

Transferring a contract (Mutual exchange)



This is when a secure contract-holder (tenant) transfers the occupation contract, including the rights and responsibilities of the contract, to another secure contract-holder with the consent of the landlord. The landlord of all the secure-contract holder(s) (tenants) involved in the transfer must be a community landlord.

This usually means that the contract-holders will swap homes.

How do I transfer my contract?

Once you've found someone you'd like to transfer contracts with and you are ready to proceed, you will need to fill in the 'Application to transfer form (NSf54)' that's on our website.

You can also contact us for a copy.



Important: You must not charge or be made to pay, to transfer your contract.



What happens next? We will:

- Confirm in writing that we've received your application.
- Assess your application. This includes, checks with the rent, neighbourhood service & compliance teams as well as other community landlord(s) as needed.
- Request a reference from other landlords (if your landlord is not us).
- Where necessary, carry out an affordability assessment with you.
- Arrange an assessment from an Occupational Therapist for any homes that have adaptations (if required).
- Ask you for further information or evidence to support your application as needed.
- Give a written initial decision within one month of receiving all information.
- Inspect the condition of your home.
- Carry out gas and electrical safety checks.
- Arrange for you to sign all necessary paperwork.



adra.co.uk | [0300 123 8084](tel:03001238084) |



[@adrataicyf](https://www.facebook.com/adrataicyf) | ymholiadau@adra.co.uk

Permission to transfer

Adra can refuse to give its consent to a transfer and will consider a number of things when deciding whether to withhold consent or not, such as whether there have been any breaches of the occupation contract and so on.

We will not refuse permission without good reason. We will explain the reason for our decision if your request to transfer is refused.

Decisions will be in accordance with relevant law.

If permission is given, the transfer must be:

- At no cost to us.
- Property accepted as seen.

We may give permission on the basis that:

- Any issues relating to the condition of your home will need to be sorted before the transfer.
- Any arrears will need to be paid before the transfer.



Important:

All contract-holders (tenants) will need written permission from their landlord and sign all relevant legal documents BEFORE the transfer.

If you move without our consent, you will be in breach of your occupation contract and you are putting your occupation contract (tenancy) at risk.

If you move before signing the legal paperwork, the transfer will be void and we will ask you to move back.

For any more information, please see our website or feel free to contact us.