



YOUR GUIDE TO A MUTUAL EXCHANGE

FOR NON-OCEAN CUSTOMERS

Exchanging your tenancy with another resident can be a great way to move to your dream home – but there are lots of things to consider to make sure it goes smoothly. At Ocean, we help lots of customers to exchange every year so we have lots of experience on what works – and what doesn't. We've put together this guide to help you make a good choice and ensure the move goes smoothly. We hope you find it useful.

Four tips to a successful swap

1. Save for your first rent payment

Ocean and many other social landlords will expect you to make an upfront payment of rent at any mutual exchange sign-up.

At Ocean, we require a 4-week rent payment upfront. If you get Universal Credit or Housing Benefit to help with your rent, you'll still have to pay.

So, if you haven't already got this money to hand, make sure you save up all the time you're looking for a swap.

2. Check out the neighbourhood

Make sure the area is going to be right for you. Look at public transport options for getting about, particularly if you rely on this for getting to work, school, shopping etc..... Do you need to be close to local shops? Do you need to be close to health services, e.g., your doctor's surgery? If so, you need to take all these things into account.

3. Make sure the property is right for you

Things to consider: if the property is on the top floor, how will you manage the stairs? What are the parking arrangements?

4. Plan your move

Think about how you'll pay for removals, reconnecting your phone, broadband or gas cooker etc. Save up if you need to. Who will do your removals?

Once you've done all this, you're good to submit an application!

How long have you been tenants of the above address?.....

How do you pay your rent?.....

Do you have any pets? Yes/No

If yes, please give details:

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.....

Do you need any adaptations in your new home? Yes/No

If yes, please give details:

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.....

Your landlord.....

Landlord phone number.....

Housing Officer.....

Declaration – person moving in

- This is only an application to mutually exchange and Ocean’s acceptance of it does not signify approval. The exchange can only proceed once Ocean has put its consent in writing and a Deed of Assignment has been signed by all parties.
- I have checked the weekly rent and can afford to pay it. I understand that Ocean will complete a credit check in order to process this application and that I will have to pay 4 weeks rent in advance of the exchange taking place.
- I understand that Ocean accepts no responsibility for any failure by the person moving out to observe the conditions of the mutual exchange.
- All the information I have provided is accurate and complete.
- I am happy for Ocean to request information about the conduct of my tenancy with my current landlord.
- I have inspected the property I would like to move to.

Signed by tenant(s)..... Date.....

Signed by tenant(s)..... Date.....

Please return your completed application form to:

Ocean Housing Ltd, Stennack House, Stennack Road, St. Austell, Cornwall, PL25 3SW.

Or email your scanned in application to:

help@oceanhousing.com with 'Mutual exchange application' in the subject title.