

9.If the house is let to a special needs group and the proposed tenant does not meet the requirements of that group

10.If your tenancy is an assured shorthold or starter tenancy

Once these checks have been completed, we will then contact the landlord of the tenant you want to exchange with, giving them information about:

- The current balance of your rent account
- Details of any legal action taken by MossCare in relation to any of the 16 grounds for possession stated in the Housing Act 1985 and 1988
- The outstanding repairs which are your responsibility
- The size and composition of your household
- Any special needs you may have in your household (if any)
- Any adaptation made to your accommodation

The proposed tenant's landlord will be requested to supply the same information to MossCare as soon as possible. They will also be asked to give their consent to the exchange. If there is any reason why consent is not given to the exchange you will be notified as soon as possible. If both landlords consent, an exchange date will then be agreed when both parties will sign their new tenancy agreement and move homes.

**If you would like any more information, please contact us on: 0161 226 4211.**



Contact us if you would like a copy of this publication in large print, Braille, audio format or another language.

#### Arabic

إذا كنت ترغب في الحصول على نسخة من هذا المنشور باللغة الصومالية، يرجى الاتصال بالهاتف على الرقم 0161 226 4211 أو إرسال رسالة إلى العنوان التالي:  
MossCare Housing Limited, 101 Great Western Street, Moss Side, Manchester, M14 4AA

#### French

Si vous souhaitez une copie de cette publication en Français, veuillez téléphoner au 0161 226 4211 ou écrire à :  
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#### Gujarati

જો તમને આ પ્રકાશનની ગુજરાતી ભાષામાં નકલની આવશ્યકતા હોય કૃપા કરી 0161 226 4211 પર ટેલિફોન કરો અથવા આ સરનામે લખો "The MossCare Housing Group, 101 Great Western Street, Moss Side, Manchester, M14 4AA"

#### Polish

Jeżeli chciałbyś otrzymać kopię niniejszej publikacji w języku polskim, prosimy skontaktuj się z nami pod numerem telefonu 0161 226 4211 lub napisz do nas na adres:  
MossCare Housing Limited, 101 Great Western Street, Moss Side, Manchester, M14 4AA

#### Somali

Haddii aad af Soomaali ku rabtid nuqulka daabacaddaan fadlan soo wac telefoonka 0161 226 4211 ama u soo qor:  
MossCare Housing Limited, 101 Great Western Street, Moss Side, Manchester, M14 4AA

#### Urdu

اگر آپ کو اس اشاعت کی ایک نقل اردو میں چاہیے تو فون نمبر 0161 226 4211 پر رابطہ کریں یا ہمیں لکھیں:  
MossCare Housing Limited, 101 Great Western Street, Moss Side, Manchester, M14 4AA

MossCare Housing Head Office  
101 Great Western Street  
Moss Side  
Manchester M14 4AA  
Tel: 0161 226 4211  
Fax: 0161 226 8752

information@mossCare.org.uk  
www.mossCare.org.uk

MossCare Housing  
Neighbourhood and Community  
Liaison Team East  
New Roundhouse  
1328-1330 Ashton Old Road  
Openshaw  
Manchester M11 1JG  
Tel: 0161 371 6570  
Fax: 0161 370 9170

Carrbrook Housing Co-operative  
1 Broadbent Close  
Carrbrook  
Stalybridge SK15 3LJ  
Tel: 01457 832195  
Fax: 01457 838943

**Textphone for all offices: 0161 226 2222**

Registered Charitable Housing Association No. 18877R.  
Registered with the Tenant Services Authority.



## A guide to exchanging your home with another tenant



# Exchanging your home with another tenant

If you want to move you may be able to exchange your home with another tenant of a social landlord. This is subject to a number of exceptions (see end of leaflet).

## How do I apply?

You need to find a tenant who wants to exchange their property with you. You can do this by advertising in the local area or by using Manchester Home Swap or the Home Swapper Scheme.

## Manchester Home Swap

Manchester Home Swap is a computerised matching system. Simply register for re-housing and look for possible exchange on: [www.manchester.gov.uk/housing/homeswap](http://www.manchester.gov.uk/housing/homeswap)

You can have free access to the internet at your local library or at the information kiosk at head office.



Alternatively you can ring Housing on Call: **0161 953 2525**. Showing your home to potential exchange partners on the Internet is a great way to get things moving. The system only shows your address – not your home or any details about you. It also tells people they must write to you, not come round without making an arrangement.

## Home Swapper Scheme

To exchange your home with another tenant outside Manchester, you can use the Home Swapper Scheme. Please visit their website: [www.homeswapper.co.uk](http://www.homeswapper.co.uk)

## What happens next?

Once you have found another suitable tenant who wishes to exchange homes with you, you must complete a Mutual Exchange Application Form. You can get a form by contacting the Neighbourhood & Community Liaison team. Once we receive your completed form we will give you a decision within 42 working days. As soon as we receive your request we will send you an acknowledgement letter confirming:

- The date we received your request
- The deadline date by which we must tell you our decision
- The date when a maintenance inspector will visit your property to carry out an inspection

## Maintenance Inspection visits

At the inspection, the maintenance inspectors list all outstanding repairs. They decide which are our responsibility and which are yours. If there are no outstanding repairs that are your responsibility, we will agree to the exchange. If there are outstanding repairs which are your responsibility, you must complete the work before we will agree to the exchange. Following the maintenance checks your Neighbourhood Officer will assess your request to ensure that the following conditions do not apply.

## Exceptions:

You cannot exchange your property if any of the following conditions apply:

1. If either tenant has an outstanding court order against them granting the landlord possession
2. If a Notice of Seeking Possession (NoSP) has been issued against either tenant for one of the following reasons:
  - Rent due or conditions of tenancy have been broken
  - Neighbour nuisance
  - Deterioration in the property
  - Deterioration in any furniture supplied
  - Either tenant lied to get the tenancy
  - A previous assignment had been granted involving the payment of a premium by either tenant
3. If the proposed tenant substantially under occupies the current tenants home
4. If the accommodation is not suitable to the needs of the proposed tenant and their family
5. If the house i) forms part of a house not normally let for the provision of housing or ii) was let to someone as a consequence of their job
6. If the exchange would conflict with a registered charity's objectives
7. If the accommodation concerned has been adapted for use by the physically disabled and the proposed tenant is not registered disabled
8. If the landlord only deals with a specific client group and the proposed tenant does not meet the requirements of that client group