

# Cardiff Council Transfer Request Form

## Property swapping service for Council and Housing Association tenants

You may have made an initial enquiry into the exchange of your property on the website [Homeswapper.co.uk](http://Homeswapper.co.uk).

If you are registered with Homeswapper please tick this box

Once you have found someone to exchange with and have viewed their property, if you wish to proceed, please complete this form.

An exchange is carried out as a series of Transfers, where each participant transfers their occupation contract to another person. The person you transfer your contract to is the person who will be moving into your current property.

An officer will visit you to inspect the condition of your home and consider your request. The exchange will be allowed if your present tenancy has been carried out satisfactorily, this will include a clear rent account, no anti-social behaviour issues etc. and if both homes are suitable for the families who wish to exchange.

### Your Details

Name	
Joint Contract Holder Name	
Current Address	
Post Code	
Contact Telephone Number	
Property Type: e.g. House/Flat	
Number of Bedrooms	
Reason for Exchange	

Please insert the following details for all persons included in your application with your details on the first line.

Surname	Forename	Age	Date of Birth	Relationship
				Contract Holder

Do you have a lodger or sub contract holder not included above?

If yes, please give details of persons and their proposed housing arrangements.

.....

**Details of the person who will be moving into your property**

Their Name	
Their Address	
Post Code	
Type of Property they currently live in, e.g. House or flat	
Number of Bedrooms	
Name & Address of their Landlord	
Contact telephone number	

Please complete the following details for all persons who intend to move into your property following the transfer, beginning with the main contract holder.

<b>Surname</b>	<b>Forename</b>	<b>Age</b>	<b>Date of Birth</b>	<b>Relationship</b>
				Contract Holder

If you are **not** moving into the property of the person above, please give the details of the property you will be moving to:

**Details of the property you will be moving to**

Address	
Post Code	
Type of Property e.g. House or flat	
Number of Bedrooms	
Landlord	

- Is there any other information you wish to provide which you consider relevant to your application? If yes, please give details.

.....

.....

.....

- Do you know of any reason why you would not be able to move to another address?  
**Yes / No** If yes, please give details:

.....

- Does your property have any adaptations? Yes / No  
If Yes, please give details:

.....

**Multiple Transfers**

Are there more than two parties involved in this exchange? Yes / No

If Yes, please complete the following outline of the exchange to the best of your knowledge, beginning with yourself.

Contract Holder	Address	Landlord
I,		Cardiff Council
am transferring my contract to...		
...who is transferring their contract to...		
...who is transferring their contract to...		
...who is transferring their contract to...		
...who is transferring their contract to...		

**Your Signature**

- Please read the following statements and sign below.  
(If you are joint contract holders then both signatures are required)

I/We request to transfer our contract to the person(s) listed above.

I/We agree to the Council sharing information relating to my/our tenancy with other Council departments or other agencies as required (including Housing Associations).

I/we understand that any information given by myself/ourselves which is incorrect or incomplete and which resulted in the Landlord being induced to grant the contract as a result of a false statement being made knowingly or recklessly will result in action being taken against me/us. This information can include a false statement being given by the contract holder/s or a person acting at the contract holder's instigation. Action can be taken through the Courts and may result in the loss of your home.

***Please note that when you request a transfer, a property and garden inspection will be carried out to ensure that your property and garden is in a reasonable condition – all Council fixtures and fittings must be in place and in working order, this includes all doors, (including handles), kitchen cupboards and electrical fittings. Front and rear gardens must be clear of rubbish and household waste.***

Signed: ..... Date: .....

Signed: ..... Date: .....

**Incoming contract holder's signature**

- Please read the following statements and sign below.  
(If you are joint contract holders then both signatures are required)

I/We acknowledge that I/We have viewed the premises and accept them in their present condition. I/We are aware that Cardiff Council will not carry out any decoration when it is vacated by the outgoing contract holder.

I/We agree to the Council sharing information relating to my/our tenancy with other Council departments or other agencies as required (including Housing Associations).

I/we understand that any information given by myself/ourselves which is incorrect or incomplete and which resulted in the Landlord being induced to grant the contract as a result of a false statement being made knowingly or recklessly will result in action being taken against me/us. This information can include a false statement being given by the contract holder/s or a person acting at the contract holders's instigation. Action can be taken through the Courts and may result in the loss of your home

Signed: ..... Date: .....

Signed: ..... Date: .....

Once you have completed the form, please return it to a HUB, Local Office or post to Cardiff Council, Atlantic Wharf, Cardiff. CF10 4UW.

**Please tick when available for visit**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Morning</b>					
<b>Afternoon</b>					

## **MUTUAL EXCHANGES - INFORMATION FOR CONTRACT HOLDERS**

### **Applying for a Community Transfer**

**Introductory contract holders cannot transfer their contract.**

**Applications for a transfer must be made in writing to your landlord.**

An exchange is a pair of transfers where each person transfers their contract to the other. A Multiple Exchange is a set of three or more transfers where each person transfers their contract to one of the others.

The Renting Homes (Wales) Act 2016 gives secure contract holders the right to transfer to another person who is a secure contract holder with a community landlord, provided the Council's consent is obtained. Consent can be given with conditions e.g. to proceed when any arrears of rent are cleared. Consent will not be unreasonably withheld.

Transfers are processed as quickly as possible but the legislation states that the council must respond to a contract holder's request to transfer within one month of receiving all the information they need to make the decision. The Council can only ask for information within the first 14 days after you submit your application. The Council will notify you when they are waiting on information, either from you or from another party.

The 1985 Housing Act specifically prohibits a premium or bribe as an inducement for an exchange. If proved, a contract holder could face legal proceedings.

### **Points to Note When Exchanging Properties.**

1. Contract Holders agree to accept each other's property in its present decorative and repair condition. No special priority is given to repairs on exchanged properties, any repairs reported after the move will be dealt with under the normal repairs maintenance system. Original contract holders' own improvements or alterations will not be subject to maintenance by Cardiff Council e.g. electrical lights, ceiling fans, fires or gas appliances.
2. Under no circumstances should a move take place before consent in writing is received for all the Transfers that make up an exchange, or before both parties have signed for the new contracts. In this event, contract holders would lose their secure status and be regarded as unauthorised occupants in each other's houses.
3. A Transfer request might receive consent to go ahead subject to all other parts of the exchange receiving consent. If one of those other transfers does not receive consent, none of them will take place.
4. Contract Holders are responsible for arranging the move, exchanging keys, and ensuring all necessary disconnections and reconnections of services such as gas and electricity.
5. Where two council contract holders are exchanging, both contract holders will need to sign for their contracts at the same location. This will ensure that there are no delays in the signing of the occupation contracts. The arrangements should be discussed with the Housing staff.