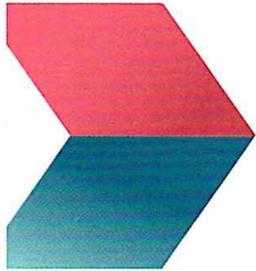
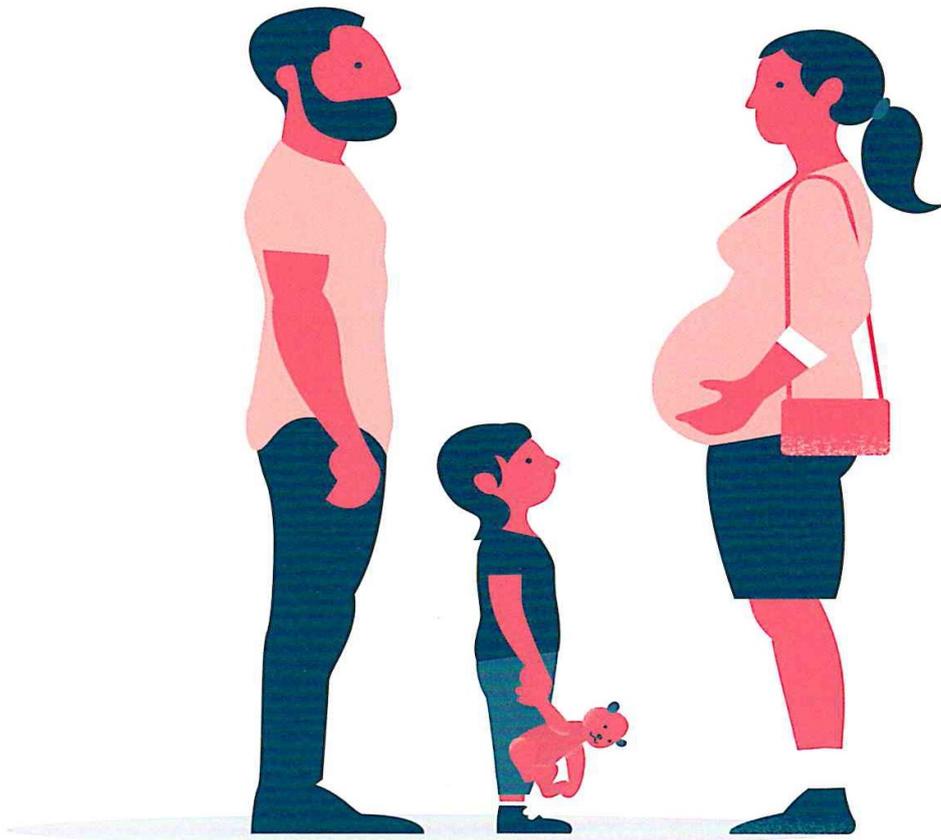


Your Guide to House Exchange



**Room going to waste
or need more space?
Moving is easy with
House Exchange**



About House Exchange

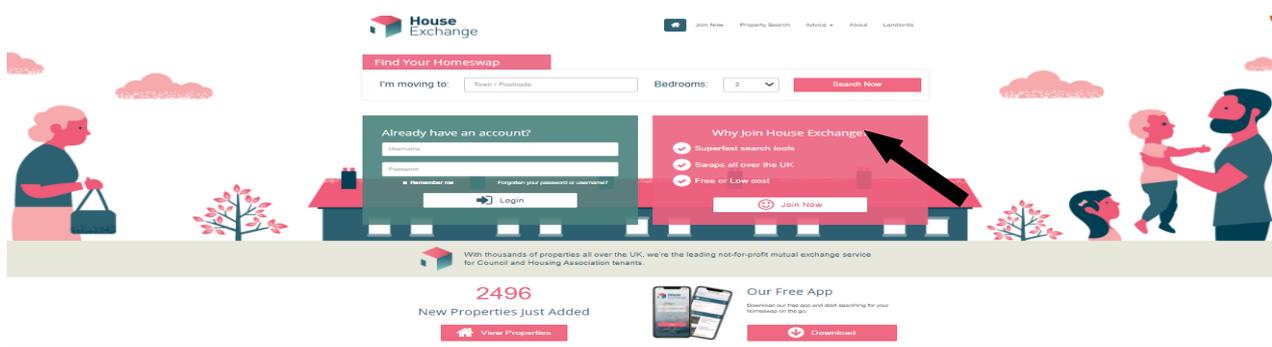
House Exchange is an online mutual exchange system that is a free service to all Ochil View Housing Association, Clackmannanshire Council and Paragon Housing Association tenants who are looking to move home.

