

# Application to Transfer Contract to Another Secure Contract Holder (Mutual Exchange)



A Transfer of contract is when two or more contract holders exchange (swap) their contracts.

To be allowed to apply for an exchange:

- You must have a **secure occupation contract**, or any other eligible contract.

## Before filling in the application form, please read the information below:

- Before the 2016 Renting Homes (Wales) Act, this was known as a 'mutual exchange.'
- This is a transfer between secure contract holders (Section 118 Renting Homes (Wales) Act 2016).
- This type of transfer is when someone who holds a secure contract transfers their rights and responsibilities under that contract to another person with a secure contract.
- All transferring contract holder must get permission from their landlord before transferring their contract (this permission is given according to Section 84 of the 2016 Act and Schedule 6).
- You must not accept any money related to the transfer.
- Conditional Consent – If the landlord refuses permission for any reason, they may give you a chance to fix the issue before the exchange is allowed. This is called Conditional Consent.

## The Process

When we have received completed application forms from all contract holders involved in the transfer (Exchange), we will:

- If we haven't received all information required to assess the application, we will write to you to gain further information/evidence.
- Make required tenancy checks with relevant departments and ask you to complete an affordability assessment (if applicable).
- Check property suitability (e.g. adaptations)
- We will write to you with our Initial decision within 1 month of receiving all documents.

If we agree in principle, we will:

- Arrange a property inspection.
- Address any issues that were raised upon inspection (if applicable).
- Arrange Gas and Electrical checks.
- Arrange a moving date and complete the relevant paperwork on the moving day.

**It is very important that you do not move until final paperwork is complete. If you move before this is done, we will ask you to move back, and we would retract our agreement.**

## Responsibilities

The contract holder is liable for any work required in their new home that was the responsibility of the previous contract holder. You must check that you are happy with the condition of the whole property before you agree to exchange homes. Examples of this may include:

- Fixtures and fittings (for example in the kitchen and bathroom)
- Appliances (electric/ gas fire)
- Paths and patios
- Garden, gates and fences
- Sheds, outhouses and garages
- Damaged doors
- Rubbish left at property
- Broken windows
- Decoration, Carpets or laminate flooring

### *Contract Holdert's liability*

*After the exchange has taken place Adra will only be responsible for repairs which are normally the Landlord's responsibility. These include repairs to the structure and certain fixtures and fittings (for example boiler repairs) in the property. Adra will not carry out any work or repairs that are the contract holder's responsibility (for example decoration, carpet or laminate flooring), and understand they could result in recharges.*

## Next Steps

- If you are an **Adra Contact holder** please fill in **Part 2**
- If you are a **NON Adra Contract Holder** please fill in **Part 3**

Once both parties have completed, please return to us in one of the following ways:

<b>Drwy'r post:</b> By Post:	Adra Tŷ Coch, Llys y Dderwen, Parc Menai, Bangor, Gwynedd, LL57 4BL
<b>Trwy e-bost:</b> E-mail:	contract@adra.co.uk
<b>Gyda llaw:</b> By Hand:	I unrhyw swyddfa Adra / To any Adra office
<b>Defnydd swyddfa:</b> Office Use:	
<b>Dyddiad Derbyn:</b> Date Received:	

# Application

(Adra Contract Holders)



<b>Address:</b> (If applicable)			
	<b>Contract holder 1</b>	<b>Contract holder 2</b>	
<b>Name:</b>			
<b>Contact Number:</b>			
<b>E-mail:</b>			
<b>Who else lives with you?</b>			
<b>Name</b>	<b>Relationship to contract holder</b>	<b>Male or Female</b>	<b>Age</b>
<b>Has your property been adapted in any way?</b>			
<b>Yes</b>		<b>No</b>	
<input type="checkbox"/>		<input type="checkbox"/>	
<b>If yes, please give details:</b>			
<b>Why do you want to move?</b> Please state the reason for wanting to move.			
	Downsizing <input type="checkbox"/>	Anti-Social behavior <input type="checkbox"/>	
	Family Support <input type="checkbox"/>	Employment <input type="checkbox"/>	
	Overcrowding <input type="checkbox"/>	Other <input type="checkbox"/>	
<b>Please state other reason:</b>			

**How did you find each other?**

	Facebook <input type="checkbox"/>	Friend / Relative <input type="checkbox"/>
	Other: <input type="checkbox"/>	Please state:

**Where do you want to move to?**

Address:  
(If applicable)

Postcode:

**Who do you want to transfer your contact to?**

	Contact Holder 1	Contact Holder 2
Name:		
Phone Number:		
Email:		

**Has the property been adapted in any way?**

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please give details:

**Declaration**

	Yes	No
I / We wish to transfer my/our contract with another contract holder		
The information I / we will give in this form is correct and true		
I / We have read and understand <i>Part 1</i> of the notes given with this form		

I / We have thoroughly inspected the condition of the home that I / we wish to move to		
I / We will accept the home in its current condition		
I / We will take responsibility for any repairs or renovations that were the previous contract holder's responsibility and that they could be rechargeable.		
If applicable: I / We give permission for you to ask my / our current landlord for a reference		

Adra complies with the Data Protection Act 2018 in relation to personal information that you give us and ensures that it is not misused.

