

Advertising Homes on Devon Home Choice – Checklist

Identification

Advert reference: Will automatically populate once saved

Property reference: Leave blank, or add your internal reference if required

Register/Subportal: LA area property is in

Property type: If other add note into property description with type eg coach house

Detail

Street or block number: Not visible to applicants, back office only. If paradigm include both numbers

Address: Full address required inc postcode

Bedrooms: No of bedrooms in property

Bedspaces: Max occupancy of property **REQUIRED**

Rent amount: Tick box and complete pop-up window with either social or affordable

Area: LA area property is in (will be same as Register/Subportal)

Admin area: Parish property is in, use [parish finder tools](#) if unsure

Block type: Terraced house/tower block etc

Landlord: If other add note into description with landlord name

Council tax band: Only if known, otherwise leave blank

Allocation property type (APT): to shortlist by mobility category ie prioritise Step Free applicants. DO NOT USE PARISHES, mobility category only. **If used ensure you check for Band A apps before starting shortlisting.**

Pets allowed: Yes/No/With permission

Maximum public health occupancy: N/A

Advertising progress: Ready for CBL to go in next advert cycle

Lift: Yes/No

Images: Recommended to save everything else and come back to add images to prevent page from timing out. **See ‘Add an Image to an Advert’ for a step-by-step guide**

Floor level: If Ground Floor flat/bungalow but General Needs accessibility add note to description to explain why, eg 6 steps to front door

Floors in property: ie house split over 2 or 3 floors

Floors in block: If applicable for blocks of flats

Accessibility/adapted: N/A - add accessibility info to description

Accessible housing category: Wheelchair accessible/Step Free/Max 3 Steps/ General Needs – **include additional details in notes**

Garden: Yes/No/Shared

Energy efficiency rating: If unknown select TBC

Property contact details: Shown on public site, must have telephone no and email address

Local connections: Tick box if any LC applies. Then follow below:

LC due to CBM: Tick box, add note to advert description eg 'Preference to applicants with a local connection to East Devon.'

LC due to S106: Tick box, click Local Connection Notes, add detail eg 'S106 requires local connection to *parish name eg Broadclyst.*' **and** add note to advert description. **Email document to Lena/Laura to attach to advert.**

LC due to LAP/LLP: As above for S106

Local authority: N/A

Accepted by: N/A

Allocate date: N/A

Transport near by: Tick and select relevant options if applicable

Sheltered: Yes/No

Double glazed: Yes/No

Heating type: Complete if known

Parking: If yes, tick and select relevant option

Paradigm property: If multiple properties have exact same information and you wish to advertise multiple in one advert - Tick box, input number of properties. Ensure all property numbers are in Street or block number, include number of available properties in description.

Void instance fields

Leave all as is. If CBL processing date is blank insert today's date.

Notes

Notes: Show on public page on website. Include the following:

- Number of properties if paradigm
- Rent in advance requirement
- Accessibility or adaptations information
- Local connection for CBM/S106 etc

- If S106/LAP/LLP document applies please email a copy of this to Lena/Laura to be attached to the advert.
- If sheltered/older persons accommodation or sensitive let etc
- If image is not of actual property eg 'photo of similar property'
- Preference labelling as agreed with LA eg 'preference to Exeter homeless applicants'
- If you're allowing under-occupation, eg '1 bed need can apply, preference to 2 bed need'
- If property type selected was 'other' what the type is
- Any additional info not included in details section above that would help applicants make an informed decision when bidding on the property.

Internal notes: Back office only. **Please include personal contact details if these aren't given in public contact details section** so LA can flag any issues when authorising. Any other info relevant for back office use, eg to advertise for 4 weeks.

Advert notes: **250 character limit** – please check this on Word doc if copied and pasted! Summarise info in main notes section. To go on printed newsletter generate by LA. Ensure no full stop at end of text – automatically added when PDF is generated.

