

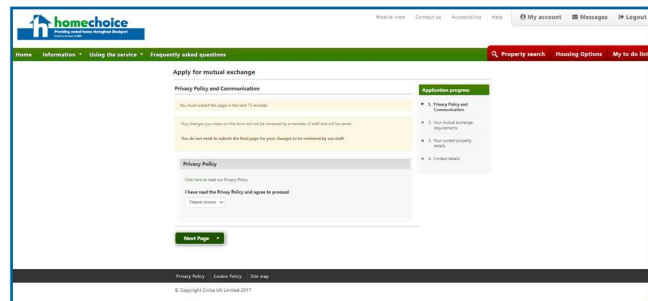
Guide to completing a mutual exchange application form

Before you start you will need the following information to hand:

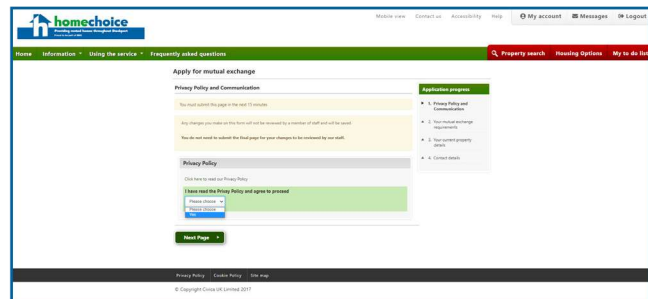
- Your landlords details
- Financial details relating to your current home, including:
 - Rent
 - service charge
 - payment cycle (weekly, fortnightly, monthly etc)
 - council tax band and amount paid

Please follow the steps below:

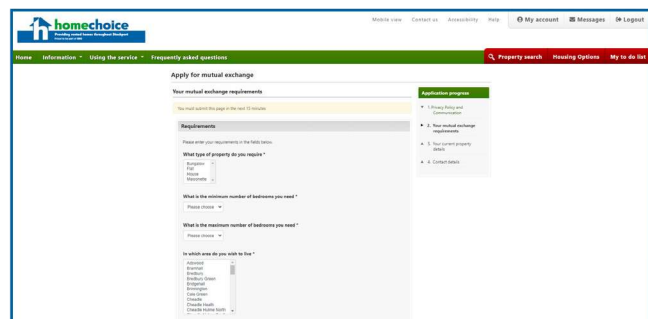
- 1 Log into the Homechoice website and go to 'My account'. Note: If you've not already registered on the website, please see the 'Guide to registering on the Homechoice website'. Scroll down to the 'mutual exchange' heading and click on 'apply for a mutual exchange'.



- 2 Read our Privacy Policy and agree to proceed. Then click 'next page'.



- 3 Complete your mutual exchange requirements including:
 - The type of property you require
 - The minimum and maximum number of bedrooms you need
 - Which area(s) you want to live in (Note: to select more than one area, please hold down CTRL)
 Then click on 'next page'.

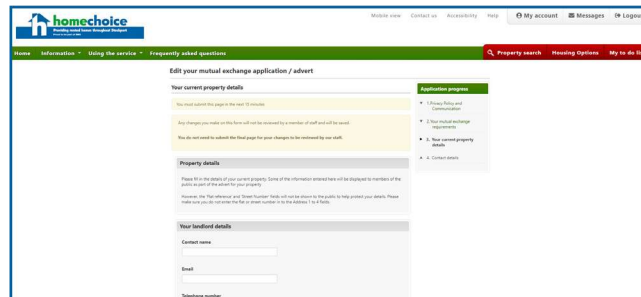


For Mutual Exchange queries, please call 0161 217 6016 (option 2), email homechoice@stockporthomes.org or drop-in to Cornerstone reception Monday to Friday 9am to 4pm

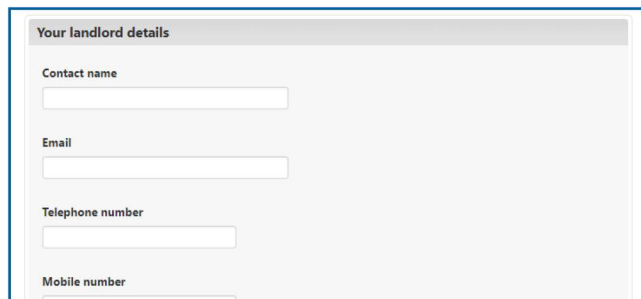
Guide to completing a mutual exchange application form

Please follow the steps below:

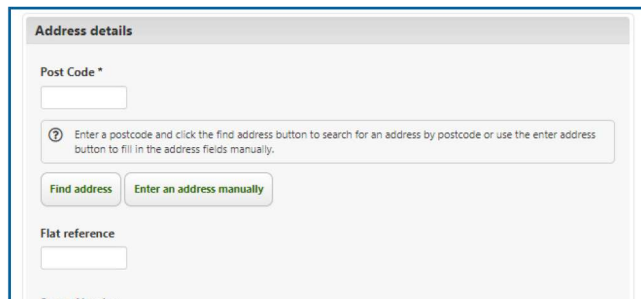
4 Enter your current property details.



