

## Application form

Application to exchange homes with another tenant.

Complete the details on this form and return it to CG.

Your tenancy address

Your phone number

Names of all people living in the property including all tenants:

Name	Date of Birth	Relationship to tenant
<input type="text"/>	<input type="text"/>	<input type="text"/>

Is your property a:

House  Flat  Bungalow  Maisonette  Other

Number of bedrooms in your current home

Who is your landlord?  CG  Other Landlord

If other, please give landlord's contact details:

Name

Address

Phone number

## Useful contacts

Gateway Direct  
0800 953 0213  
customerservices@communitygateway.co.uk

Out-of-Hours Emergencies  
0800 953 0213



Harbour House, Port Way,  
Ashton-On-Ribble, Preston, PR2 2DW

0800 953 0213  
[www.communitygateway.co.uk](http://www.communitygateway.co.uk)



**Hindi**  
यह पुस्तिका हमारी Swapping your home (आश्रय गृहों संबंधी गाइड) है, यदि आप इसका अनुवाद अपनी भाषा में चाहते हैं, तो कृपया हमें 0800 953 0213 अथवा 01772 268000 पर संपर्क करें

**Punjabi**  
ਇਹ ਲੀਫਲੈਟ ਸਾਡੀ Swapping your home (ਸੈਲਟਰਡ ਹਾਊਸਿੰਗ ਸਬੰਧੀ ਗਾਈਡ) ਹੈ, ਜੇਕਰ ਤੁਸੀਂ ਇਸਦਾ ਅਨੁਵਾਦ ਆਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਨੂੰ 0800 953 0213 ਜਾਂ 01772 268000 ਤੇ ਸੰਪਰਕ ਕਰੋ

**Farsi**  
Swapping your home این دفترچه درباره (راهنمای مسکن محفوظ) ما است. لطفا در صورتی که مایل هستید این دفترچه به زبان شما ترجمه شود با ما به شماره 0800 953 0213 یا 01772 268000 تماس بگیرید

**Gujarati**  
આ પત્રિકા અમારા Swapping your home (આશ્રય રહેણાંકની ગાઈડ) અંગેની છે જે તમે તમારી ભાષામાં ભાષાંતરિત કરાવવા માગતા હો તો 0800 953 0213 અથવા 01772 268000 નંબર પર સંપર્ક કરો

**Bengali**  
এই প্রচারপত্রটি হল আমাদের Swapping your home (শেয়ার্ড হাউজিংয়ের নির্দেশিকা) আপনি যদি এই প্রচারপত্রটি আপনার নিজের ভাষায় অনুবাদিত চান তাহলে অনুগ্রহ করে 0800 953 0213 বা 01772 268000 নম্বরে আমাদের সাথে যোগাযোগ করুন

**Urdu**  
(راہنما) Swapping your home یہ کتابچہ ہمارے برائے رہائشی مکان کے متعلق ہے اگر آپ اس کو اپنی زبان میں ترجمہ کروانا چاہتے ہیں تو مہربانی کر کے ہم سے 0800 953 0213 یا 01772 268000 پر رابطہ کریں

**Polish**  
Niniejsza broszura jest naszym Swapping your home (przewodnikiem dotyczącym zakwaterowania osób starszych lub wymagających opieki). Aby otrzymać jej tłumaczenie na wybrany język prosimy o kontakt pod numerem telefonu 0800 953 0213 lub 01772 268000

# Swapping your home



## Six steps to a home swap

If you're a Community Gateway (CG) 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

## Do's and don'ts for home swapping

- Do**
- Make thorough checks about any home(s) you're interested in
  - Check any impact on your tenancy rights
  - 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





### Step one Advertise your home

You can advertise your home on the exchange list at SelectMove, 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

**If you need any help or advice, please contact us.**



### 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 other's 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 [www.communitygateway.co.uk](http://www.communitygateway.co.uk).

Check whether your swap partner's landlord is CG. 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 form to: Community Gateway Harbour House Port Way Ashton-On-Ribble, Preston, PR2 2DW.



### 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.



### Step five Ready or not?

After checks have been made, CG 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. CG 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 landlord's 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, an appointment will be made for you to come in to the CG office to sign the official paperwork. Once you have signed for your new home (but not before), you can move in.

## Application form

About the person you want to swap with

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

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

Is their property a:

House  Flat  Bungalow  Maisonette  Other

Number of bedrooms in their current home

Who is their landlord?

CG  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