

**SHETTLESTON
HOUSING
ASSOCIATION**



Mutual Exchanges





SHETTLESTON HOUSING ASSOCIATION

Definition

A 'Mutual Exchange' takes place when two tenants agree to exchange houses with each other.

The people wishing to exchange must be tenants of a 'social housing' landlord i.e. a local authority, housing association or co-op, fully mutual co-op, Scottish Homes or new town development corporation.

They need not have the same landlord but the exchange must have the approval of the landlord(s) involved.

Mutual exchanges are a useful means of helping people to move quickly from one size of house to another or from one area to another.

Legal Requirements

The Housing (Scotland) Act 1987 requires all registered housing associations to :

- **publish its rules for mutual exchanges**
- **to send copies of the rules (and copies of any subsequent allocations) to Scottish Homes and Glasgow City Council**
- **to have copies of the rules (along with general allocation rules) for inspection or on sale at a reasonable price at its office**
- **allow applicants for housing accommodation access to inspect any information provided by them in connection with their application.**

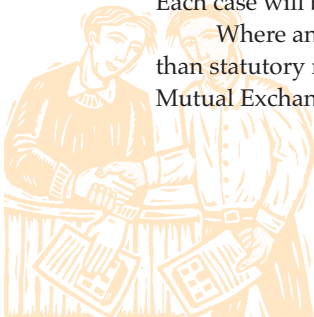
Conditions for Approval

The Association will permit mutual exchanges between its own tenants and tenants of other housing associations and co-ops, fully mutual co-ops, local authorities, Scottish Homes and new town development corporations. Such exchanges will be subject to the following conditions:

- **Overcrowding or underoccupation of the Association's property will not occur as a result of the exchange.**
- **Both tenants must have clear rent records and must not otherwise be in breach of their tenancy agreements.**
- **The Association must be satisfied that a genuine and reasonable exchange is taking place. For the purposes of meeting this criteria the following are examples of where requests for exchanges would not be considered to be genuine or reasonable:**
 - The context of the application is unacceptable to the Association eg. requests for exchanges as a result of financial inducement on the part of either of the applicants (in advertisements or by any other means)
 - Either party would be gaining access to a special needs facility eg. (adapted for disabled) to which they are unsuited or for which they have no need.

The above are only some examples of where requests for exchanges would be considered unreasonable or not to be genuine. Each case will be judged on its own merits.

Where an exchange is granted no extraordinary repairs other than statutory repairs will be carried out as a consequence of a Mutual Exchange. Tenants must accept the houses as they find them.



Assured Tenancies

Where a secure tenant of another landlord wishes to exchange with an Association tenant the Association, under the terms of the Housing (Scotland) Act 1988, can only grant to that person an assured tenancy.

However, where a secure tenant of the Association wishes to exchange with another tenant of the Association they will usually retain their secure tenancy status.

Promotion of Mutual Exchanges

The Association will maintain records of tenants who have indicated a wish to exchange and these will be displayed in the Association's office. In addition the Association will give advice and assistance on mutual exchanges to tenants wishing to move out of the area.



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