

Want to move?

If at any time after you become an ASRA tenant your circumstances change, and you need or would like to move home, you can apply for a transfer.

To do this you should phone your Housing officer. They will arrange to visit you to discuss the situation and complete a Housing Application Form.

Based on your circumstances your application will be given points, and you will receive a letter explaining how many points you have, as well as confirming some other details about your application.

When a suitable property is available:

- ▶ We will check that the information in your application is still correct
- ▶ We will carry out a rent check to ensure that you have no payments outstanding
- ▶ We will check that you or any member of your household is not subject to any investigation/action for ASB/Nuisance
- ▶ We will visit your home to assess its condition and identify any repairs that you need to do before you move.

You should note that we are currently only able to assist transfer applicants with the highest points.

As well as transfer to another ASRA property we will be able to advise you on other options that may be available including:

- ▶ Mutual exchange
- ▶ Homes nomination
- ▶ Right to Acquire
- ▶ Home buy

Full details of our transfer policy are available on request.



Exchanging homes

What is a mutual exchange?

A mutual exchange is when two or more tenants exchange homes. You can exchange with:

- ▶ Another ASRA tenant
- ▶ A tenant of another housing association
- ▶ A tenant of a council.

Before we give you permission for you to exchange homes, we must inspect your home and tell you what repairs you must carry out first.

When you exchange, both tenants must accept the other property in the condition it is left. The new tenant takes responsibility for any damage or alterations made by the previous tenant.

The landlord(s) involved must approve the exchange in writing before it can take place. If you exchange without permission you may be forced to move back.

It is illegal to pay anyone in order to persuade them to exchange tenancies with you. If an exchange happens on this basis, all the people involved could be made to leave their homes.

When would approval to exchange be turned down?

Each of the exchanging tenants must get written approval from their landlord **before** going ahead with the exchange. Approval will not be given if:

- ▶ One or the other of the properties is larger than necessary for the incoming family, or it is not big enough and would create overcrowding
- ▶ Either landlord is a trust or housing association, which does not allow exchanges
- ▶ Either tenant is in breach of their tenancy agreement, such as being behind with rent payments
- ▶ One of the homes has been adapted for a disabled person and the new tenant does not need these new facilities
- ▶ Either landlord has applied for a court order to make their tenant leave their home
- ▶ Either tenant moves into a specialist scheme, where they do not meet the criteria of the scheme
- ▶ Either home was let to the tenant as a consequence of being in employment of the Housing Association or council
- ▶ The extent of either property is not reasonably suitable to the needs of the incoming tenant.

What is HOMESWAP?

HOMESWAP is an exchange scheme for council and housing association tenants who want to move to another area of the country. It is run by a nationwide organisation, H.O.M.E.S. Contact us for an application form.

