

Conditions of Mutual Exchange

Important: please read the following notes carefully before completing, signing and returning this form to your Housing Officer.

- 1. Flagship will not incur any expense in the Mutual Exchange.**
- 2. Any Flagship home you wish to move into will be accepted in it's existing condition including its decorative state. Fixtures, fittings and any alterations or additions made by the outgoing occupant.**
- 3. Permission for the exchange will be granted on the condition that all tenancy terms and conditions are satisfied. You will be expected to rectify any breaches of tenancy before the exchange can proceed.**
- 4. Mutual exchanges shall be refused in line with Schedule 3 of the Housing Act 1985 – see our guidance notes about grounds for refusing a Mutual Exchange. – [Link to grounds of refusal](#)**
- 5. A Landlord reference will be requested for all parties to the mutual exchange application. We will only agree to the exchange if a satisfactory reference is provided.**
- 6. Electric and gas safety checks must be carried out on Flagship properties prior to the exchange going ahead.**
- 7. The terms and conditions of your tenancy may change. 'depending on the tenancy of the person with whom you wish to exchange:
a) Your rent may substantially increase (or decrease).
b) You may lose or gain the right to succession of a relative'.**

If you have any further questions, please contact your current landlord or seek independent advice from an agency such as the Citizens Advice Bureau.

- 8. If you currently hold a tenancy with a Local Authority, please be aware that you may lose some of the rights you now hold when you are assigned a Flagship tenancy, for example Right to Buy. By exchanging**

your tenancy, you are waiving any former rights, and they will not be applicable to your Flagship tenancy. If you have any further questions, please contact your current landlord.

- 9. Please ensure you make arrangements with the person you are exchanging with about things such as keys or items left in the property. Flagship will not be responsible for or become involved in enforcing any agreements reached between the parties to this application.**
- 10. The information provided with this application must be true and each party to the application must intend to take up occupation of their new address. No incentives, cash or bribes must have been made between the parties in connection with the Mutual Exchange.**
- 11. In the event of a breach by either party of the conditions upon which an exchange is approved by Flagship IE: fraud, the tenant may be required to give up possession of their new tenancy.**
- 12. If a Section 106 agreement applies to the area you are moving to this may affect whether the exchange can be approved. Section 106 (S106) Agreements are legal agreements between Local Authorities and developers; these are linked to planning permissions and can also be known as planning obligations. For example – Part of the agreement could be, you must have a local connection to the village/town you are applying to move to.**