



Mutual Exchange Incentive Scheme

Guide For Tenants



Mutual Exchange Incentive Scheme - FAQs

What is the Mutual Exchange Incentive Scheme?

A mutual exchange is when two or three tenants decide to swap homes. The scheme offers £500 to Leeds City Council (LCC) tenants who are currently overcrowded or under occupying or have a priority status on their housing application to move. So, any LCC tenant that achieves a successful mutual exchange who are under occupying, overcrowded or have a priority status to move will receive £500 cash incentive per household.

Why should I think about moving using a mutual exchange?

Our aim is to support mutual exchanges and make it quicker and easier for LCC tenants to move properties especially those who are in a need to move.

Considering a mutual exchange rather than through the normal choice based lettings route can help you find a property quicker and in an area you want to move to.

Will my move help others?

Yes. Many families are living in properties that do not suit their needs. While your property may not suit your needs it may be perfect for someone else.

Who can apply?

You are eligible for the scheme if you are an LCC tenant who is under occupying your property or you are overcrowded and you or you have any level of priority on your housing application to move and you find another LCC tenant to exchange your property with.

Who should not apply?

Tenants who are currently living in suitable housing and do not any priority status awarded on their housing application are not eligible for the £500 payment but can still apply for a mutual exchange and swap with someone who is eligible. Housing Association (HA) tenants cannot apply. If an eligible LCC tenant exchanges with a HA tenant, they will not receive the payment.

How do I apply?

Once you have registered your details on the House Exchange website your local housing office or BITMO will make some checks and make your application live if everything is in order. You will then be e-mailed or posted your ID number and password and are free to search the website for potential matches.

What happens if I do not use the website for a while?

The website automatically removes customers from the register if they don't log into the site for 3 months, so it is important to keep searching

Can I still bid for properties at the same time as searching for a mutual exchange?

If you see a property you like you should consider bidding. However, if you accept an offer of a property through CBL you will not receive an incentive payment. Incentives are only paid through the mutual exchange scheme.

What if I have rent arrears?

If you have rent arrears we will use the £500 to pay any outstanding arrears on your account. If your arrears are under £500 we pay the rent arrears and you will receive the difference as payment.

Can I have a spare bedroom in an exchange?

Normally, a single person or a couple would only be allocated a one bedroom property. It would be up to the local housing office or BITMO to decide.

My son lives with me but does not want to move with me?

If someone else lives with you but wants to have their own home, the housing office may help them move. The incentive will only be paid to the registered tenant who is taking part in the mutual exchange.

When will I get my payment?

The payment will not be made until after you have successfully completed the mutual exchange. Contact your local housing office or one stop centre when you know you are moving and that you fit the criteria for the scheme.

Can I claim for the payment more than once?

If you apply for a mutual exchange after already receiving the incentive payment you will not qualify a second time. Payment is applicable only once per tenancy exchange.

What happens if I take part in a 3 way swap?

Three way swaps are permitted and any tenant who is eligible for the payment will still receive this as long as all parties are LCC tenants or there is one HA tenant involved in the exchange. If there are only one LCC tenant and two HA tenants then the incentive payment will not be applicable.

How do I get more information?

Contact your Housing Office, One Stop Centre or visit the mutual exchange website: www.leedshomes.houseexchange.org.uk.

Funds are limited so preference will be given on a first come first served basis.