

## Find someone to swap with

Find someone you want to swap homes with, either within the borough or elsewhere in the country. It's your responsibility to find a partner, but we'll help support you;

### How we can help:

- We offer you the ability to join the Homeswapper website free of charge [www.homeswapper.co.uk](http://www.homeswapper.co.uk) where you can find other people looking to exchange.
- We hold mutual exchange events, to bring both PA Housing and other local residents together.

## Application received

Your exchange request will be allocated to a dedicated officer. They will be in touch in the next few days after you've applied, to arrange a date to visit so we can inspect your property. We'll also arrange a gas and electrical test to make sure your property is safe.

\*timeline depends on inspection date

0-10 days\*



## Inspection

Following a property inspection we will confirm if your property is suitable for an exchange, detailing any recharges or additional conditions known as disclaimers.

10-15 days



## Checking finances are up to date

We will check that your rent account is up to date – if you owe us rent or service charge arrears, you'll need to clear these before the exchange can complete.

15-18 days

## Checking for problems or antisocial behaviour

We'll check there are no issues with your tenancy or records of any antisocial behaviour.

18-20 days

## Assessing the incoming customer

If your exchange partner is not a PA resident, we will carry out an affordability check and request a reference from their landlord. We will also complete a reference for your new landlord.

20-30 days

## Decision

Finally, once all of the steps above have been completed the exchange will need to be authorised by the appropriate manager.

30-35 days

## Making it official

We'll get in touch with you and your exchange partner to agree a date and time that suits everyone to complete the legal paperwork (the Deed of Assignment) and agree a suitable location, these would usually be at one of our the PA Housing offices, or at another landlords office.

35-40 days

## Get ready to move into your new home\*

Book a van, start packing and planning!

\*when dates suits both exchange partners

