

Women's Pioneer Housing Mutual Exchange Policy

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Related corporate policy objectives	Corporate policy objectives 1, 2 and 4

1. Introduction

- 1.1. This policy outlines WPH's approach to Mutual Exchanges and is supported by the following tenancy management procedures:
- Mutual exchange procedure

2. Purpose of this document

- 2.1. This policy outlines the approach to Mutual Exchanges for general needs and sheltered housing.¹
- 2.2. The policy covers our approach to Mutual Exchanges.

3. Mutual exchange

- 3.1. Under the Housing Act 1985, secure tenants have a right to exchange their home with another social housing tenant (a mutual exchange) if they have their landlord's consent, we have extended this offer to assured tenancies.
- 3.2. Starter tenants do not have the right to mutually exchange their home.
- 3.3. Mutual exchanges will be offered to tenants in line with our Mutual Exchange Procedure and will require all female tenants to exchange with another female. In the circumstance a male tenant wishes to exchange we would also require them to exchange with a female.
- 3.4. Mutual exchanges will only be approved if the incoming tenant meets our normal lettings requirements as outlined in the Allocations and Lettings Procedure. This includes affordability and suitability e.g. the exchange would not lead to overcrowding or under occupation and the incoming tenant does not have rent arrears or possession proceedings or a Notice of Seeking Possession is in force for rent arrears or anti-social behaviour.

¹For leasehold and market rent see Leaseholder Management Policy and WPH Homes Tenancy Management Policy respectively.

- 3.5. In line with our Allocations and Lettings Policy and Procedure we will provide literature on mutual exchanges and access to an online mutual exchange facility.
- 3.6. Suitable references must have been received from the current landlord.
- 3.7. Repairs identified during the pre-mutual exchange inspection as the outgoing resident's responsibility will be agreed with WPH and must be carried out by the tenant to our satisfaction prior to the exchange going ahead. Repairs identified as our responsibility must be logged by the building surveyor and carried out in the usual way. We will also complete gas and electrical checks. We will not carry out any additional redecoration or improvements and the incoming tenant must accept the property in its current condition at the time of the exchange.
- 3.8. Outgoing Women's Pioneer tenants must have a clear rent account at the time of the Mutual Exchange.
- 3.9. We must grant or refuse the exchange within 42 days of receiving the applications from all parties. We will provide a written decision.
- 3.10. Mutual Exchanges which take place without consent and where WPH would not agree to such an exchange in retrospect then legal action will be commenced against the new occupant following a Notice of Seeking Possession.