



# Guide to Placing a Bid on St Albans Home Choice

# Please note you must have a <u>live application</u> in order to place bids.

# Step 1

Please log on to your customer account via <u>www.stalbans.homechoice.co.uk</u>. Click on 'Login'. You use the same login details you used to create your housing register application.

Login or register here Login > Customer Registration > Make a Referral >
St Albans Home Choice
Welcome to St Albans Home Choice; the website dedicated to helping St Albans residents find a new home. Here you can find everything from information on social housing applications, through to advice on accessing the private rented sector.
The state way of
Sign in
Email
StAlbans@gmail.com
Password
Sign in
Forgot password?
Powered by





Once you have logged on, please select 'Search for a Home'. You will now be taken to the page where you can view the properties, we have available at that time.

	St Alass Here Outor	
Hello St Albans		
What would you like to do?		
	Housing register	
	Search for a home	
	View saved searches	
	Register as homeless	
	Notifications	
	My Account	
	Contact us	

## Step 3

On the upper section of the page, you will see various search filters for properties. You can use these to narrow your search results.

i lace of prosteries	Search distance	Rent (£) per month		Number of beds	
Enter a place or postcode         ×	Any	Min 🔹 to N	Max 🔹	Min 🔹 t	• Max •
Keywords 😧					
Keywords		Clear al	I	Sav	e search
Advanced search options 🗸					
View as		Sort by			

### Step 4

You can view your results on a grid, as a list, or on a map of the district. The system will default to grid, but you can change this display by clicking on the display mode you want.







On the lower part of the page, you will be able to see the properties we have available for you to bid on.

Click on 'view details' to get more information on the property.



## Step 6

On the upper part of the page you will be able to view images, key facts, charges (current and future if applicable). Under key facts, you can also see when the advert closes for bidding and the number of bids that have already been placed.







On the lower part of the page, you can see key features of the property, a description, as well as local amenities close by to the property. Click on map view to see the properties location on a map with the local amenities also marked. This view provides more detail on nearby facilities.





Transport links St Albans City Rail Station (0.4 miles) St Albans Abbey Rail Station (0.4 miles)
 St Albans Abbey Rail Station (0.6 miles)
 Park Street Rail Station (1.8 miles)
 Bus stop (0.2 miles)
 Bus stop (0.2 miles)

- Education

- Chipping Barnet Library (8.7 miles)
- Health & care Hospital (0.7 miles)
   Doctors (0.1 miles)
   Doctors (0.3 miles)
   Dentist (0.1 miles)
   Pharmacy (0.1 miles)

- Pubs, bars & restaurants
- X
   St Albans Crown Court (0 miles)

   X
   Eat Lunch (0.1 miles)

   X
   Aspava (0.1 miles)

   X
   St Villa Ltd (0.1 miles)

   Y
   Slug and Lettuce (0.1 miles)

Marks and Spencer (0.6 miles)
 Budgens (1.5 miles)





**To place a bid, simply click on 'Place Bid'.** This is located underneath the images of the property. You can also print the advert here if you wish by clicking 'print'.



## Step 9

You will then be asked to confirm your bid. Please review your contact details to make sure they and up to date. In addition, you **may** be presented with an additional question to answer before placing a bid. Once you have done this, click **save**.

## You will then receive a pop up to say your bid has been placed.

that the advert is available until 25/0	7/2019 15:00 so your positio	on may change	as more customers express interest.	re currenuy in posicio	on i oi i. Please note
Advert questions					
Please answer the following adver	t questions before placing y	our bid.			
Do you have a local connection	o St Albans City Centre *				
Yes No					
00					
Please Provide Details *					
Additional information					
Additional information Contact details Please confirm your contact detail	s are correct before placing	your bid			
Additional information Contact details Please confirm your contact detail	s are correct before placing;	your bid.	1015 D.110		
Additional information Contact details Please confirm your contact detail If you need to change your email a Home phone number	s are correct before placing ddress, please go to the cha	your bid. ange email addi	ress page Mobile phone number		,
Additional information Contact details Please confirm your contact detail If you need to change your email a Home phone number	s are correct before placing ddress, please go to the cha of the coll on 2	your bid. ange email addi	ress page Mobile phone number		Yes No
Additional information Contact details Please confirm your contact detail If you need to change your email a Home phone number Home phone number Work phone number	s are correct before placing ddress, please go to the chi OK to call on?	your bid. ange email addi 'æ No O	ress page Mobile phone number Mobile phone number Fmall address	OK to call on?	Yes No S
Additional information Contact details Please confirm your contact detail If you need to change your email a Home phone number Home phone number Work phone number Work phone number	s are correct before placing ddress, please go to the chi OK to call on?	your bid. ange email addi 'es No ies No	Mobile phone number Mobile phone number Email address	OK to call on?	Yes No Yes No Yes No
Additional information Contact details Please confirm your contact detail If you need to change your email a Home phone number Home phone number Work phone number Work phone number Preferred contact method	s are correct before placing ddress, please go to the chi OK to call on? W OK to call on?	your bid. ange email addi es No es No S	Mobile phone number Mobile phone number Email address jujo@emailportal.info	OK to call on? OK to email?	Yes No S Yes No S





If you want to check your current bids, then go back to your housing register application by clicking on 'Housing Register' and then 'View my Application'.

Hell	o St Albans	
Wha	at would you like to do?	
	Housing register	
	Search for a home	
	View saved searches	

# Step 11

At the top of the page, please select 'my bids'.

	My bids	
	My saved searches	
lication status Live		
lication status Live	Application form	
olication status Live	Application form Household	

# Step 12

Here, you can see your current, previous and deleted bids. To calculate your shortlist position, please click on 'calculate shortlist position'. **Please note that this will be subject to change throughout the bidding cycle.** You can check your shortlist position at any point during the bidding cycle.

If you have changed your mind or placed a bid in error, click on 'remove bid' to cancel your bid.

Property reference	Property address			Date of interest
SADC 1532	Civic Centre, St. Peters	Street, St. Albans, Hertfords	shire, AL1 3LD	18/07/2019
Landlord	Policy	No of bedrooms	Property type	Added by
St Albans City & District Council	St Albans General Needs Policy	2	Flat	Customer
Actions				
Demonshid Color				
Previous homes/service	ate shortlist position			
Previous homes/servic	ate shortlist position	There a	re no previous bids	