

Swapping your home – Mutual Exchange

If you would like to move to a different area or type of property, and you are a Secure Tenant of a local authority or housing association, you may be able to swap homes with another tenant. This guide explains how.



Who can participate in a Mutual Exchange?

- Scottish Secure Tenants of Scottish councils or housing associations.
- Tenants of other local authorities, registered social landlords or housing associations elsewhere in the UK.
- Water Authority tenants in Scotland.

However, you must get consent from both landlords in order to swap.

How do you find a property to swap?

- ✓ Register with House Exchange online <https://www.houseexchange.org.uk/>.
- ✓ Place a free advert for your property.
- ✓ Search for available homes on the site that meet your requirements.
- ✓ Contact their tenants and arrange to view each other's homes.

You may also hear about available properties via word of mouth.

How do I exchange once I've found a property?

Each tenant must apply to both their own and the prospective landlord for permission to swap.

If you are a Midlothian tenant, or plan to exchange with a Midlothian tenant, there are two ways you can do this:



Midlothian Financial Inclusion Network

c/o Midlothian Voluntary Action, 4/6 White Hart Street, Dalkeith EH22 1AE
Scottish Registered Charity SC035964. Scottish Limited Company SC282964
Registered Office: 14a John Street, Penicuik, Midlothian, EH26 8AB

Online. Visit <https://tinyurl.com/Swap-Online> and click “Begin this Form.”

By Form. Visit <https://tinyurl.com/Swap-By-Form> to download and print a Mutual Exchange application form. Return the completed form to:

**Midlothian Housing Services, Midlothian House,
40-46 Buccleuch Street, Dalkeith EH22 1DN.**

You can also collect a form from the address above.

After applying, tenants cannot carry out alterations or remove fixtures or fittings from their properties until they are inspected by the Council.

Once all tenants have submitted applications, the Council aims to complete the process within 28 days.

Are there any conditions or restrictions for Mutual Exchange?

- **Property type.** Both homes must be of a suitable size and meet any other housing requirements for both households.
- **Arrears.** Neither tenant can have any rent arrears or other debt associated with their current or any former tenancy.
- **Standard.** Your property, including any garden, must be of a standard acceptable to Midlothian Council.
- **Concerns.** The Council will check with partners in Community Safety to find out if there have been any instances of antisocial behaviour by anyone involved in the exchange.
- **Policy.** If the other tenant is in another local authority or housing association, you will need to follow their procedures for mutual exchange.
- **Timing.** If the exchange is approved, both households must move into the other property and occupy the tenancy for at least 6 months from the date of exchange. The only exception is if both households ask to return to their original homes, and both landlords agree to this.

For further information, visit Midlothian Housing
<https://tinyurl.com/Housing-Exchange> or scan this QR code.

