

Mutual Exchange guidance notes

Before completing the exchange application form please read the following information.

Reasons an application for mutual exchange will be rejected

Disabled adaptations

Exchanges will not be permitted where one party is seeking to occupy a property adapted for a disabled person, unless another disabled person, requiring the same adaptations will be in occupation upon completion of the exchange.

Over 55's accommodation

Exchanges will not be permitted for over 55's accommodation unless the new occupants also meet the minimum age criteria of 55.

Like for Like

Exchanges will not be permitted where a like-for-like exchange request is received (i.e. where a tenant already occupies the same property type as that which they are requesting to exchange into) unless there is an exceptional circumstance which requires a move. These will be considered on a case by case basis.

Overcrowding / Under Occupying

Exchanges will not be permitted if overcrowding or under occupying by more than one bedroom will occur on the basis of the sleeping arrangements. This is in line with property entitlement, see table on next page.

Alterations to current property

If you have made any alterations to your property (other than internal decoration) without requesting permission your exchange will not be agreed. Please go to www.newportcityhomes.com and retrospectively apply for permission for your alteration. Permission must be granted before you can apply for an exchange.

Debt

Exchanges will not be allowed where there is outstanding housing debt owed to Newport City Homes. Debt should be cleared before completing the application form. Exceptional circumstances with outstanding debt will be considered on a case by case basis.

Tenure

An exchange will not be allowed whilst you hold an Assured Shorthold Tenancy.

Notice of Seeking Possession

An exchange will not be allowed whilst you are subject to a valid Notice of Seeking Possession.

What you are required to do before the exchange happens

Rent in advance

At the point of signing for the exchange you will be required to pay the first week's rent in advance. Please check with Newport City Homes as to the amount of rent for the property type you are interested in.

Viewing

You are required to view the property that you are interested in so that you are aware of the internal as well as external appearance and layout. Signing the exchange application form is confirmation that you have visited the property and viewed it.

Property entitlement

Please read the following information as it will help you to decide if you are eligible for the size and type of property that you wish to exchange into.

This information is for guidance only and does not guarantee that permission to exchange properties will be automatically granted upon submission of your application form.

Permitted exchanges	
Single person/couple who are pregnant	2 bed flat, maisonette or house
Single person with overnight access to a child or children (Parent only)	2 bed flat or maisonette
Single person or couple under 55 years of age	1 or 2 bed flat or bedsit (subject to affordability)
Single person or couple over 55 years of age	1 or 2 bed flat or bungalow (Subject to affordability)
Lone parent/couple + 1 child	2 bed flat, maisonette or house
Lone parent/couple + 2 children	2 or 3 bed flat, house or maisonette (Subject to affordability)
Lone parent/couple + 3 or more children	3 or 4 bed house, 3 bed flat, 3 bed maisonette
Lone parent/couple + 4 or more children	4 bed house



Mutual Exchange application form

Before completing this application form please read the guidance notes.

These notes explain situations where we are unable to allow a customer to exchange. This will help you to determine whether you are ready to submit an application.

Are you a Newport City Homes tenant? Yes No

If no, who is your landlord?

You and your family

Full Name	Date of Birth	Gender	Relationship to tenant
			Tenant

Phone number:

Email:

Address:

Postcode:

Preferred method of contact:

Tenancy status

Assured

Sole

Joint

Assured Shorthold

Sole

Joint

Pregnancy

Is anyone in your household pregnant?

Yes

No

If YES, please state who:

When is the baby due?

Pets

Do you have any pets?

Yes

No

If YES, what pets do you have?

Your property & the property you want to exchange into

What type of property do you occupy?

How many bedrooms does the property have?

Is your property in a sheltered scheme/55+?

Yes

No

Adaptations

Does your home have any adaptations?

Yes

No

If you answered YES, please tick the appropriate boxes,

Stair lift

Hoist and track system

Walk in shower

Wheelchair access

Low level bath

Widened doorways

Electric fit bath

Wheelchair ramps

Wet room

Through lift

Adapted kitchen

Other

Please explain why you want to exchange:

Who do you want to exchange your home with?

Main tenant's name:

Joint tenant's name:

Home telephone: Mobile:

Address:

Postcode:

Property type

What type of property do they occupy?

How many bedrooms does the property have?

Is their property in a sheltered scheme/55+? Yes No

What is the name of their landlord?

How did you find your exchange partner? *(Newport City Homes tenants only)*

Homeswapper? Yes No

Other *(please state)*

Applicants from another landlord

Please complete this section if you are NOT a Newport City Homes tenant.

Have you or anyone in your household previously held a tenancy with Newport City Homes?

Yes No

If YES, please state who:

Are you currently under Notice of Seeking Possession (NOSP) with your Landlord?

Yes No

Do you have any debt with your current landlord?	Rent arrears?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Recharge repairs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Court costs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Other?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Do you have any current or previous breaches of tenancy with your landlord? (Fly tipping, ASB, etc)

Yes No

Declaration

By signing this form I/we give Newport City Homes permission to share my/our relevant information with interested parties. I/We declare that the information I/we have given is correct.

I/We confirm that we have visited and viewed the property that we wish to exchange into in order to fully understand the condition of the property and are aware that the property is taken as seen.

(For joint tenancies, both applicants should sign this form.)

Main applicants name:

Signature:

Date:

Joint applicants name:

Signature:

Date:

All parties must complete an application form.

NCH Tenants are required to complete a Property Condition Self-assessment Form along with this application form before the exchange request can be processed.

[Click here to submit this form](#)

The submit button may not work across all mobile devices or software, you can also email your completed form to lettings@newportcityhomes.com