

# House exchange

## I want to exchange houses with another tenant

If you want to exchange houses with another tenant, you must first have held a tenancy for your current property for the last 12 months. You must also get our written permission to go through with the exchange. The person you want to exchange with must hold a Scottish secure tenancy and get permission from their landlord (who may have their own conditions about mutual exchanges, which could affect your request). A landlord may refuse permission for the following reasons.

- If legal proceedings have begun (for example, a Notice of Proceedings for Possession has been served on the tenant).
- If the house was provided by the landlord in connection with the tenant's employment with the landlord (tied accommodation).
- If the house has been adapted for a person with special needs but, if the exchange took place, the new tenant does not have special needs.
- If the house is not suitable for the needs of the person or people wanting to exchange, for example, if it would lead to overcrowding or underoccupancy (when there are not enough people in the house to make the most of its space).

Please read this leaflet carefully then fill in the attached application form, which you should return to your local office.

## Do I have to answer all the questions on the form?

Yes. Before we can consider your application fully, it is vital that you give us all the information we ask for on the form. You will receive a written reply within 28 days of us receiving all the necessary information.

**If you knowingly give us false information, your application will not be valid.**

## Once I have applied, can I go ahead with the exchange?

No. You must get our written permission before making any arrangements.

If we give you permission to exchange houses, you must take account of the following conditions.

1. We will not redecorate your new property so you must thoroughly examine the house you intend to move into before you accept the tenancy. Any necessary repairs which the tenant you are exchanging with has not carried out (other than those arising out of fair wear and tear) will be your responsibility.
2. If we approve your application to exchange, you must move into your new property within one month. If you fail to do this, you may have to give up possession of the house.
3. You must intend to live in your new house for at least six months.

## Important

If you or the person you are exchanging with break these conditions, the exchange cannot go ahead and you may have to move back to your old address.

## CLYDE VALLEY HOUSING ASSOCIATION

82-84 Brandon Parade East  
Motherwell ML1 1LY

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Fax: 01698 266271

### *Opening Times*

Monday – Thursday 9 am to 12.30 pm and 1.30 pm to 5 pm

Friday 9 am to 12.30 pm and 1.30 pm to 4.30 pm

16 Gateside Street  
Hamilton  
ML3 7JG

Telephone: 01698 428426

Fax: 01698 428289

### *Opening Times*

Monday - Friday 9 am to 12.30 pm and 1.30 pm to 4.30 pm

1 Islay Way  
Coatbridge  
ML5 5 DX

Telephone: 01236 425589

Fax: 01236 430349

### *Opening times*

Monday, Wednesday and Friday 9.30 am to 12.30 pm

E-mail: [cvha@cvha.org.uk](mailto:cvha@cvha.org.uk)

**House Exchange**  
*Your  
Questions  
Answered*

