

## Exchanging homes with someone else

### Guidelines for tenants

If you wish to exchange your home with someone else (this is called a mutual exchange), please note the following:

- Your neighbourhood office will inform you of its decision to grant permission to exchange your home with someone else, within 20 working days of receipt of your application.
- Most mutual exchanges involve another council tenant, or the tenant of a housing association. However, the council will also consider exchanges between Renfrewshire Council tenants and tenants of private landlords.
- Renfrewshire Council subscribe to House Exchange, a web based service where all Renfrewshire tenants interested in finding someone to exchange with, can register and check on line for possible matches within and outwith Renfrewshire. To register visit [www.renfrewshire.houseexchange.org.uk](http://www.renfrewshire.houseexchange.org.uk) or enquire at your neighbourhood office. The service is free to all Renfrewshire Council tenants.
- Change your housing application form to indicate that you would accept a mutual exchange.
- You may want to advertise in your local paper, shop or supermarket.
- If you find someone to exchange with, you should contact them and make arrangements to visit each other's houses.
- You should inspect their house carefully. Make sure you are happy with the condition of the house, as the landlord will not be responsible for any decoration needed or for carrying out repairs which are the tenant's responsibility.
- If you decide after viewing that you wish to exchange, you must both complete a mutual exchange application form. You can get this at your local neighbourhood office.
- You should note that **exchanging your home could affect your Right to Buy**. Please ask for further information at your neighbourhood office.
- Once the neighbourhood office has your application it will:
  - Inspect both houses (where both parties live in Renfrewshire) to make sure they are in good condition;
  - Check the size of the houses to make sure no overcrowding will occur if you do swap and;
  - Check that both tenants have a clear rent account and there have been no problems with the tenancy.

- The neighbourhood office will write to the other tenant's landlord for information to process your application and give their landlord information about your tenancy.
- If your exchange is successful, you will be asked to sign a new tenancy agreement for your new home. **You must not move in before you have received permission and signed your new tenancy agreement.**