



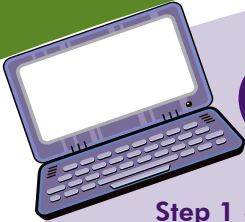
South
Derbyshire
District Council

Choice Based Lettings: How to bid

For those of you new to Choice Based Lettings (CBL) there are now more ways to bid for a property. Once you have joined South Derbyshire Homefinder use any of the methods listed below to register your interest in a property.



You can bid for up to six properties per week. Our properties are advertised on a Wednesday and the bidding cycle closes the following Tuesday at midnight.



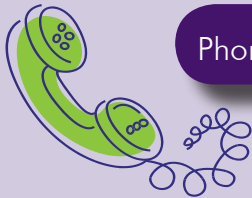
Website www.southderbyshirehomefinder.org.uk



Step 1 - Login: Enter your South Derbyshire individual reference number and your memorable date. This is pre-set as the main applicant's date of birth.
Eg. If your birthday is 1 February 1980 = 01/02/1980

Step 2 - Choose: Go to the summary page to look at properties that you are eligible to place a bid on and then place a search or view all of the current advertised properties.

Step 3 - Bid: If after viewing the property details you wish to place a bid, select apply now. Confirm that your contact details are correct. You will then be asked to click **continue** to place your bid.



Phone **0845 270 1209** - approx 3p per minute

An automated message will give you the following step-by-step instructions ...

Step 1: Enter your South Derbyshire Homefinder individual reference number, followed by #.

Step 2: Using the main applicant's memorable date details enter the following information when asked:

- the day of the month, followed by #, e.g. 01#
- the number of the month, followed by #, e.g. 02#
- the year, using all four numbers, followed by # e.g. 1980#

Step 3: Press 1 to make an application for housing then enter the four digit property reference number located on the property advert, followed by #.

If you are eligible to bid on the property the automated message will tell you the position you are in the queue for that property. Press 1 to confirm your application.

If you are not eligible an automated message will tell you the reason why you cannot bid for the property.



Text Message **0778 148 2350**

make
multiple
bids

Step 1: Create a new text message on your phone, then key in your unique reference number followed by a space.

Step 2: Type your memorable date in full, e.g. 01/02/1980 followed by a space.

Step 3: Type the first property reference number followed by a space.

Your mobile phone screen should now look something like this ...

123456 01/02/1980 1122

your ref. no.

date

property
ref. no.

Multiple bids by text message

You can bid for up to two properties in each text message by adding the relevant property reference numbers with a space between each one.

Confirmation of bid by text message

You will receive a text message confirming that your bid has been placed successfully.



Bidding Box

You can find all of the properties advertised in the Customer Services reception area at South Derbyshire District Council, Civic Offices, Civic Way, Swadlincote, Derbyshire, DE11 0AH.

Please complete the bidding slip provided and post it in the Homefinder bidding box.

Obtaining alternative versions of this document

If you would like this document in another language, or if you require the services of an interpreter, please contact us. This information is also available in large print, Braille or audio format upon request.

Phone: 01283 595795

E-mail: customer.services@south-derbys.gov.uk