

Safety Responsibilities

- Do not tamper with smoke/CO alarms.
- Leave heating and hot water systems safe.
- Gas & Electric safety checks will need to be completed before we agree an exchange date with you.

Final Handover Requirements

- Take meter readings (gas, electric, water).
- Redirect post and cancel deliveries.
- Sign over your tenancy by assignment or surrender and regrant, (we will advise which option applies).
- Swap Keys with your exchange partner and move into your new home.



Important

If the property you are moving into has a non-standard kitchen/bathroom or alternations, you will be responsible for them for the duration of the tenancy. Whilst you may be able to afford this at the time of your move, peoples financial circumstances change. It is therefore important to prepare for inevitable costs to replace things that break or could go wrong.

To ensure the property is handed over to you in a lettable standard it is advisable to make regular visits before your move date to ensure nothing has changed.

Damage/Items Left Behind

Any furniture, fixtures, or repairs left incomplete or not removed at the time you move in, means you will become responsible for rectifying this. It will be your responsibility to negotiate with the person you exchange with to put things right.



Mutual Exchange

Moving Out Guide



What Is Mutual Exchange?

A mutual exchange is when two or more social housing tenants agree to swap homes and take over each other's tenancies, with written permission from all landlords involved. It is sometimes called a home swap.

You Can Apply

- ✓ Secure council tenant
- ✓ Assured housing association tenant
- ✓ Flexible (fixed term) council tenant
- ✓ Some fixed term assured shorthold tenants (minimum 2 years)

You Can't Apply

- × Introductory or starter tenant
- × Demoted tenant
- × Temporary or decant tenant
- × Shared owner or leaseholder

Before You Start

- Check your tenancy agreement for permissions/alterations.
- Request retrospective consent for improvements you do not have permission for.
- Make sure you check the area at different times of day and night.
- Talk to family/friends/support or us, to consider if this is the right move for you.

Useful Information

☎ 01392 273462

✉ mail@cornerstonehousing.net



View on our
website and
translate



The Process

- All parties to the exchange submit their mutual exchange application to Cornerstone Housing.
- We acknowledge the applications in writing within 5 working days.
- We will exchange landlord references.
- We assess the applicants eligibility and send a 'minded to' letter advising whether you are able to proceed, within 3 weeks.
- We will book in a property inspection and advise of any work that needs completing before the move can be agreed.
- We will write to you with a decision within 42 days, explaining next steps.
- If refusing we will explain the reasons why, our appeals process and close your exchange.
- If proceeding we will arrange a property inspection with our residents and gas and electric safety checks where applicable.
- We will agree an exchange date with all parties. Including the agreement of any external landlord.
- We will arrange an appointment for you to sign the assignment or surrender and new tenancy.
- It is up to you to ensure you are ready for your move, to include arranging removals and swapping keys with your exchange partner.

Landlord Permission is Mandatory

- ! Written permission is legally required.
- ! Moving without permission can lead to eviction.
- ! Every landlord involved must agree before the move can proceed.

Reminders

- Allow access for gas & electric safety checks.
- Attend the sign in/sign out appointment.
- Leave the property in a lettable standard.
- Ensure the property is clean and clear.
- Remove all rubbish from the property and the garden areas.
- Exchange all keys/fobs/garage keys with your exchange partner.

When Can A Landlord Refuse?

- Rent arrears or serious breaches of tenancy.
- Property would be overcrowded or under occupied.
- The home is specially adapted and the incoming tenant does not need it.
- Ongoing anti-social behaviour action.
- Court action or possession proceedings in progress.



Fixtures and Fittings

- You will be expected to return the property to our lettable standard before we will agree a move date with you.
- You take on the tenancy type and conditions of the property you move into as they are, (Cornerstone has no obligation to repair damage/remove items left behind by the previous resident.
- You may lose rights, such as the Right to Buy or lifetime security
- Rent levels, pets policy, and repair responsibilities may differ.

Gardens and Outside Areas

- Cut grass, tidy borders, and remove rubbish.
- Remove abandoned vehicles, scrap, and tenant-installed structures.
- Leave sheds and outbuildings empty.
- Remove all decking and restore ground underneath.
- Remove and make good any outdoor electrical sockets/outlets, (this will need to be completed by a qualified electrician and made safe).
- You will need to supply us with an electrical certificate.