Example of good advert notes:

Notes

Notes

B I U ABC [List Bulleted] [List Numbered] [List Disc] Paragraph Font Family Font Size

[Link] [Image] [Video] [X] [X]

2 bedroom 3 person ground floor flat near town centre in Exeter. Step free with wet room.

Laundry facilities available.

Community heating, charge for heating and water not covered by Housing Benefits.

Pets allowed with permission.

Applicants aged between 55 and 60 years must be in receipt of Disability Living Allowance/ Personal Independence Payment. All applicants must be in need of support provided on site. Assessment will be completed to verify support needs.

Preference will be given to those with a step free mobility need.

Preference to applicants with a local connection to Exeter.

Image is of similar property on same street.

1 month rent in advance required.

Video tour: <https://youtu.be/e>

Internal notes

B I U ABC [List Bulleted] [List Numbered] [List Disc] Paragraph Font Family Font Size

[Link] [Image] [Video] [X] [X]

laura.noon@exeter.gov.uk 07555777333

Advert notes

B I U ABC [List Bulleted] [List Numbered] [List Disc] Paragraph Font Family Font Size

[Link] [Image] [Video] [X] [X]

2 bed 3 person GFF Exeter city centre. Step free, wet room. Laundry facilities, community heating. Apps aged 55-60 must receive Disability Living Allowance/Personal Independence Payment. Pref to step free applicants with LC to Exeter. 1 month RIA

Applying Restrictions

Once the advert has been saved you may need to set restrictions for bedrooms/bedspaces, age limits, mobility, and band (**Teignbridge only**).

Bedroom/bedspace restrictions

To set a bedroom/bedspace restriction, tick the box next to the advert reference, go to Tools, and Set bedroom/bedspace restriction:

The screenshot shows the Inoon property management interface. At the top, there's a navigation bar with 'Property' and 'List all properties'. Below this, there's a 'Tools' menu with options: 'Create advert', 'Set partner visibility', 'Set bidding restriction', 'Set bedroom/bedspace restriction', 'Open to all subportals', and 'Print'. The 'Set bedroom/bedspace restriction' option is circled in red. Below the menu, there's a table of properties. The first row is highlighted, showing an advert reference of 559086, property address 8 9, Test Street, Tiverton, EX16 9FG, area MD, Morebath, register Devon Home Choice Properties / Mid Devon, and bedroom / bedspaces 2/3. The 'Advert reference' column has a checkbox that is checked, which is circled in red with the number 1. The 'Tools' menu is circled in red with the number 2, and the 'Set bedroom/bedspace restriction' option is circled in red with the number 3.

The ticked boxes will be restricted from bidding. Those unticked will be able to bid.

The system will automatically restrict all bedroom needs from bidding that **don't match the property size**. You are required to amend this when:

- The bedspaces are less than double the bedrooms (e.g 2/3, 3/5)
- You wish to allow under-occupancy
- You are advertising a 4 bedroom property (see notes on next page)

NB DHC will only allocate a maximum of 2 people per bedroom.

Examples:

2 bedroom, 3 person

2 bedroom, 3 person allowing 1 bed need to bid

Bedroom restrictions		
<input checked="" type="checkbox"/> 0	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2
<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> 5
<input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> 7	<input checked="" type="checkbox"/> 8
<input checked="" type="checkbox"/> 9	<input checked="" type="checkbox"/> 10	

Bedspace restrictions		
<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2
<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11
<input type="checkbox"/> 12	<input type="checkbox"/> 13	<input type="checkbox"/> 14
<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17
<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20
<input type="checkbox"/> 21	<input type="checkbox"/> 22	<input type="checkbox"/> 23

Bedroom restrictions		
<input checked="" type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2
<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> 5
<input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> 7	<input checked="" type="checkbox"/> 8
<input checked="" type="checkbox"/> 9	<input checked="" type="checkbox"/> 10	

Bedspace restrictions		
<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2
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<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11
<input type="checkbox"/> 12	<input type="checkbox"/> 13	<input type="checkbox"/> 14
<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17
<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20
<input type="checkbox"/> 21	<input type="checkbox"/> 22	<input type="checkbox"/> 23

