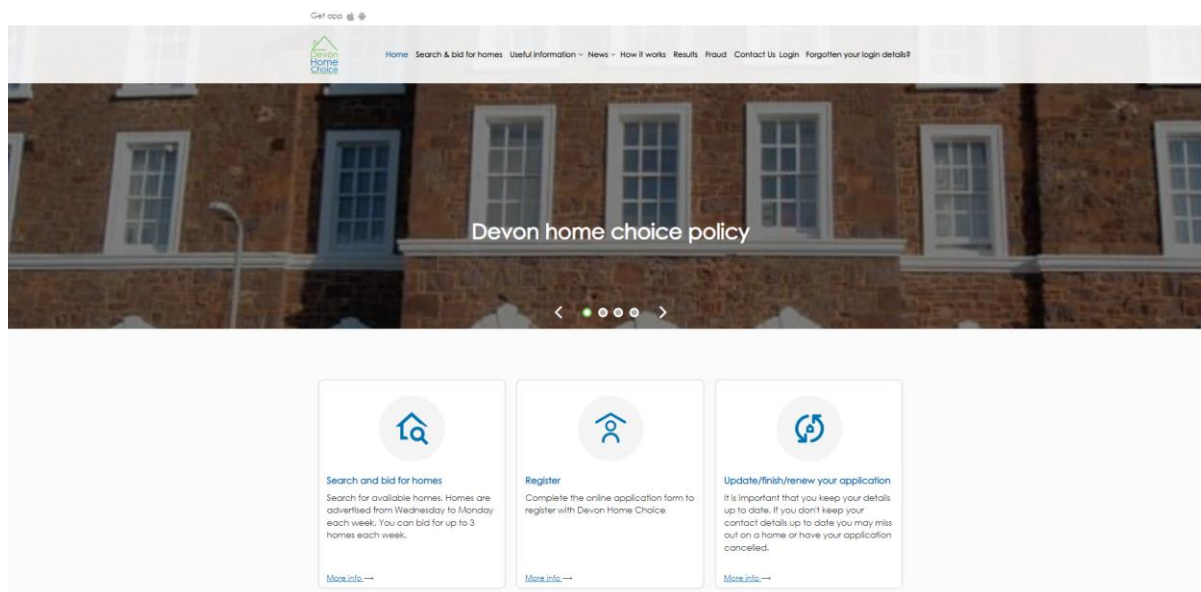



Website : www.devonhomechoice.com



New Application

To enter a brand new application (i.e. not registered before), click on  Register link. Please refer to page 3 if you have registered with Devon Home Choice previously.

When you click the 'Register' link you will be advised of the information required in order to complete your application - see Figure A below. You are able start your application and leave to finish at a later date by clicking the 'Finish later?' button at any stage but the application will need to

Please answer all the questions that apply to you.

Please ensure you have the following information to hand when completing the application:

- ▶ Your current address including postcode
- ▶ Your contact telephone number
- ▶ Email address. Please note that this is important as we may email applicants to make them aware of homes that could meet their needs, or for which they are being considered
- ▶ 5 year address history for anyone over 18. You will need to provide the postcode for each address and the dates you have lived there, as well as the contact details of the landlord if any of the homes were rented
- ▶ Contact details of your landlord if you are renting your home
- ▶ Date of birth for everyone on your application
- ▶ National Insurance numbers for anyone over 16 years old
- ▶ Any other address(es) that you, or anyone aged 18 or over on your application, have had over the last 5 years. You will need to provide the postcode for each address and the dates that you lived there, as well as the contact details of the landlord if any of the homes were rented
- ▶ Details of any properties you own or have a financial interest in
- ▶ The total annual income for you and anyone who needs to be rehoused with you
- ▶ Contact details of anyone who provides you with support (for example Social services or a voluntary agency)

Please note: If you do not have a local connection to Devon your application will be placed in either Band D or Band E. To have a local connection to Devon means that you must either have:

- ▶ Lived in Devon for either, 6 of the last 12 months, or 3 of the last 5 years, or
- ▶ Held a full or part-time job (at least 16 hours a week) in Devon for the last 6 months, or
- ▶ Got immediate family members who live in Devon

If you need help completing your application please contact your local housing team (see Contacts page for details)

be completed within 10 working days of starting.