Enter your landlords' details.

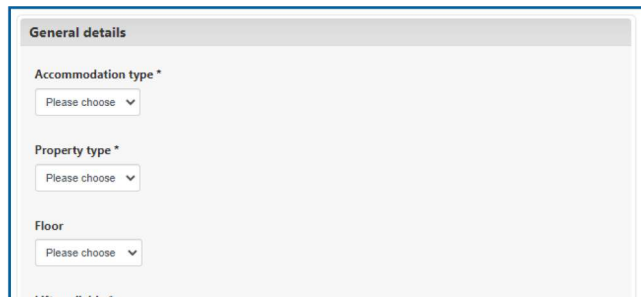


Enter the address details for your current home.



Enter the general details about your current home including:

- Accommodation type (e.g. studio, 1 bed, 2 bed etc)
- Property type (e.g. bungalow, house, flat etc)
- Floor (e.g. ground floor, 1, 2 etc)
- Lift available (yes or no)



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Please follow the steps below:

- Garden type (e.g. communal, own garden etc)
- Heating type (e.g. district heating, central heating, solar heating etc)
- Bathroom type (e.g. bathroom with toilet, shared bathroom etc)
- Parking (e.g. off street, permit etc)

Facilities

Garden type *

Please choose

Heating type

Please choose

Bathroom type

Please choose

Bedroom

Please choose

- Rent
- Service charge
- Payment cycle (e.g weekly, fortnightly, monthly etc)
- Council tax band
- Council tax amount

Financial details

Rent

Service charge

Payment cycle

Please choose ▼

Council tax band

Once you have completed all the property details, click on 'next page'.

Marketing information

Property Description for the advert

[illegible]

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Please follow the steps below:

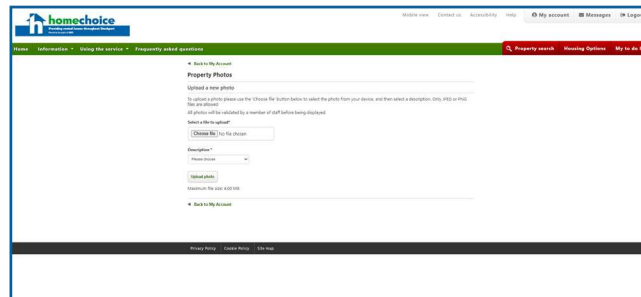
6 Go to 'My account' where you can upload photos of your current property under the mutual exchange heading by clicking on 'upload photo'. Then select from the description dropdown list where the photo relates to in your home (e.g. living room, bathroom etc.)

Then click on 'upload photo'.

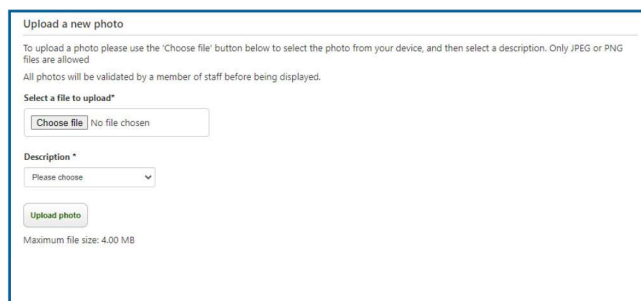
Note: Photos must be either a jpg or png and a maximum size of 4MB.

You will then be given the option to upload another photo.

Note: All photos will be checked by a member of our team before they are added to the advert.



The screenshot shows the 'My account' page with a navigation bar at the top. The main content area is titled 'Property Photos' and includes instructions: 'To upload a photo please use the 'Choose file' button below to select the photo from your device, and then select a description. Only JPEG or PNG files are allowed. All photos will be validated by a member of staff before being displayed.' There is a 'Choose file' button, a 'Description' dropdown menu, and an 'Upload photo' button. A link 'Back to My Account' is at the bottom.



The screenshot shows a form titled 'Upload a new photo'. It contains the same instructions as the previous form: 'To upload a photo please use the 'Choose file' button below to select the photo from your device, and then select a description. Only JPEG or PNG files are allowed. All photos will be validated by a member of staff before being displayed.' The form includes a 'Choose file' button (showing 'No file chosen'), a 'Description' dropdown menu (showing 'Please choose'), and an 'Upload photo' button. At the bottom, it states 'Maximum file size: 4.00 MB'.

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