

Wandsworth Council

Housing and Regeneration Department

The Town Hall

Wandsworth High Street

London SW18 2PU

Please ask for/reply to:

Allocation and Mobility Team

Telephone: 020 8871 6000

Direct Line: 020 8871 5884

Email: mutualexchanges@wandsworth.gov.uk

Web: www.wandsworth.gov.uk

Dear Tenant(s)

Mutual exchange application

Thank you for your enquiry regarding your mutual exchange.

Please find enclosed an application form that you will need to complete to enable us to assess whether to provide consent for the exchange. Return the application form to the Council or scan and email a copy to the Allocations and Mobility Team using the contact details at the top of this letter, together with passport sized photographs.

If you are a joint tenant, the form must be completed by all tenants. The exchange cannot proceed unless all tenants agree to it. If any joint tenant is unwilling or unable to make the application you will need to contact your Area Housing Team or Resident Management Organisation. You may also want to seek independent legal advice.

If other Wandsworth council tenant(s) are involved in the exchange, they will also need to seek our consent to the exchange by completing an application form. Please liaise with them to ensure that they have provided the required information or, alternatively, you may want to send us all of the information at the same time, on the enclosed application form, to avoid delays in assessing your application.

We will not be able to start assessing the mutual exchange until fully completed and signed application forms have been received with information for all tenants involved in the exchange.

Other tenants who are not Wandsworth Council tenants will need to seek written consent from their landlord. You should check that they have done so. We will request a reference from the landlord of any tenants who are not current Wandsworth Council tenants but want to move into a Wandsworth council property.

On receipt of all required application form(s) we will contact you to acknowledge its receipt, assess your application and decide whether consent should be provided or withheld.

We will aim to notify you of our decision in writing within 42 days of receiving completed and signed application forms. However, please note that we will not be able to assess your application until:

- a) all tenants to be involved in the exchange have sought written consent from their landlord; and
- b) a reference has been received from the landlord of any tenants who are wanting to move into a Wandsworth Council property.

If we decide to withhold consent we will specify why it is withheld.

Please note that any outstanding rent arrears of more than 4 weeks must be cleared before you make your application. Only in exceptional circumstances will applications be considered where there are more than 4 weeks rent arrears.

If you move prior to receiving written permission from the Council or give or receive a money or payment in kind as part of the exchange, the Council will undertake to seek legal possession of your new home in conjunction with other landlords if necessary.

It is your responsibility to ensure that you understand what the implications would be of the exchange, ensuring you know:

- who your landlord will be;
- that you can afford the rent (including if you are on benefits);
- that you take responsibility for the condition of the property; and
- the type of tenancy you will have. (e.g. either a secure periodic tenancy; assured periodic tenancy; flexible fixed term tenancy*; assured fixed term tenancy*; or an assured short-hold fixed term tenancy*.)

* you should find out when the tenancy ends and what the landlord's policy is in relation to granting a new tenancy upon expiry in relation to fixed term tenancies.

Please note, if you are issued with a flexible fixed term tenancy when you exchange to a Wandsworth Council property, you will be required to downsize to a smaller property if you are an under-occupier (e.g. in a property that is larger than your household size) when your flexible fixed term tenancy ends. Only under exceptional circumstances (e.g. medical requirements) are households permitted to under-occupy a property.

There are two types of exchange depending on your current security of tenure or location, these are:

1. By way of assignment – this is where you directly swap your tenancy with someone else. This is used where you have equal security of tenure with your exchange partner/s.
2. By way of surrender and grant – this is where you end your tenancy and are awarded a new tenancy. This is used where you or your exchange partner/s have different security of tenure and provides the relevant security of tenure (ENGLAND ONLY).

If you have any questions about this letter, please contact us.

Yours sincerely

Allocations and Mobility Team

Official

Housing Services Division