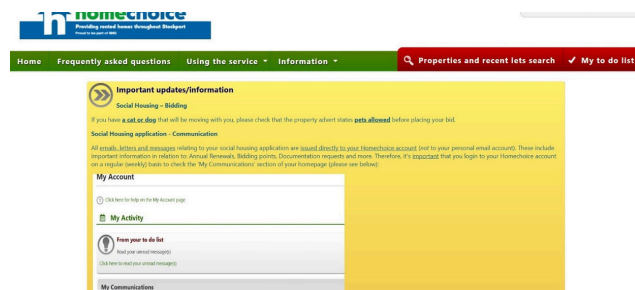


# Guide to building a simple Mutual Exchange three-way multi-swap

1

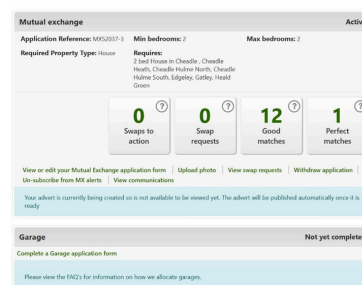
Log in to the Homechoice website using your login reference, memorable date and password.

Note: You will need to be registered on the website before you can complete this application, by clicking on 'Register' and following the on-screen instructions.



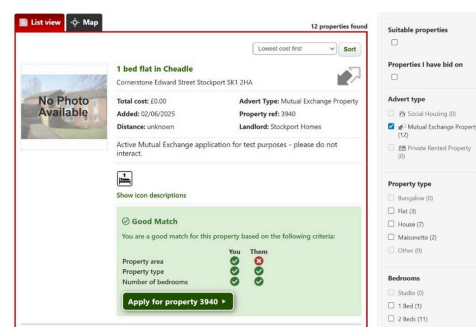
2

In 'My Account', scroll down to your Mutual Exchange application and click on your 'good matches'. This will show you a list of properties that meet your requirements, but the current tenant may not be looking to move into a property like yours.



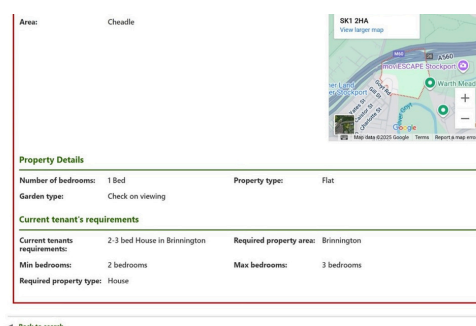
3

Once you have found a property that you are interested in, open the full property advertisement by clicking 'Apply for property [reference]'.



4

Scroll to the bottom of the property advertisement to the 'Current tenant's requirements' section. Make a note of these as this is the information that you will use to find a third property to complete the chain.



For Mutual Exchange queries, please call 0161 217 6016 (option 2), email [homechoice@stockporthomes.org](mailto:homechoice@stockporthomes.org) or drop in to Cornerstone reception Monday to Friday 9 am to 4 pm

5

Scroll back to the top of the page and click 'Properties and recent lets search'.

6

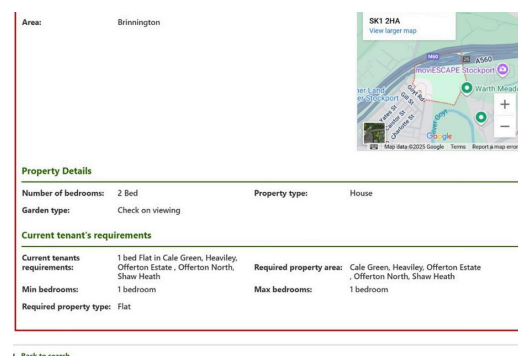
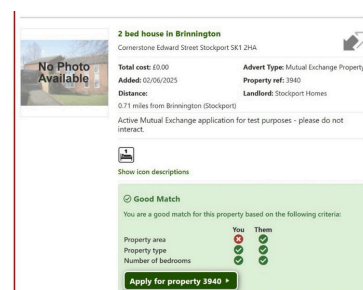
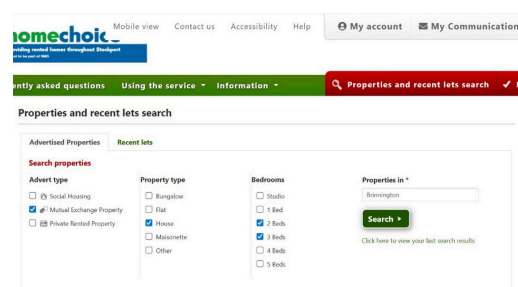
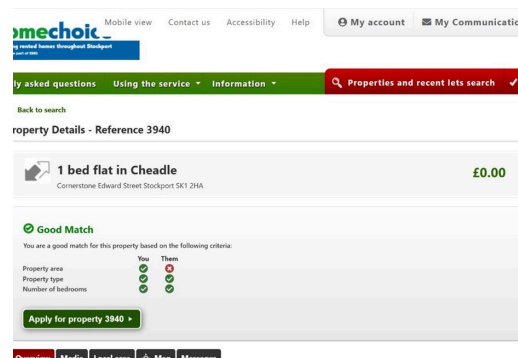
Select 'Mutual Exchange property' as the Advert type to search all active Mutual Exchange properties. Then, select the rest of the current tenant's requirements and click 'Search' to create a list of properties that they may be interested in.

7

Once you have found a property that best meets the current tenant's requirements, open the full property advertisement by clicking 'Apply for property [reference]'.

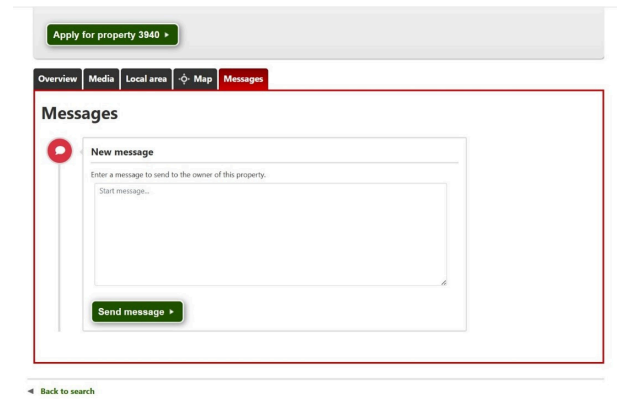
8

Scroll to the bottom of the property advertisement to the 'Current tenant's requirements' section. If your property meets their listed property requirements, you have found a multi-swap exchange match!



9

Inform both tenants of the potential exchange and confirm their interest by clicking the 'Messages' tab on the full property advertisement, entering your message and clicking 'Send'.



The screenshot shows a web interface for a property advertisement. At the top, there is a button labeled 'Apply for property 3940'. Below this is a navigation bar with tabs: 'Overview', 'Media', 'Local area', 'Map', and 'Messages'. The 'Messages' tab is selected and highlighted in red. The main content area is titled 'Messages' and contains a 'New message' section. This section has a text input field with the placeholder 'Enter a message to send to the owner of this property.' and a 'Send message' button at the bottom. A 'Back to search' link is visible at the bottom left of the interface.

10

Once both tenants have confirmed their interest and all property viewings have taken place, please contact the relevant social landlords to begin the formal Mutual Exchange process.