthall Park Housing Co-operative.

Others that have been provided include:

- | | |
|-------------------------------------|-------------------------------------|
| 1. Service Standards | 11. Guide to Environmental Services |
| 2. Alterations and Improvements | 12. How to pay your rent |
| 3. Repair Priorities | 13. Rent Arrears |
| 4. Keeping your home in good repair | 14. Eviction |
| 5. Succession to a tenancy | 15. Ending your tenancy |
| 6. Abandoned houses | 16. Lettable Standard |
| 7. Rechargeable repairs | 17. Gas Servicing |
| 8. "Your Voice - Your Choice" | 18. Tenant Surveys |
| 9. Right to Repair | 19. Former Tenant arrears |
| 10. Complaints | |

The full range of these information sheets can be obtained from our reception or by visiting our website: www.easthallpark.org.uk

We always welcome your views and comments about improving our service.

If you would like this leaflet in another format, for example in large print or on tape, or in another language, please contact reception.

Easthall Park Housing Co-operative, Glenburn Centre, 6 Glenburnie Place, Glasgow G34 9AN.
Tel: 0141 781 2277, Fax: 0141 773 1958, Email: general@easthallpark.org.uk

MUTUAL EXCHANGE

INFORMATION SHEET 20

How long will it take before you can move

Once you have written permission you can arrange your move for a date that suits both parties.

Easthall Park Housing Co-operative will advise of its decision within 28 days of the receipt of the exchange application.

However if you are exchanging with a tenant of another landlord you need the permission of both landlords before the exchange can proceed. You should not arrange to move until you have written permission from both the Co-operative and the other landlord.

What are the conditions for getting permission

The Co-operative will not refuse any application for a mutual exchange unreasonably. The Co-operative considers the following as reasonable grounds for refusal:

- If the Co-operative has served a notice of proceedings for possession, for example, the tenant has not paid his/her rent;
- If the Co-operative has obtained an order for recovery of possession against the tenant;
- The house was provided in connection with the tenant's employment with the Co-operative, ie, a tied house;
- The house has been designed or adapted for a person with special needs and the mutual exchange would result in the house no longer being occupied by someone with special needs;

- If a mutual exchange would result in under-occupation or overcrowding;
- If the external tenant has not been granted membership of the Co-operative under the terms of the Membership Policy;
- If there is a problem of significant rent arrears, persistent or serious anti-social behaviour.
- If the tenant has failed to rectify unauthorised alterations or damage to property caused by misuse or neglect within a month of being instructed to do so by the Co-operative.
- If the potential new Co-operative tenant is unwilling to accept the original terms and conditions of an existing furniture package.

Where permission is being refused we will write to both parties explaining the position.

Will your tenancy rights be affected ?

If you are exchanging you will sign a new Scottish Secure tenancy agreement. This may mean if you are eligible to buy your property changes to this entitlement. For clarity, a tenancy with the Co-operative does not provide you with the right to buy. Generally, however, you will have the same rights, responsibilities and obligations that you currently have.

If you are moving to another landlord, you should first read carefully their tenancy agreement. As there might be slight contractual differences compared to the Easthall Park Housing Co-operative tenancy agreement.

What are your rights if we refuse permission ?

You have the right to appeal the decision. Our complaints leaflet, information sheet 10, outlines how you can complain if you feel we have treated you unfairly. All our information sheets are available at reception or can be downloaded from our web page.

MUTUAL EXCHANGE

INFORMATION SHEET 20



What is a Mutual Exchange

A mutual exchange is when two tenants of registered social landlords (e.g. Housing Associations and Housing Co-operatives) or a local authority agree to swap houses with each other.

Who can get a Mutual Exchange

If you are a tenant of Easthall Park Housing Co-operative you can apply to exchange with another tenant of the Co-operative, a tenant of another Housing Association or local authority.

How do you find someone to exchange with

It is up to you find a tenant in the size, type and area of housing that you want to live in that is willing to exchange properties with you.

Anybody who wishes to exchange properties can contact the Co-operative and we will display details at our reception.

How do you apply for a Mutual Exchange

Both tenants must apply to the respective landlords for permission to exchange properties.

If the person you wish to exchange with is also an Easthall Park Housing Co-operative tenant you only have to complete one application form. Application forms are available at reception.

If you wish to exchange with a tenant of another landlord you must complete the Co-operative's form and contact the other person's landlord for advice and information.