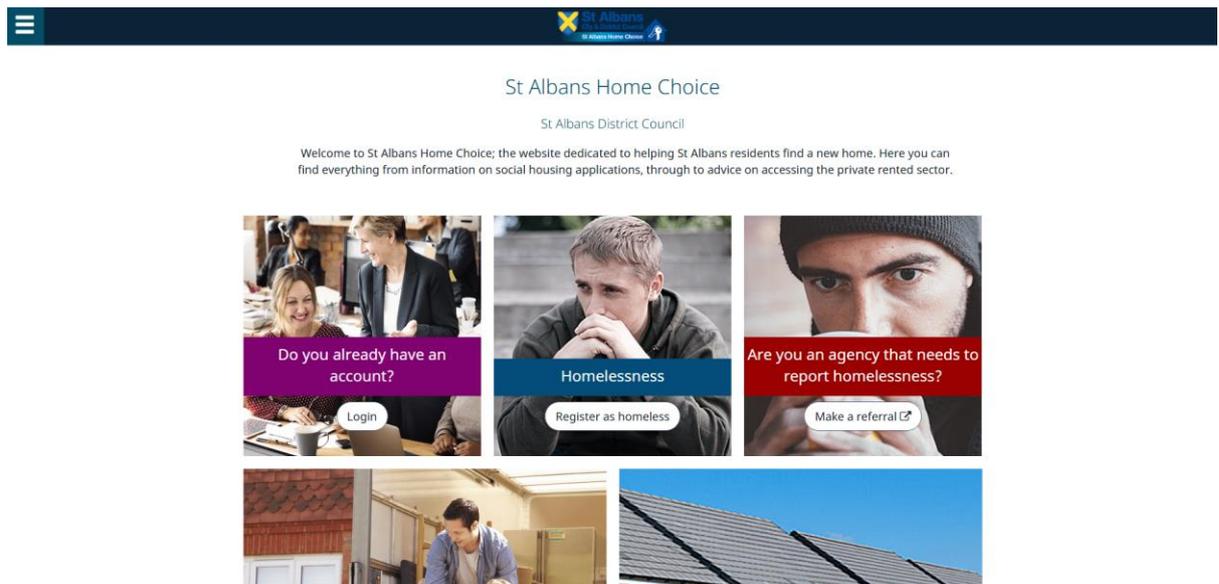


## How to make an application to St Albans Housing Register

Please note, if you already have an account with St Albans Home Choice e.g. a homeless application, please skip to step 12.

### Step 1: Register an account with St Albans Home Choice

1. Go to St Albans Home Choice at [www.stalbanshomechoice.co.uk](http://www.stalbanshomechoice.co.uk).



2. Click 'Join the register'.



3. Enter your email address and create a password. Passwords must be at least 12 characters long, with one upper case letter, one lower case letter, one number, and one special character e.g. \*, @, !, #.

Register

Please register by entering your email and a password

Email

Enter Password

 Show Password

Confirm Password

 Show Password

- Minimum password length 12 characters
- Maximum password length 128 characters
- At least one upper case letter
- At least one lower case letter
- At least one number
- At least one special character

By clicking register you confirm that you agree to our website [terms of use](#), our [privacy policy](#) and consent to [cookies](#) being stored on your device.

Register

4. Click 'Register'.

Register

Please register by entering your email and a password

Email

Enter Password

 Show Password

Confirm Password

 Show Password

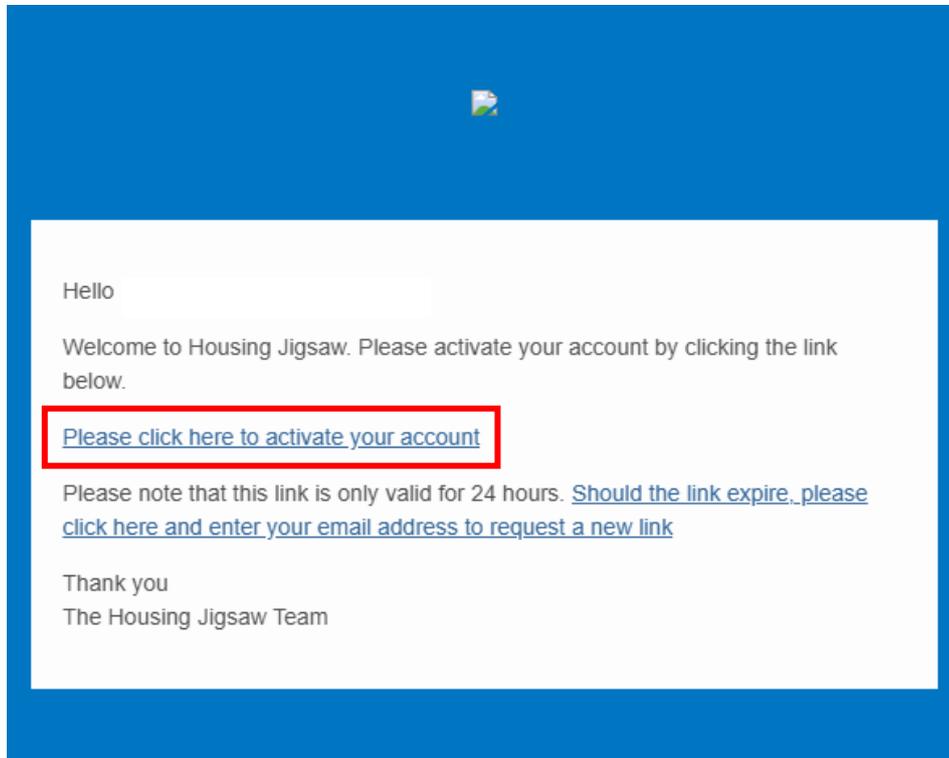
- Minimum password length 12 characters
- Maximum password length 128 characters
- At least one upper case letter
- At least one lower case letter
- At least one number
- At least one special character

