

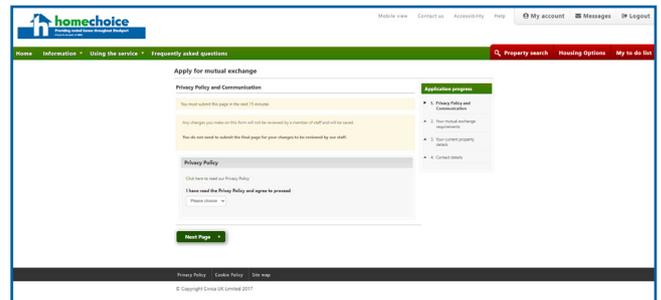
Guide to completing a mutual exchange application form

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

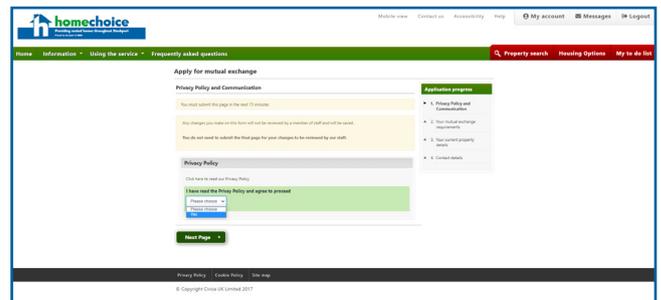
- Your landlords details
- Financial details relating to your current home, including:
 - Rent
 - service charge
 - payment cycle (weekly, fortnightly, monthly etc)
 - council tax band and amount paid

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'.



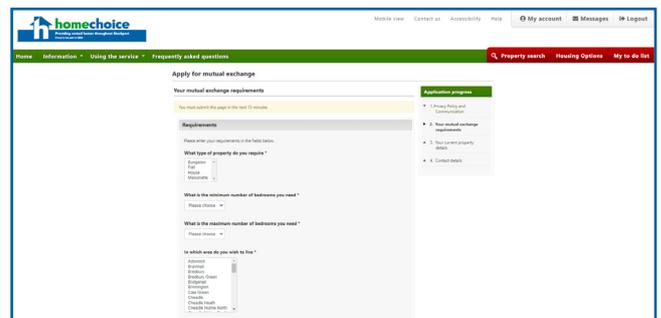
2 Read our Privacy Policy and agree to proceed. Then click 'next page'.



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)

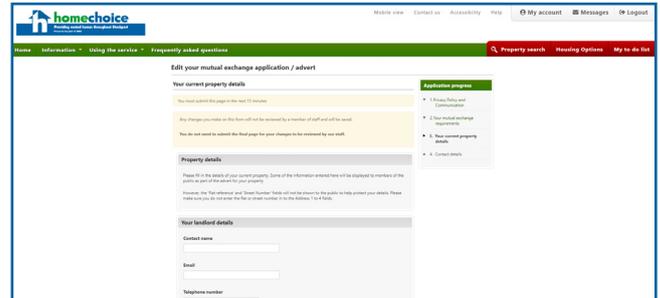
Then click on 'next page'.



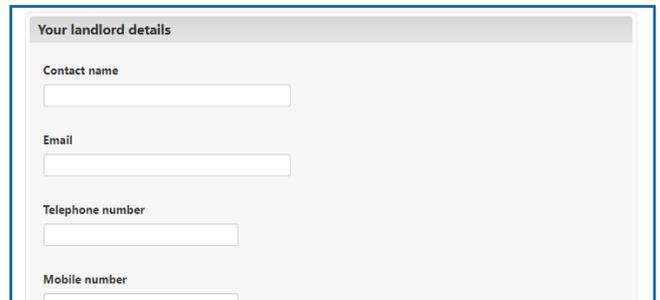
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Please follow the steps below:

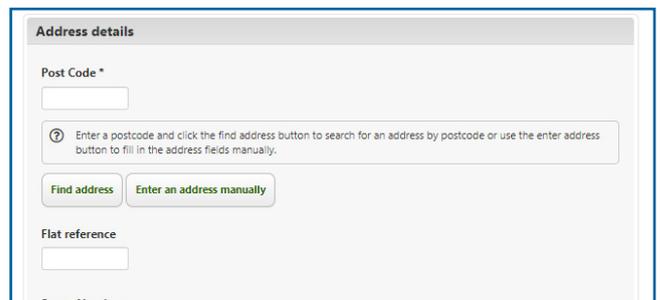
4 Enter your current property details.



Enter your landlords' details.

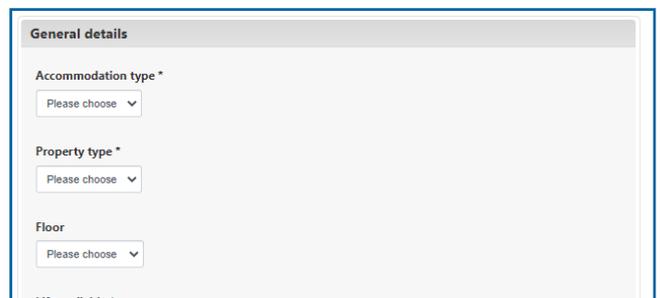


Enter the address details for your current home.



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:

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.