If you click 'Finish later?' you will be given a userid and password to enable you to log in and complete the application – see next page.

Figure A

Devon Home Choice Application Form

SECTION LIST

- ✓ Start Section
- ✓ Applicant validation
- ✓ Security questions
- Section 1
- Section 2: Your household and Address History**
- Teignbridge Address
- Section 3: Rent arrears/eviction
- Section 4: Your current accommodation
- Section 5: Your financial details
- Section 5: Financial details - 2nd property
- Section 6: Local Connection
- Section 7: Health and support
- Section 8
- Health and Wellbeing
- Declaration
- Finish Section

Section 2: Your household and Address History

Please provide details for all household members to be included on this application.

**Please do not use the browser's back button, only use the Back button at the bottom of the page.
Fields marked with an # must be filled in*

■ Your household and address history

For new applications please click 'Edit' below and provide the full details for the main applicant. To add more household members please click 'Add Person'.

If you are updating an existing application and need to update your address, please click 'View/Edit' for the main applicant and follow the instructions.

If you need to update any personal information please click 'View/Edit' for relevant person.

Applicant Type	Name	Date Of Birth	Status	Action
Main	Test Test	01-MAR-1991	Completed	View/Edit

Add Person

■ Do you rent your home from a council or housing association?

Fields marked with an # must be filled in

← BACK

FINISH LATER?

NEXT →

Your answers are only saved when you click 'Next'. To make sure you do not lose any information please click 'Next' whenever you complete a section. Please only click 'Back' or 'Finish Later' if you have saved your answers by clicking 'Next'.

Finish Later?

To finish your application form later please click on the 'Finish a part-completed application' link on the Devon Home Choice home page. You will then be required to enter your User Id, temporary password (these are shown below), and your security question/ answer.

Please note that your part-completed form will only be saved for 10 days. After this, the information you have entered will be deleted, and you will need to start again.

Please ensure that you close this window.

Figure B

If you have previously completed a Devon Home Choice application, to re-register an Inactive Application, update a Change of Circumstance, complete a renewal or to finish a part-completed

Application, click on [Update/finish/renew your application](#)

Figure C

SECTION LIST

Start Section

Applicant validation

Security questions

Section 1

Section 2: Your household and Address History

Teignbridge Address

Section 3: Rent arrears/eviction

Section 4: Your current accommodation

Section 5: Your financial details

Section 5: Financial details - 2nd property

Section 6: Local Connection

Section 7: Health and support

Section 8

Health and Wellbeing

Declaration

Finish Section

Devon Home Choice Application Form

Applicant validation

Some of the information you have entered is not correct, please check the questions marked with error messages below.

*Please do not use the browser back button, only use the Back button at the bottom of the page.

* Please enter your name, date of birth and National Insurance number

To enter your date of birth please select the year first, then the month, and then the day

We have identified a possible duplicate application 3528682 already on the system Please contact your local housing team for further assistance [click here](#)

Forename #

Middlename

Surname #

Date Of Birth #


NI Number #

Do you live in Devon?

Yes

Please select the local authority area you live in from the following list

In order to finish an incomplete application or to update or renew your application you will first need to click the 'Log In' button and then enter your User Id, password and security question and answer – see Figure D below.



Devon Home Choice

For new applications please select the 'Start here' button

Please ensure that you complete and submit your application within 10 days. Any applications that are not completed within 10 days will be deleted.

START HERE

To finish an incomplete application or to update or renew your existing application please select the 'Log In' button Below.

LOG IN >

User ID #

Password #

Please select your security question #

Security Answer #

Login

Forgotten Password? - [Click here](#)

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Figure D

Once you have entered your details click the 'Login' button and you will see the screen shown in Figure E below.

- If you are finishing a part completed application you will need to click the 'Click Here' link below 'Continue my application'.
- If you are renewing your application or notifying a change of circumstances you will need to click the 'Click Here' link below 'Change of Circumstance'.
- If you only wish to update your email address or telephone number click the 'Click Here' link below 'Update Phone number or Email address'.

