



Find out about...
**swapping
your home**

Community
GATEWAY
Association

Developing neighbourhoods in Preston





Six steps to a home swap

If you're a Community Gateway Association (CGA) tenant who wants to move home, you should think about a swap. You could swap homes with another tenant from a council or housing association.

Swapping is often a quick and easy way to find a move - as long as you know what to do. Just follow our six simple steps to a swap.

Step one - advertise your home

You can advertise your home on the exchange list at Select Move. Or you could use local shops, or notice boards, to tell other people that you want a move.

To improve your chances of finding someone to swap with, it helps if you tell people:

- The type of home you live in (such as house or flat), and number of bedrooms.
- Where your home is (the area or street).

- Your contact details.
- Any special items that other people might like about your home (such as a new kitchen, garage, or big garden).
- What type of home you want, and how many bedrooms you need.
- The area(s) that you are prepared to consider.
- Anything else that is important to you.

Step two find a swap

If you find a home that you'd like, or someone contacts you about an advert that you've placed, it's time to check out each others' homes.

When you agree to swap homes with another tenant; you are accepting the property in the condition you find it. If the swap goes ahead, you must repair or decorate your new home. So make sure that everything is in good working order.



Your new landlord will still be responsible for normal repairs, but not for dealing with any damage caused before the swap. It would be up to you to deal with any breakages. You need to discuss what the outgoing tenant will take with them and what will be left when you move in.

Now and again, someone might tell you that their landlord will improve the home in a few months. If this happens, check it out before you agree to swap. Otherwise, you could exchange homes and then find you have to wait.

Step three - put pen to paper

Once you find the home of your dreams and the tenant agrees to swap, it's time to fill in the paperwork.

Every tenant involved in the swap needs to fill in an application to exchange homes with another tenant form. A copy of the form is included in this leaflet. Extra copies can be found at the Moor Nook Housing Office or online at www.communitygateway.co.uk.

Check whether your swap partner's landlord is the Community Gateway Association. If not, all landlords involved must give written permission for the swap to happen. There may be separate forms to fill in for each landlord. Please send your completed application forms to Select Move Property Shop.

Step four - home checks

Once the completed forms have been received, you and the other tenant(s) will get a home visit. The purpose of this visit is to inspect your home and:

- Check through the details on your application form
- Assess the condition of your home
- See if your rent account (and that of any other tenants involved in the swap) is clear
- Check if you want to move to a suitable size and type of home.

At this stage, any improvements, alterations or repairs needed will be noted. We will also record if any items seem unsafe, or might be a hazard to other people. If there are any problems, you will be asked to put things right before the swap goes ahead.

Step five - ready or not?

After checks have been made, the CGA will write and let you know if you are allowed to swap. If you want to swap with the tenant of another landlord, you can only move if each landlord agrees to the swap. The CGA must tell you in writing whether the swap can go ahead. You will be told this within 42 days of your application being received.

You must not move first, then ask for your landlords permission to swap later. If you do this, you may be asked to move back at your own cost. Legal action may follow.

Sometimes there may be a problem which needs sorting out before the swap can go ahead. This might mean clearing any rent arrears before you move, or repairing damage that is thought to be of your own making. You must not move until you have met all these conditions.

Step six - moving on

Once the move has been agreed in writing, you can agree a date for moving. Before the move happens, you and the other tenant must call at the Select Move office to sign the official paperwork.

Once you have signed for your new home (but not before), you can move in.



Do's and don'ts for home swapping

Do...

- Make thorough checks about any home(s) you're interested in
- Find out what the rent and Council Tax charge would be if you swapped
- Fix any damaged items to help the swap happen more quickly
- Discuss with the other tenant(s) what they will and won't take with them
- Tell the Council's Housing Benefits service and the Benefits Agency when you'll be moving home.

Don't...

- Pay, or accept, any money to make a swap happen
- Give false details when you apply. This will result in the swap being stopped
- Move before you have permission to swap - or you may have to move back.

Community Gateway Association (CGA)

Application to exchange homes with another tenant

Your tenancy address.....

Your telephone no.....

Names of all people living in the property:

Name	Date of Birth	Relationship to tenant

Is your property a:

House

Flat

Bungalow

Maisonette

Other

If other, please state.....

Number of bedrooms in your current home:

Who is your landlord? CGA

Other Landlord

If other, please give landlord's contact details:

Name:.....

Address:

Phone number:

Name(s) of tenant(s) that you want to exchange with:

.....

Address of tenant(s) that you want to exchange with:

.....

Continued overleaf...





**About the person you want to swap with
Is their property a:**

House Flat Bungalow Maisonette

Other If other, please state.....

Number of bedrooms in their current home:

Who is their landlord? CGA Other Landlord

If other, please give landlord's contact details:

Name:

Address:

Phone number:

Statement:

I/We have thoroughly inspected the property which I/We wish to move to.

I/We accept the property in its present condition, and accept liability for any repairs which will be charged for.

I/We know that giving false information will make this application, and any approval that may be given, invalid.

Signature of current tenant:

Date

Signature of proposed tenant:

Date

NOTE:

Tenants can only move after the CGA has given written permission for the swap to go ahead.



Developing neighbourhoods in Preston

Declaration

Are you, or anyone listed as a tenant at your property, currently a Board Member or employee of community Gateway Association, or held such a position in the last 12 months?

Yes

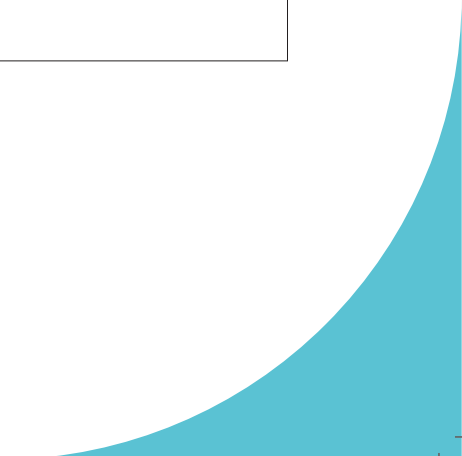
No

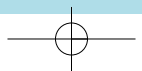
If yes please give details

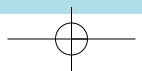
Are you, or anyone listed as a tenant at your property, related to a Board Member or employee of Community Gateway Association?

Yes No

If yes please give details









Want to know more?

To find out more about swapping homes please contact

City Centre Office

Unit 17/19 St Johns Centre,
Lancaster Way, Preston PR1 1FB

t: 0800 953 0213

f: 01772 268 397

Opening Times

Mon, Tues, Weds, Fri 9.00am - 5.00pm

Thurs 10.30am - 6.00pm

Moor Nook Estate Management Board Housing Team

Housing Office,
Langden Drive, Ribbleson, Preston

t: 01772 268005

Opening Times

Mon - Fri 9.00am - 12.30pm

Deltic House

West Strand, Preston PR1 8UY

t: 0800 953 0213

Opening Times

Mon - Fri 9.00am - 5.00pm

Other contact details

e: info@communitygateway.co.uk

w: www.communitygateway.co.uk