

What condition do you expect me to leave my home in when I leave?

We expect you to leave your home in a clean and safe manner and in accordance with your tenancy obligations.

All of your personal belongings should be removed. Any repairs not due to fair wear and tear are your responsibility, will be recharged to you. Our 'golden goodbye' incentive is not applicable to residents who are vacating a property via a mutual exchange.

Ways to contact us:

Blenheim Gardens RMO
24 Prague Place
London SW2 5ED

Phone: 020 7926 0158
Website: www.bgrmo.org.uk
Email: blenheimgardens@lambeth.gov.uk

If you would like this information in large print, Braille, or in another format or language, please phone us on 020 7926 0158.

Español: *Si desea esta información en otro idioma, rogamos nos llame al 020 7926 0158.*

Français: *Si vous souhaitez ces informations dans une autre langue veuillez nous contacter au 020 7926 0158.*

Português: *Se desejar esta informação noutra idioma é favor telefonar para 020 7926 0158.*

Twi: *Se wope saa nkaeboy yi wo kasa foforo mu a fre 020 7926 0158.*

Yoruba: *Tí ẹ ba fẹ imoràn yií, ní èdè Òmíràn, ẹjọ, ẹ kàn wà l'ágogo 020 7926 0158.*



Blenheim Gardens RMO Guidance Leaflet

What is a mutual exchange?

in partnership with



A mutual exchange is when you 'swap' your home with another tenant. A mutual exchange gives council tenants the opportunity to live in the property and area that meets their needs. The process involves two or more tenants exchanging their homes.

For tenants of registered social landlords (other local authorities or housing associations) swapping your tenancy with another tenant is often the only way of moving around an area.

How can I apply for a mutual exchange?

You can arrange to do a mutual exchange yourself. You may for example, wish to swap properties with a family member or a friend. Alternatively, you can:

- Advertise in the local newspaper
- Place an advert in the estate office or in one of our estate notice boards
- Place your detail's on a mutual exchange register (2-7 Town Hall Parade, Brixton)
- Register with the HOMESWAP scheme
- Register with the United Residents Housing (inter-partner estate mutual) exchange register

Where can I search for available properties?

- www.exchangeyourhome.org.uk
- www.councilexchange.org.uk
- www.homeswapper.co.uk
- Or you can type "mutual exchange" in any web search engine

Residents who are interested in exchanging their property may also advertise their details in the United Residents Housing *URHnews*. Please contact URH direct on 020 7733 9929 or visit your estate office for details.

What happens next?

When you have found a suitable exchange partner you will be required to complete a mutual exchange form, these are available from reception. Once we receive your completed form, we have 42 days in which to let you know if we accept your request.

A member of staff will visit you at home to discuss your form request and to complete a tenancy report. After we have completed our report, we will notify you of our decision in writing.

Both you and the other tenant involved will need to sign a deed of assignment prepared by us. This passes on your tenancies to each other, so that you accept the terms and conditions of the other tenancy.

Can permission to exchange be refused?

Yes. We can withhold permission for you to carry out a mutual exchange when:

- The properties would be overcrowded or substantially under-occupied
- One of the properties is unsuitable i.e. sheltered accommodation or adapted for people with disabilities
- A resident is subject to a Notice of Seeking Possession being served or a valid Court Order

Condition may be granted if:

- You agree to clear all your rent arrears
- Make good any repairs or improvements to our satisfaction
- You are required to give us written notification of when you intend to vacate your property.
- You are required to give us at least 4 full weeks notice.

Keys must be returned to the estate office before 12 noon on the day in which your notice to end your tenancy expires. Keys returned late will be charged a full weeks' rent.