We will treat your personal information fairly and lawfully and we will ensure that information is:

- Processed for limited purposes.
- Kept up-to-date, accurate, relevant and not excessive.
- Not kept longer than is necessary.
- Kept secure.

Please note that your calls may be recorded for training purposes.

For details on how we use your data please refer to our Privacy Notice.

## Signature

I AUTHORISE ADRA/OR MY LANDLORD TO DIVULGE INFORMATION ABOUT MY CONTRACT IN CONNECTION WITH THIS APPLICATION FOR A TRANSFER. I AUTHORISE ADRA TO SHARE RELEVANT INFORMATION RELATING TO MY CONTRACT WITH THE 'TRANSFeree' OR THE 'TRANSFEROR'. WHERE AN APPLICATION HAS BEEN REFUSED, OR AGREED WITH CONDITIONS, I AGREE FOR ADRA TO SHARE RELEVANT DETAILS SUCH AS THE REASON FOR REFUSAL BETWEEN THE TRANSFEROR AND THE TRANSFeree.

	Contract Holder 1	Contract Holder 2
Name:		
Signed:		
Date:		

### PART 3

## Application

(Non Adra Contract Holders)



Your Address:

	Contract holder 1		Contract holder 2
Name:			
Date of Birth:			
Contact Number:			
E-mail:			
Who is your landlord?			
Name:			
Address:			
Post code:			
Has your landlord taken any legal steps against you?	Yes		No
	<input type="checkbox"/>		<input type="checkbox"/>
If 'yes' please give details:			
Has your landlord taken any action regarding breach of tenancy i.e. warning?	Yes		No
	<input type="checkbox"/>		<input type="checkbox"/>
If yes, please give details.			
Who else lives with you?			
Name	Relationship to contract holder		Male or Female
Age			

Has your property been adapted in any way?	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, please give details:			
What type of property is it and how many bedrooms are there? (house, bungalow etc.)			
Why do you want to move? Please state the reason for wanting to move.			
	Downsizing <input type="checkbox"/>	Anti-Social behavior <input type="checkbox"/>	
	Family Support <input type="checkbox"/>	Employment <input type="checkbox"/>	
	Overcrowding <input type="checkbox"/>	Other <input type="checkbox"/>	
Please state other reason			
How did you find each other?			
	Facebook <input type="checkbox"/>	Friend / Relative <input type="checkbox"/>	
	Other: <input type="checkbox"/>	Please state:	
Where do you want to move to?			
Address:			
Postcode:			
Who do you want to transfer your contract to?			
	Contract Holder 1	Contract Holder 2	
Name:			
Phone number:			

Email:		
Who is their landlord		
Name:		
Address and postcode:		
Phone number:		

--	--	--

Declaration		
	Yes	No
I / We wish to transfer my/our contract with another contract holder		
The information I / we will give in this form is correct and true		
I / We have read and understand <i>Part 1</i> of the notes given with this form		
I / We have thoroughly inspected the condition of the home that I / we wish to move to		
I / We will accept the home in its current condition		
I / We will take responsibility for any repairs or renovations that were the previous contract holder's responsibility and that they could be rechargeable.		



If applicable: I / We give permission for you to ask my / our current landlord for a reference		
---	--	--

Adra complies with the Data Protection Act 2018 in relation to personal information that you give us and ensures that it is not misused.

We will treat your personal information fairly and lawfully and we will ensure that information is:

- Processed for limited purposes.
- Kept up-to-date, accurate, relevant and not excessive.
- Not kept longer than is necessary.
- Kept secure.

Please note that your calls may be recorded for training purposes.  
 For details on how we use your data please refer to our Privacy Notice.

**Signature**

I AUTHORISE ADRA/OR MY LANDLORD TO DIVULGE INFORMATION ABOUT MY CONTRACT IN CONNECTION WITH THIS APPLICATION FOR A TRANSFER. I AUTHORISE ADRA TO SHARE RELEVANT INFORMATION RELATING TO MY CONTRACT WITH THE 'TRANSFeree' OR THE 'TRANSFEROR'. WHERE AN APPLICATION HAS BEEN REFUSED, OR AGREED WITH CONDITIONS, I AGREE FOR ADRA TO SHARE RELEVANT DETAILS SUCH AS THE REASON FOR REFUSAL BETWEEN THE TRANSFEROR AND THE TRANSFeree.

	Contract Holder 1	Contract Holder 2
<b>Name:</b>		
<b>Signed:</b>		
<b>Date:</b>		