By clicking register you confirm that you agree to our website [terms of use](#), our [privacy policy](#) and consent to [cookies](#) being stored on your device.

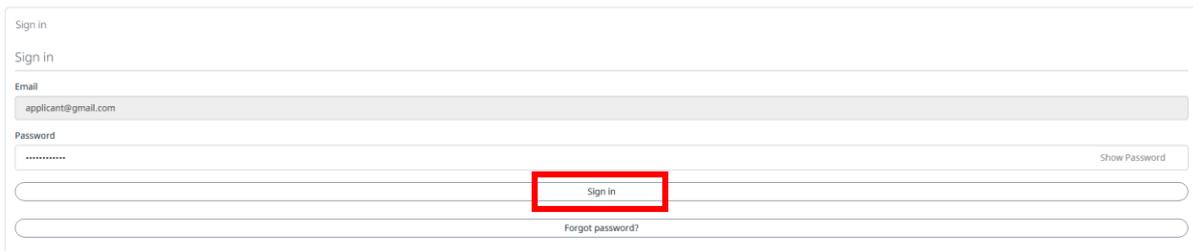
Register

5. You will receive a link to confirm your account which will be sent to the email address you have used to register with St Albans Home Choice.

- Go to your email inbox, open the email [noreply@housingjigsaw.co.uk](mailto:noreply@housingjigsaw.co.uk) and click on 'Please click here to activate your account'.



- You will be redirected back to St Albans Home Choice. Log in with the email address and password you used to create your account.



- You are now registered as a **customer** with St Albans Home Choice.

### Step 2: Complete your housing application

- Click 'Save and continue'.



10. Click 'Allocations – Register'

Select a service

St Albans offers the following services through this portal, please select one of the following options:  
Select one of the services below

**Allocations - Register**

← Back

11. Fill in your personal information. Make sure all mandatory fields (\*) are completed and the information you are providing is accurate.

Customer details

Personal      Addresses      Phone & Email      Associated Peop...

Personal

Please provide the following personal information.

Title: Please select

Last name\*: Last name

Date of birth\*: DD/MM/YYYY

Pregnancy due date: DD/MM/YYYY

NHS number: NHS number

National insurance number: NI number

First name\*: First name

Gender\*: Please select

Nick / Other / Maiden name: Other name

Next >    X Cancel

12. Click 'Addresses' and fill in your current address details.

Customer details

Personal ✓      **Addresses**      Phone & Email      Associated Peop...

Addresses

Are you of no fixed address or do you have an overseas address?\*:  Yes  No

Address details

Move in date\*: DD/MM/YYYY

Housing circumstance\*: Please select

Accommodation type\*: Please select

Landlord/Accommodation provider

Is this settled accommodation (secure, medium to long term accommodation)?\*:  Yes  No

Correspondence address (if different from current address)

Do you want to provide a different correspondence address?\*:  Yes  No

← Previous      Next >    X Cancel

13. Click 'Phone & Email' and fill in your contact details.

Customer details

14. Click 'Associated People'. It is optional to add the contact details of an associated person e.g. a family member or person supporting you. Click 'Save'.

Customer details

15. Click 'Start application'.

16. Add any joint applicants or any other household members if applicable. To do this, click 'Yes' and add their details. Click 'Save and continue'.

17. Complete the details for your current address. Confirm all details are correct and click 'Save'. Enter the address for the joint applicant if it is different before continuing.

Application Progress and Navigation

- Summary ✔
- My Household and Addresses ✘
- My Household
- Household Members
- Current Address ●
- Address History
- Where I Want To Live
- Housing Register ✘
- Medical ✘
- Submit application ✘

### My Household and Addresses \*Required

Current address

Main applicant

Address\*  
St. Albans City & District Council, Civic Centre, St. Peters Street, St. Albans, Hertfordshire, AL1 3JE Change address

Room number  Move in date\*  Accommodation type\*

Housing circumstance\*

Accommodation provider

Number of bedrooms for exclusive use of your household? (Persons that will be moving with you)\*

How many living rooms are for the sole use of your household? (Persons that will be moving with you)\*

Is this settled accommodation (secure, medium to long term accommodation)?\*  
 Yes  No

Save

Previous

Save and continue

18. Click 'Save and continue'.

Application Progress and Navigation

- Summary ✔
- My Household and Addresses ✘
- My Household
- Household Members
- Current Address
- Address History ●
- Where I Want To Live
- Housing Register ✘
- Medical ✘
- