



Exchange Board Information

The information you provide will be put on public display in the waiting area on Level 1, Edward T Wheadon House and at the Guernsey Housing Association (GHA). Only your first name and contact number will be displayed. The same information may be displayed online and on social media.

Contact Details

Name	
Tel	
Email address	

Current Property Address	
Postcode	

Please write brief description of your current property			
No of bedrooms		Property Type (house, bungalow, flat)	
Living Room		Dining Room	
Type of heating		Garden	

Desired Property Criteria & Area

I/We agree to the information on this form being used as stated above. I/We confirm that I/we meet the Transfer and Exchange Policy requirements and the Exchange Criteria as detailed overleaf. All Tenants as noted on your Tenancy Agreement must sign and date this form.

Tenant Signature

Print Name

Tenant Signature

Print Name

Date

The States of Guernsey will process any personal data that you provide in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. Further information about how your personal data is processed by Housing can be found at <https://gov.gg/DP>

The below information is taken from the Transfer and Exchange Policy which gives further information:

4.0 EXCHANGES

- 4.1 Housing and GHA tenants can request an exchange if they continue to meet the eligibility criteria for social housing and if both parties have complied with their tenancy agreement/licence to occupy. Any exchange requests must ensure both households will be adequately housed for their needs.
- 4.2 Tenants must complete and sign the Exchange Board Information Form (Appendix One).
- 4.3 Tenants will be made aware of their obligations under the exchange programme e.g. Tenants may be charged for electrical and gas safety checks prior to an exchange.
- 4.4 Housing and GHA will maintain an up to date electronic list of all tenants who have been accepted to have their details placed on the exchange board. The Register will also be displayed at Edward T Wheadon House and the GHA offices for viewing.
- 4.5 Once a tenant has identified a suitable household to exchange with, they will need to complete, sign and return a Property Exchange Request Form (Appendix Two).
- 4.6 Both properties will be subject to inspection by Housing/GHA to assess whether the properties are in an appropriate condition for exchange.
- 4.7 Housing/GHA will advise all tenants of the decision in writing within 28 days of the inspection of both properties confirming whether they will approve or reject the exchange.
- 4.8 Both parties will be required to sign an agreement to accept the properties in their current condition at the time of any approved exchange.
- 4.9 Tenants must not move until an exchange has been approved by Housing and GHA and both exchange tenants have each signed a new tenancy agreement.
- 4.10 If an application is rejected, the reasons for rejection will be given in full unless such disclosure will breach data protection principles or compromise Housing's and GHA's abilities to discharge its duties. Unsuccessful tenants will be told whether a reapplication would be considered, and, if so, when and under what circumstances.