House Exchange helps you find a suitable home within Clackmannanshire or further afield. Through a simple and easy understandable website, you will be able to see the latest listings as soon as they are available. There is also a multi-match service which lets you and other home-seekers build a chain of exchanges.

How to Register

Go to www.houseexchange.org.uk

Select - Join Now



Follow the Registration Steps, enter your Personal Details including a valid email address and create and save password for Login to your House Exchange Account, enter your Property and Household Details as requested.

PERSONAL DETAILS PROPERTY HOUSEHOLD DETAILS DONE

Register Step 1 - Personal Details

<p>Title: * <input type="text" value="Miss"/></p> <p>Forename: * <input type="text"/></p> <p>Surname: * <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Confirm Email: <input type="text"/></p>	<p>Telephone: * - You must enter at least one phone number <input type="text"/></p> <p>Mobile: * - You must enter at least one phone number <input type="text"/></p> <p>Username: * Use my email <input type="checkbox"/> <input type="text"/></p> <p>Password: * <input type="text"/></p> <p>Confirm Password: * <input type="text"/></p> <p><input type="button" value="Password Strength"/></p>
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By completing and signing this form you are applying for House Exchange Membership, which allows you to swap homes with other members. For contact details and other important privacy information please read our full [privacy statement](#).

Creating Your Property Advert



Helpful Tips

Remember that how your advert looks is important in attracting interest from would be swappers. These are some useful tips to help you: -

- The better your advert looks the more attractive it is to other would be swappers
- You should be honest when completing your details of your home as this could save you and potential swappers a lot of time if your advert is honest and realistic
- Include as many details as possible along with recent photos to show the features you are describing, this will increase your chances of finding a successful match



Photographs

You can add up to 5 photos to your advert, please contact us if you need any help with adding these. If you email or send us photos by text we can do this for you. If you are taking photos here are some useful tips: -

- When taking photos try to do this during the daytime when lighting is at its best so that the outside of your property looks bright. By using as much natural lighting inside your home, you will make the rooms feel more welcoming and natural
- Make sure that your photos are in focus and that the rooms look clean and tidy where possible
- Take photos straight on and don't go for low angles or abstract shots
- Take a few photos and then choose the best ones for your advert

Remember - if you are concerned in any way about your home being identified then just take photos of the inside or the garden



Adding Detail

Please remember to add as much information as possible. The following is some information that you could include: -

- How many bedrooms does the property have and how big are they? Are they double rooms or single rooms
- Type of property, is it a flat or a house?
- Is there any parking, if there is parking is it shared or communal?
- Property Features are important to list. This can be about the garden area, is it small/large easy to maintain, does it have double glazing, central heating etc.
- Does your landlord allow pets?
- Information on the local area — is it close to local shops /transport links/ amenities and services such as schools, doctor surgeries etc.
- Make sure you add your rent amount correctly, is it calendar monthly or weekly





Landlord Verification

Please Note:- as your Landlord, Ochil View Housing Association will require to check and verify your House Exchange account. We will receive notification through House Exchange when you have created your account. We will then have to verify your account and once this has been done you will then receive notification by email to advise that your account is now Live. You will be issued with a User ID and this will enable you to log into House Exchange and begin searching for matches and potential swaps.



Searching For Matches



Messages Matches Favourites & Multi Swaps Advice

My Profile

My Advert

Where to?

