



# MUTUAL EXCHANGES

Mutual Exchanges can only be considered if both parties have **cleared any debt** they owe to the council. If all debts are cleared, we can consider a request for Mutual Exchange.

The first part of this process is that both tenants must make sure that the property is of a **reasonable standard of repair**. Any defects must be completed before arrangements are made for a Housing Maintenance Officer to inspect the property. Listed below are some of the items that tenants are responsible for. Please make sure that all these items are brought up to the required standard before you request an inspection.

Please note = The Council will carry out Electrical and Gas Safety Checks.

## TENANTS CHECKLIST

- Door casings (replace damaged)
- Internal doors (replace damaged or missing)
- Door handles (replace missing)
- Polystyrene ceiling tiles (remove – fire regulations)
- Wall tiles (should be Council standard)
- Bathroom fittings (repair damaged toilet pans, wash hand basins etc)
- Kitchen units (repair broken or missing)
- Formica worktops (replace broken or missing)
- Glass (replace broken or missing)
- Any tenant alterations (you need to have written consent from the Council)
- Garden maintenance (reasonably kept)
- All rubbish must be removed (internally and externally)
- All rent accounts must be cleared

**Important** – This is not a complete list – The items listed above are examples.