3 bedroom, 5 person

4 bedroom, 6 person*

Bedroom restrictions

☒ 0
 ☒ 1
 ☒ 2

☐ 3
 ☒ 4
 ☒ 5

☒ 6
 ☒ 7
 ☒ 8

☒ 9
 ☒ 10

Bedspace restrictions

☐ 0
 ☐ 1
 ☐ 2

☐ 3
 ☐ 4
 ☐ 5

☒ 6
 ☐ 7
 ☐ 8

☐ 9
 ☐ 10
 ☐ 11

☐ 12
 ☐ 13
 ☐ 14

☐ 15
 ☐ 16
 ☐ 17

☐ 18
 ☐ 19
 ☐ 20

☐ 21
 ☐ 22
 ☐ 23

Bedroom restrictions

☒ 0
 ☒ 1
 ☒ 2

☒ 3
 ☐ 4
 ☐ 5

☐ 6
 ☒ 7
 ☒ 8

☒ 9
 ☒ 10

Bedspace restrictions

☐ 0
 ☐ 1
 ☐ 2

☐ 3
 ☐ 4
 ☐ 5

☐ 6
 ☒ 7
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☒ 9
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☒ 12
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☐ 15
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☐ 18
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 ☐ 20

☐ 21
 ☐ 22
 ☐ 23

*DHC Policy states that 4 bedroom properties must be opened up to allow 5+ bedroom need applicants to bid, subject to the maximum occupancy. You must set the bedroom restrictions to allow as many rooms as the max occupancy (ie max occupancy of 6 = allow 4, 5 and 6 bed need) and then restrict the bedspaces so that anything over the max occupancy cannot bid (in this example 7-12 bedspaces are restricted so a 6 bed need could only bid if they had 6 occupants max).

Mobility, Age + Band Restrictions

To set a restriction, tick the box next to the advert reference, go to Tools, and Set bidding restriction:

Property > List all properties

Standard filters

Advanced filters

Tools

Create advert

Set partner visibility

Set bidding restriction

Set bedroom/bedspace restriction

Open to all subportals

Print

Applied filters

Property address:test street

Landlord:Other

<input type="checkbox"/> Advert reference	Property address	Area / admin area	Register / Subportal	Bedroom / bedspaces	Landlord	Bid closing date	View date	Bid type	Required points	Total bids	Restrictions	TA	Property status
<input checked="" type="checkbox"/> 3559086	8 9, Test Street, Tiverton, EX16 9FG	Mid Devon MD_Morebath	Devon Home Choice Properties /Mid Devon	2/3	Other	01/07/2025		ON	0	0	Y	N	Withdrawn

If you're advertising an accessible property you may wish to restrict General Needs applicants from bidding, tick the 'General Needs' box under Mobility restriction:

☐ Mobility category restrictions

☐ 1-Wheelchair Accessible
 ☐ 3-Step Free
 ☐ 4-Max 3 Steps

☒ 5-General Needs

NB do not restrict accessible applicants from bidding on any properties, this can be seen as against the Equality Act. If a property is unsuitable due to mobility needs applicants can be skipped on a shortlist, but we **cannot prevent them from bidding**.

If you're advertising a property in Teignbridge please restrict Band E applicants from bidding:

☐ Band restriction

☐ Band A

☐ Band B

☐ Band C

☐ Band D

☒ Band E

If you require an age restriction for older persons accommodation you must **ensure the Age Restriction tick box is selected**.

'Permitted age' refers to the *main applicant only*. 'Blocked age' refers to *all household members*.

Example where main applicant must be over 55, all other household members must be over 18:

☒ Age restriction

Lowest permitted age

55

Lowest blocked age

0

Highest permitted age

150

Highest blocked age

17

Example where all household members must be over 55:

☒ Age restriction

Lowest permitted age

55

Lowest blocked age

0

Highest permitted age

150

Highest blocked age

54

Remember to click Save and exit when done!

Save

Save and exit