



## High Peak Borough Council

### Mutual Exchange Policy

#### Introduction

High Peak Borough Council provides a Tenants' Handbook and Tenancy Agreement which defines the tenant's rights and responsibilities with regard to mutual exchange:-

*In certain circumstances, you have the right to exchange your home for a council or housing-association home in the High Peak or another council area. However, you must get our written permission first. If you exchange your home without our written permission, we will take legal action to evict you. You will not be able to return to your original home and we will not offer you another property.*

#### Aims and Objectives

- Ensure best use of the Council's housing stock
- Comply with all relevant current and future legal and statutory requirements
- The provision of clear and relevant information to customers regarding their rights and responsibilities and those of HPBC as landlord
- To ensure that the terms and conditions of tenancy agreements are complied with, for the benefit of HPBC, customers and the wider community
- Operate in accordance with the Data Protection Act 2018.

#### Operational Principles

The Council will:

- provide tenants with detailed and accurate information on their rights in relation to mutual exchange in plain English and other forms upon request.
- Ensure that tenants exchanging to a tenancy with reduced legal rights are clear on the implications of this
- ensure that any application to exchange the property by way of mutual exchange is completed within 42 days of the request
- ensure each application to gain a tenancy by way of mutual exchange is properly investigated, documented and authorised
- ensure that decisions are made that make best use of the Council's limited Housing Stock
- provide a free to use means for tenants to identify an exchange partner
- actively promote mutual exchange as a housing option for all qualifying customers

## **Monitoring**

Each application to gain a tenancy by way of mutual exchange is reviewed and authorised by the Senior Housing Officer to ensure consistency of approach and accurate application of legislation and statutory responsibility.

## **Responsible Person/s**

The Head of Housing Services has overall responsibility for the implementation of this policy.

## **Review Date**

- Every three years
- or on the introduction of new legislation/guidance
- or at the request of the Housing Select Committee
- or at the request of the Tenant Engagement Group