

- Have no rent arrears
- Be moving to a property suitable for your needs
- Not be subject to legal action by your landlord



Approval



What happens once my application is approved?

Your Housing Officer will write to you to confirm this. Any other landlord involved will also need to consent to the exchange.

Arrangements will be made for the legal paperwork to be signed remotely.

Is there any financial help available?

Moving home can be costly and you should factor this in when planning your exchange.

If you are moving to a home with fewer bedrooms than you have now, you may be eligible for a downsize incentive payment. There are other conditions that will need to be met, and every tenant involved will need to move to a home that is a 'perfect fit'. No one must have a spare room as defined by benefits legislation.

You must not offer or accept any financial rewards as part of the exchange. If this happens the exchange will not proceed and the council will take further action and you could lose your home.

Rejection



My application has been declined, what can I do?

Sometimes a mutual exchange cannot proceed. If your application is declined your Housing Officer will contact you to explain why. If the issues can be resolved we will work with you to put this right.

I still have some questions, where can I get help?

If you wish to discuss your application or need advice prior to submitting a form, contact your Housing Officer on 01293 438000 or crawley.gov.uk/housingofficers

10. Address of the property you wish to exchange W R "

Postcode:

11. Why would you like to move?

12. If you are not a Crawley Borough Council tenant, please confirm your landlord details below:

Landlord name:

Address:

Telephone number:

Property inspection checklist

This is for guidance only. You will be taking the property as seen and vacated by the existing tenant.

Definition: CBC = Crawley Borough Council

	Task / item	Condition / details / notes
Heating and cooling		
	What type of boiler and heating programmer is installed?	
	Check all vents / radiators for wear and tear (rust or scuff marks will be considered as decoration)	
	Radiators – are there any visible leaks or signs of previous leaks?	
Electrical		
	Turn on and off all switches and fixtures	

Doors

Check that all doors open easily and

Exterior, porches and decks		
	Check siding / brick for appearance condition and even coverage	
	Check gutters, downspouts, and drainage areas	
	Check paths, porch, and patio floors for cracks	
	Ensure sturdiness of all railings	