

Exchange Criteria

All parties need to remain eligible for Social Housing Rented Accommodation (Housing and some Guernsey Housing Association properties) for the immediate future.

They would normally need to satisfy the following conditions:

- Have been a tenant at the current property for a minimum of 12 months;
- Have had no rent/maintenance arrears in the last 6 months;
- Have had no Petty Debts summons issued against them in the last 12 months for monies owed to Housing or Guernsey Housing Association;
- No evidence of causing significant nuisance to neighbours within 12 months;
- No other significant breach of the tenancy agreement;
- A satisfactory inspection that shows the property is in a condition suitable for re-letting;
- No unauthorised alterations have been carried out to the property that would require reinstatement prior to a move;
- Both properties meet the needs of the tenants and their families.

All relevant information will be considered. The final decision is at the discretion of the Housing Providers (Housing and/or the Guernsey Housing Association).

What to do if you want to exchange properties with someone else in Social Housing

- Look at the exchange board in Housing Reception at Sir Charles Frossard House for suitable options and contact the tenant of the property in which you are interested.
- Providing both parties are interested in exchanging and the properties meet both parties' housing needs you should arrange to view each other's properties.
- All tenants should realise that they will need to agree to accept the property in its condition at the time of any approved exchange, and from that date they will take over responsibility for maintaining the property to an acceptable standard.
- Tenants must make a request to exchange properties **in writing** to their housing provider, either Housing and/or the Guernsey Housing Association.
- The "swap" can only go ahead if Housing /Guernsey Housing Association gives their written approval.
- Electric and gas periodic inspection checks are usually required on both properties. Tenants are expected to pay the costs of these inspections and any associated work deemed to be the tenant's responsibility, prior to exchanging. The costs of inspection are currently approximately £250.00.

You will be notified of the decision in writing and, if successful, a date to move will then be agreed.

You should not make any arrangements to move before you receive written approval from Housing and/or the Guernsey Housing Association and all paperwork has been signed and witnessed at the office/s.