

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:



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'.



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







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'.







Please follow the steps below:



### Enter your current property details.

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	Edit your mutual exchange application / advert				
	Your current property details	Application progress			
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	You do not need to submit the final page for your changes to be reviewed by our staff.	<ul> <li>3. Your current property details</li> </ul>			
	Property details	A & Contact details			
	Please fill in the details of your current property. Some of the information entered here will be displayed to members of the public as part of the advect for your property.				
	However, the Tale reference' and "Street Number' fields will not be shown to the public to help protect pour details. Please make sure you do not enter the fact or street number in to the Address 1 to 4 fields.				
	Your landlord details				
	Costact name				

#### Enter your landlords' details.

Email	
Telenhone number	
Telephone number	

# Enter the address details for your current home.

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Enter a po button to	stcode and click the find address bu fill in the address fields manually.	utton to search for an address by postcode or use the enter address
Find address	Enter an address manually	

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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Accommodation typ	•*		
Please choose 🗸			
Property type *			
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Please follow the steps below:

Enter the facilities in your current home.

- 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)

Enter the financial details relating to the property.

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

Enter a description of your current property for the advert under 'marketing information'.

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



Complete your preferred contact details and then click 'submit form'.

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Please choose	~			
Heating type				
Please choose	~			
Bathroom type				
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Please follow the steps below:

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.

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To upload a photo please use the 'Choos files are allowed	e file' button below to select the photo from your device, and then select a description. Only JPEG or PNG
All photos will be validated by a member	r of staff before being displayed.
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Upload photo	
Maximum file size: 4.00 MB	