- My Matches
- View Messages
- Favourites
- Try a Multi Swap
- Who wants my home

Update your property and account:

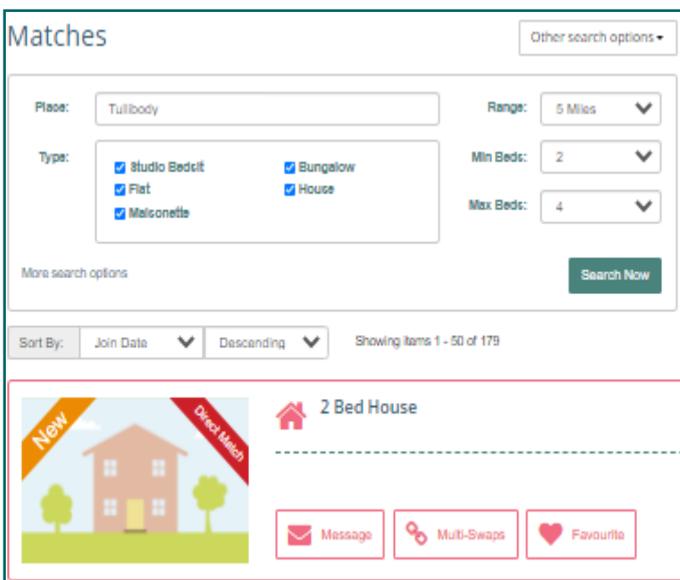
- Update my Advert
- Personal Details
- Account Details
- Search Preferences
- Tell us you've moved

Once your House Exchange account is Live, we encourage you to login to your account on a regular basis to check for any matches for potential swaps. Searching for Matches is straightforward, you will see there is a Menu once logged in, which allows you to check for matches.

In addition you can check for any messages from potential swappers interested in your property, set favourites, look for a multi swap, update your advert, account details and search preference etc.

If you select My Matches it will show you a list of potential properties to swap with.

Below is a picture of what the Matches screen looks like and an explanation of each area.



Picture Of Property - Click within the photo to see the full property advert, description and view any additional photos

Multi-Swaps - Click here to see potential 3 or more suggested multi-swaps

Message Icon - If you are interested in a property click here to contact the tenant directly

Favourite - Click here to mark a property as your favourite so you can go back to it at a later time

More Helpful Tips When Looking For A New Home

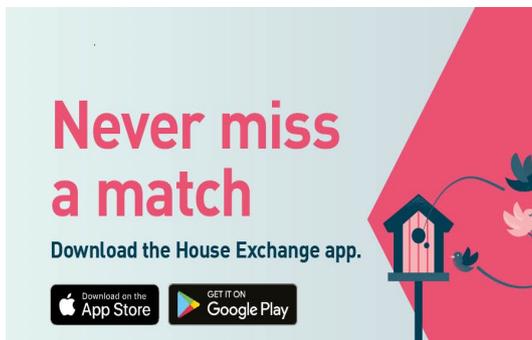


Below are some further helpful tips when looking for your new home: -

- Always message back any interested swappers that contact you
- If you are not interested in that particular swap or you have found other matches that suit you better, please remember to let them know and just say a polite “no thank you”.
- Be realistic about what you are looking for and ensure you read the other tenant’s requirements before messaging them .
- Consider what you need and the type of home you would qualify for rather than what you would like.
- Remember to be flexible - if you find that you don’t have many matches this may be because you’ve restricted your search criteria or made the area too small. If you set up your preferred location within 0.5 miles, it will possibly only show you a few choices within a limited area so extend your search area.

Tenant ‘**How to**’ video guides are also available on the **House Exchange YouTube channel**, they include how to; Reset Passwords, Display Contacts Details, Changing Search Areas, Adding Descriptions and Uploading Photos to your advert as well as information on how to do a 3 away Swap.

The videos can be accessed via this link https://www.youtube.com/@House_Exchange



Found Someone To Swap With—What To Do Next



If you do find another tenant to swap with, then each of you will have to contact your respective landlord, to apply for permission to do a Mutual Exchange.

A Copy of our **Mutual Exchange Application Form and Guidance Note** is available on request or by downloading from our website at www.ochilviewha.co.uk

You cannot do a house swap without written authorisation from your Landlord.

If you need any assistance with your advert or checking for potential matches then you can contact us at Housing@ochilviewha.co.uk or call us on 01259 722899.

Good luck with your search!