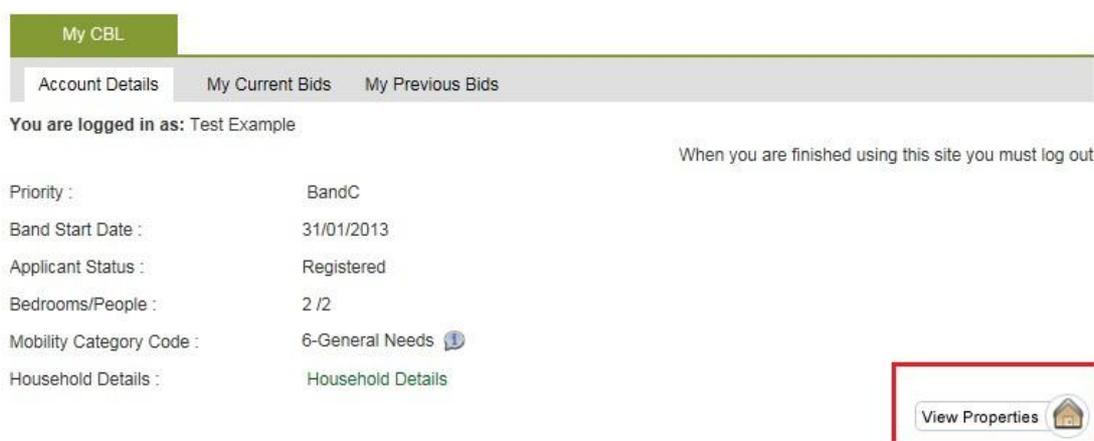


How to bid for homes

Homes are advertised on Devon Home Choice from first thing on Wednesday morning to midnight the following Monday. It doesn't matter when your bid is made during this time. Bids are ranked according to housing need and waiting time, and not when bids are made.

In order to bid for homes on the Devon Home Choice website you will need to login and then click on 'View Properties' from the 'My CBL' page.



The screenshot shows the 'My CBL' page with a navigation bar containing 'Account Details', 'My Current Bids', and 'My Previous Bids'. Below the navigation bar, it states 'You are logged in as: Test Example' and 'When you are finished using this site you must log out'. A list of user details is displayed:

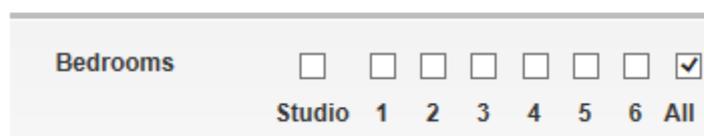
Priority :	BandC
Band Start Date :	31/01/2013
Applicant Status :	Registered
Bedrooms/People :	2 /2
Mobility Category Code :	6-General Needs ⓘ
Household Details :	Household Details

A red box highlights a 'View Properties' button with a house icon.

This will show a list of homes which match the size of home that you have been assessed as needing. For example if you have been assessed as needing a 2 bed home you will be shown 2 bed properties.

To see all homes that you may be able to bid for tick the 'All' option at the top of the Property Search page. For example if you have been assessed as needing a 1 bed home, this would also show any 2 bed homes where the landlord is willing to consider applicants who need a 1 bed home.

Property Search



The screenshot shows the 'Bedrooms' filter section with a row of checkboxes and labels: Studio, 1, 2, 3, 4, 5, 6, and All. The 'All' checkbox is checked.

Summary details of homes are shown on the property results pages. To see the full details for each home please click on the address of the property.

The full details page will show any preferences for certain types applicants (for example, people with a mobility need) or requirements (for example, a local connection to a particular area).

Placing a bid

Firstly, click on the address of the property you want to bid for from the property results page. This will open the property details (see example below).

Back to Results

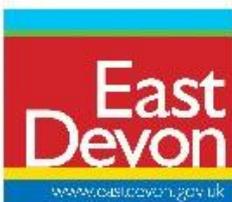


Flat - Nelson Drive , Exmouth , EX8 4NH AVAILABLE

East Devon District Council Bedrooms / Number of occupants : 2 / 3

East Devon

2 bed ground floor flat. Level access shower. Close to schools and shops. No pets. Communal garden



1 of 1
Check the EPC
Estimated Bid Position
Bid
View on map

Property Details

Property Reference	3500157
Rent	FT 5 Social Rent: £99.00
Local Connection	No
Age Restriction	No
Closing Date	24/12/2014

Click the 'Bid' button to place your bid.

You will then be taken back to the property results page. A message will be displayed at the top of the page to confirm that your bid has been made.

