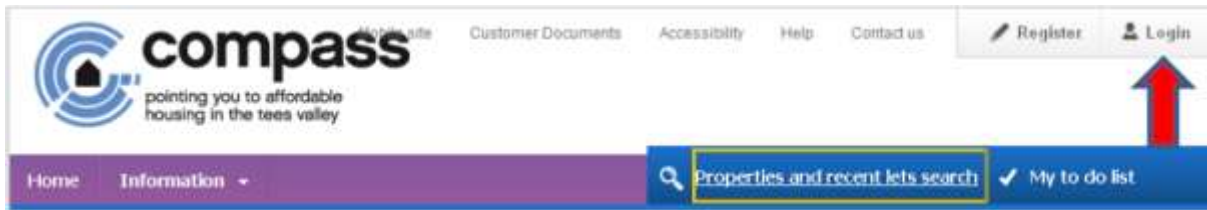


## How to add a Mutual Exchange

To add your Mutual Exchange advert, log onto [www.compasscbl.org.uk](http://www.compasscbl.org.uk) and select Login.



### Login

Your login reference\*

[I have forgotten my login reference](#)

Your memorable date\*

day month year

[I have forgotten my memorable date](#)

Enter your login reference and memorable date. From the **My Account** page, select the link to **Apply for Mutual Exchange**.



If you are a tenant of one of the Compass Partner Landlords, select 'Yes' to the question below.

### Eligibility

Mutual Exchange is only available to tenants of the Compass CBL Partnership.

Are you a tenant of the Compass CBL Partnership?\*

Yes  No

If you are unsure or have any queries in relation to this matter, please contact your landlord or local authority to discuss  
[- How to contact us](#)

Click

**Next Page** ▶

Select the main property type you would like, the minimum and maximum number of bedrooms you would consider, and the main area you wish to live in.

## Requirements

Please enter your requirements in the fields below.

What type of property do you require\*

\*\* Please choose \*\*

What is the minimum number of bedrooms you need\*

\*\* Please choose \*\*

What is the maximum number of bedrooms you need\*

\*\* Please choose \*\*

In which area do you wish to live\*

\*\* Please choose \*\*

Click

Next Page

Here, you will need to add details about your current home. First, select your Landlord from the list.

## References

Property ID  
86868

Landlord\*

Coast & Country

Status  
Pending

Your address should already be showing in the next section, so just choose the area you live in from the list

## Address details

Flat reference

Street Number\*

12

Address 1\*

The Street

Address 2\*

Redcar

Address 3

Address 4

Post Code\*

TS10 5JR

Area\*

\*\* Please choose \*\*



Next, add the details of how your rent is made up each week. Don't worry if you don't know, just leave it blank and your Landlord will fill it in for you.

## Financial details

Rent

Service charge

Payment cycle



Council tax band



Council tax amount

Other charges

Water & sewerage charges

Next, tell us about the type of property you have and how many bedrooms there are. If you live in a flat, you can also add the floor and whether there is a lift.

## General details

Accommodation type\*



Property type\*



Floor



Lift available\*



Yes



No

Next, tell us some more about your home

## Facilities

Garden type\*

Own rear garden

Heating type

Gas radiator heating

Bathroom type

Bathroom with W/C

Parking

No Parking Available

The next section will let you add some more details about your property or the property you want to exchange to. You only need to add information in the box marked 'Web'.

## Marketing information

Marketing information (newsletter)

Marketing Information (Web)

Nice house in quiet area,  
close to shops and schools. I  
would like a 2 bed house in  
Eston

Once you have done this, click

[Next Page](#)

The next section will allow you to take part in **Homeswap Direct** which will link into a National database of other tenants who may be looking for an exchange. If you are not interested in this, please select '**No**' and move to the next section.

## Home Swap Direct

If you would like to participate in Home Swap Direct, please provide your email address and check the box below:

**I would like to participate in Home Swap Direct\***

Yes  No

Correspondence email

Please note that by selecting yes in the above question you are consenting to your property being advertised on a national database, no personal data will be available other than the email address and property details you have submitted. The email address that you have provided here will receive all contact from interested parties.

If you select no, you are opting not to participate in Home Swap Direct, your property will only be visible to other users on this site.

## Enter a location or postcode, and the distance of your preferred area

Location

 ?

Distance

\*\* Please choose \*\*

You can add up to 9 locations to include in your search - you must add at least one

Next, add some contact details such as an email address or telephone number so that anyone who is interested in exchanging with you can contact you.

## Contact details

Please enter details of how you should be contacted in the box below. These contact details will be given to the current tenant of the mutual exchange property you bid on, and they will contact you directly to discuss exchanging

Preferred contact details

(Example: Please contact me on my mobile number 07111 123456 or email contactme@email)

Then click  , you will see this message;

## Application submitted

Thank you for submitting your application online.

Your application will be checked by a member of staff and you should receive a letter confirming your details within 3-4 weeks.

If you have any questions, please contact us using the contact details provided on this site.

If you have just updated your application with a change in your circumstances or because you were prompted by the renewal process your changes will not take effect until they have been verified by a member of staff. You will receive a response regarding this change to your account within 21 days.

Your application to exchange will then be picked up by your Landlord, checked and approved.

If, for any reason, you cannot take part in Mutual Exchange, you will be contacted and told the reasons why.