Devon Home Choice

To finish an incomplete application select "Click here" under "Continue My Application".

Please note: Incomplete applications will only remain on the system for 10 days.

To update details of your application, including a new address, select "Click here" under "Change of Circumstances". When you update information here your application will be suspended while we review your new details.

To just update your phone number(s) or email address select "Click here" under "Update Phone number or Email address".

' Forgotten Password? - [Click here](#)

Name	National Insurance Number	Date of Birth	Relationship
Mr Test Test	NP005534C	01/03/1991	

Reference ID	Start Date	Date of Submission	Current Status	Continue My Application	Change of Circumstance	Update Phone number or Email address	Download Application PDF
3528682	12/03/2020		Incomplete(REG)	Click Here	N/A	N/A	Click to download PDF


[Back](#)

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Figure E

All Applications

You will not be able to submit the application until you have completed all sections including the declaration page and clicked on the Finish button as shown in Fig F and G below.



Test case: Increase / Decrease

Page 64 of 140/150

SECTION LIST

1. About Devon

2. About our website

3. About our website

4. Privacy / Confidentiality

5. About us

6. Section 1: Your household and internet access

7. Background information

8. Section 1: Your household and internet access

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Devon Home Choice Application Form

Declaration

(We strongly recommend you complete this section)

Please do not use the **browser back button**, only use the **back button** at the bottom of the page.

Declaration:

Please read through the following statements and sign at the bottom to show you understand and agree with them.

I understand that if I have not provided all the information required that my application will not be processed.

The details given on this application form are correct. I understand that if any false information has been given, this application may be refused, and any offers made may be withdrawn, and any tenancies granted may be forfeited.

I understand that it is a criminal offence to make a false statement, or deliberately withhold information in order to secure a tenancy through Devon Home Choice, and that if I do so, I may be liable to prosecution.

I understand that members of Devon Home Choice may nominate if an offence is committed. This

require any images, logos, or content containing or alluding to religious icons, or other religious action have been taken against me as a result of religious behavior. I have confirmed on the application that I gave you permission to contact the police and/or other agencies as appropriate. I acknowledge that it may impact on the assessment of validity if I withhold authorization.

If this form is completed on behalf of someone else, or personal details or contact details about a third party are provided. Then it is your responsibility to make sure that you have informed that person of what you have told Devon Home Choice.

☐ I have read the declaration. By selecting "Yes" I confirm that I understand and agree to it.

☐ Yes

☐ Date:

16-Mar-2020

☐ Has someone else filled in this form on behalf of the main applicant?

☒ No

Your answers are only saved when you click "Next". To make sure you do not lose any information please click "Next" whenever you complete a section. Please only click "Next" or "Finish" (also?) when you have saved your answers by clicking "Next".

Figure F

Figure G

Once you have finished and submitted the application, you will receive the message below. Your password will remain the same if you are renewing or completing a change of circumstances.

You will only be required to create a password if you have completed a brand new application.

You will not be able to log in to your application and bid until it has been reviewed and activated by the local authority.

Text size: Increase / Decrease

The logo features a green outline of a house with a chimney. Below the house icon, the words "Devon Home Choice" are written in a sans-serif font. "Devon" is in green, and "Home Choice" is in blue.

Devon Home Choice Application Form

Thank you for submitting your application.

Your reference number (User ID) is 3942431

We will now review your application.

We aim to contact you within 20 working days to confirm your application has been activated. This will include your Band, Band Start Date, size of homes you can bid for and the type of home we have assessed that you need.

Please note that you will not be able to login to the Devon Home Choice website until your application has been reviewed and made active.

Once your application has been made active you will need to create a password (a 9 digit number that you can remember) in order to login to the website. Please follow the instructions on the Login page to do this.

If you have any queries about your application please [contact your local housing team](#).

For further information visit the [Devon Home Choice](#) page.

If you are using a public computer (e.g. in a library) please make sure that you log out.

[Accessibility](#) | [Cookies](#)

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Select Language ▼

Powered by Home Connections