Info

Thank you - your bid has been made.

Home

Social homes to rent

Shared Ownership

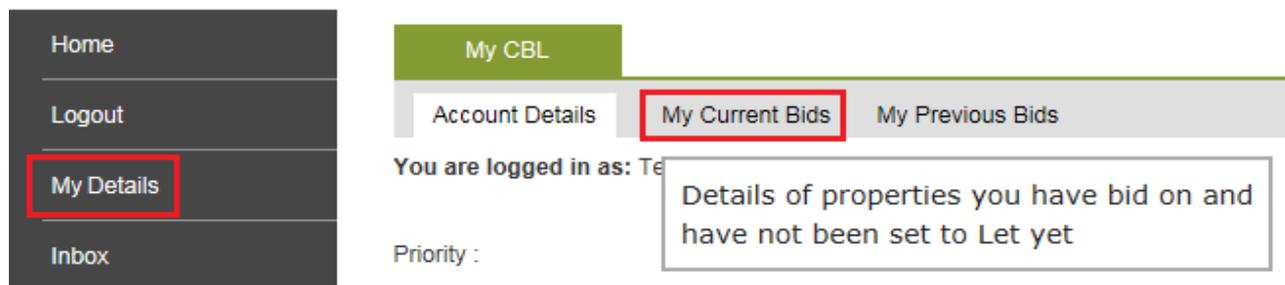
F

Please note that the 'Estimated Bid Position' will show your position at that time. Your position could change as other applicants bid for the property. Please note that using the Estimated Bid Position option **does not** mean that a bid has been placed. To place a bid you need to follow the steps set out above.

How to check on bids you have made

You can check on your bids from the 'My Details' page.

To check your bids on properties that are still being advertised or are yet to be let click on 'My Current Bids'. It is recommended that you check the bids you have made each week to make sure you are happy with the bids you've made.



The screenshot shows a navigation menu on the left with 'My Details' highlighted. The main content area has a 'My CBL' header and three tabs: 'Account Details', 'My Current Bids' (highlighted with a red box), and 'My Previous Bids'. Below the tabs, it says 'You are logged in as: Te' and 'Priority :'. A tooltip box is visible with the text: 'Details of properties you have bid on and have not been set to Let yet'.

On the 'My Current Bids' page, click on the '+' signs to see details of any bids for homes that are still being advertised (that are still open for bidding), or bids on homes that have been advertised but are yet to be let (are still under consideration).



The screenshot shows the 'My Current Bids' page with two expandable sections, each with a '+' icon in a red box:

- Property Still Open For Bidding** ⓘ
- Bid Under Consideration** ⓘ

You will be able to see the number of bids that have been made for each property, and your position. Please note that for homes that are still open for bidding your position could change as other bids are made. It is also possible to withdraw bid for homes that are still being advertised from this screen.



The screenshot shows the 'Property Still Open For Bidding' section expanded into a table:

Advert No.	Address	Closing Date	Withdraw Bid	Total Bids	Bid Position
 3521976	School Court, South Brent	12/11/2014	Withdraw Bid	1	1/1
 3500157	Nelson Drive, Exmouth	24/12/2014	Withdraw Bid	2	2/2

Below this is the 'Bid Under Consideration' section expanded into a table:

Advert No.	Address	Closing Date	Total Bids	Bid Position
 3521944	Test Drive, Exeter	30/09/2014	1	1/1

From the 'My CBL' page you can also find the results of any bids you have made for homes which have been let, or where your bid has been unsuccessful, and the reasons for this. To do this, please click the 'My Previous Bids' option.



In the example below the applicant bid for a home in Newton Abbot which was let to an applicant in a higher band (Band B – see the 'Winning Priority' column). 4 bids were made for the property. The applicant was the 4th on the list of bidders based on Band and waiting time.



• [See Bids on Previous System](#)
 More Info 

Address	Advert Number	Area	Bid Closing Date	Bedrooms / Bedspaces	Priority	Winning Priority	Your Bid Position	Notes	Bypass Reason
3500126, Russell House, East Street, Newton Abbot, Closing Date: 26/09/2014	3500126	Teignbridge	26/09/2014	1/2	BandC (31/01/2013) 6-General Needs	BandB (17/07/2006) 6-General Needs	4/4	24 hr ala...	

If your bid is bypassed by a landlord the reason will be shown in the 'Bypass Reason' column. This could be because the landlord does not consider you to be eligible (e.g. if a local connection is required) or appropriate (e.g. if the property is adapted to meet the needs of someone with mobility needs), or if you have confirmed that you do not wish to be considered for the property.