

## **APPLICATION FOR CONSENT TO ASSIGN TENANCY TO ANOTHER TENANT (MUTUAL EXCHANGE)**

YOU ARE ABOUT TO COMPLETE AN APPLICATION FOR CONSENT TO EXCHANGE YOUR HOME WITH ANOTHER TENANT. BEFORE YOU DO SO, YOU SHOULD CONSIDER THE FOLLOWING POINTS:

- 1. If either tenant involved in this proposed exchange of tenancy is currently negotiating the purchase of their own property under no circumstances should the form be completed.**
2. Valleys to Coast has 42 days (six weeks) from the time it receives your completed application in which to decide whether consent to the exchange can be granted. Receipt of your application will be acknowledged but it is unlikely that the application will be considered within the first seven to ten days. It might even take the full period of 42 days before you are notified of V2C's decision.
3. You can only exchange if all parties are secure or full assured tenants.
4. There are ten legally specified grounds on which consent will be withheld. These are given overleaf. In addition, **If you owe rent** you will be told how much and you will be required to pay all your arrears as a condition of consent.
5. Also, your home will be inspected to check whether there are any repairs, lack of internal decoration or other defects outstanding for which you, as the tenant are responsible. **If there are any items outstanding** you will be told at the time of the inspection and you will be required to put right all those items as a condition of consent. Any repairs that V2C are responsible for will remain the responsibility of V2C should the exchange be approved. **However these repairs will not be made a higher priority as a result of the exchange.**
6. **Completion of this application does not mean that you are allowed to exchange your home with another tenant. You must first receive V2C's written consent to the exchange.** If you move without receiving written consent you will be required to return to your original home and V2C will consider taking action in the County Court for repossession.

- 7. If deliberately false or misleading information is given on this form and your application is approved V2C reserves the right to terminate your tenancy.**
- 8. If you do not fully understand any of the above, or if you need help completing your application, or advice on any matter relating to mutual exchanges, please contact your local Area Team. (See tenants handbook for contact details).**

**GROUND S FOR WITHHOLDING CONSENT  
TO ASSIGNMENT BY WAY OF EXCHANGE  
(MUTUAL EXCHANGE)**

**SIMPLIFIED**

**(See Schedule 3—Housing Act 1985 for full explanation)**

- Ground 1. Valleys to Coast (V2C) has obtained a possession order against either tenant.
- Ground 2. A notice of seeking possession has been served on either tenant.
- Ground 3. The size of the accommodation to which either party wishes to move is much larger than they reasonably require.
- Ground 4. The size of the accommodation to which either party wishes to move is smaller than they reasonably require.
- Ground 5. The accommodation is part of a building consisting mainly of non-housing accommodation and was let to the tenant or a predecessor as part of the conditions of his/her employment with the landlord.
- Ground 6. The landlord is a charity and the exchange would conflict with the aims of the charity.
- Ground 7. The dwelling was designed or adapted for a physically disabled person.
- Ground 8. The landlord is a housing association or housing trust and the accommodation is let to persons with special needs.
- Ground 9. The dwelling is one of a group let to persons with special needs and a social service or special facility is provided in close proximity to assist those persons.
- Ground 10. The dwelling is subject to a management agreement with a housing association, where half the tenants are members of the association, but the person wishing to move is unwilling to become a member

## Application for Mutual Exchange (tenants of other public sector landlords)

This form is for tenants of other sector landlords who wish to make an exchange by assignment of tenancies with a tenant of Valleys to Coast Housing.

### 1. About you and those who live with you

Surname	First names	Relationship	Date of Birth
		Tenant	

Do you have any pets? .....

If so, how many and what type? .....

### 2. About your current home

Address	Type of property
Postcode	Number of Bedrooms
Telephone No.	Rent Payable

### 3. Details of Tenant(s) with whom you wish to exchange

Full Name(s)	
	Tenant
	Tenant
Address	Type of property
Postcode	Number of Bedrooms
Telephone No.	Rent Payable

#### 4. Details of your landlord

Name

Address

Postcode

Telephone No.

#### 5. Why do you wish to exchange?

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**I/We hereby apply to exchange homes by assignment of tenancies with the person(s) specified above. I/We consent to Valleys to Coast Housing being provided with any information about my/our tenancy or application by other persons/organisations. I/We note that no exchange can be made until the landlord's consent is given.**

Signed

Date

Signed

Date

**NOTE: In case of joints tenants, both must sign**

#### **What Next?**

Now return this form to Valleys to Coast Housing-the address is on the front of this form. When we receive forms from both you and the tenant with whom you wish to exchange we will contact you or your landlord to arrange a visit.

#### **For Office Use**

**Rent Check Completed By (Name & Date):**

**Form viewed by Housing Officer (Name & Date):**

**Applicant(s) approved for allocation by (Name & Date):**