Derby Home Swap

What is Derby Home Swap?

Derby Home Swap is a mutual exchange scheme that allows Council and housing association tenants living in Derby to swap properties.

Conditions of using the scheme

To use the Derby Home Swap scheme you must:

- be a secure Council tenant **or** an assured housing association tenant living in a Derby Homefinder landlord property. You will not be able to do an exchange if you are an introductory tenant or have an assured shorthold tenancy. Please check your tenancy agreement to confirm what kind of tenancy you have

and

- be registered as a Derby Home Swap applicant.

How Derby Home Swap works

First of all, you have to register your property. You can do this:

- on the Derby Homefinder website - www.derbyhomefinder.org
- through your landlord

When you register you have to provide details of your property, such as its area, the number of bedrooms and facilities. Your landlord has to approve these details before your property is advertised.

Once your property is being advertised you will be able to bid for properties that are detailed on Derby Home Swap.

Derby Home Swap

Where do I look for Derby Home Swap properties?

You can see the available properties:

on our website:	www.derbyhomefinder.org
on our mutual exchange property newsletter:	in the Housing Options Centre, any Derby Homes Local Housing Office and any Derby City Council library

If you need help to see our latest properties, please call Derby Homefinder on 01332 256483; minicom 01332 256480.

How do I 'bid' for a mutual exchange property?

A 'bid' is your way of telling the tenant of a property you have seen that you are interested in discussing a possible swap. There is no limit on the number of bids you can place for Home Swap properties. You can bid:

on our website:	www.derbyhomefinder.org
by 24-hour automated bid hotline:	0845 270 1209 (local call rates apply)
by minicom:	01332 256480
in person:	at the Housing Options Centre or any Derby Homes Local Housing Office.

You must quote your login number and then your PIN number, (date of birth of the main applicant) when you bid for a property.

Will my landlord allow me to do a Home Swap?

Derby Homefinder landlords will only refuse permission for a Home Swap if:

- a Court Order for Possession is in force
- a Notice of Seeking Possession has been served
- the swap means that either property will be over-crowded or under-occupied
- one of the properties has had substantial adaptations for disabled people and these will not be needed by the new occupant
- either of the properties has a specific letting requirement such as older person's accommodation.

They may also hold back permission until:

- any rent arrears are cleared
- any breaches of tenancy conditions are dealt with
- a valid Energy Performance Certificate has been produced for your property, you will need to contact your landlord to arrange this.

What happens when I find someone who wants to exchange with me?

You need to let your landlord know and both of you have to get **written permission** from your landlord before the exchange can go ahead - you cannot exchange without this permission.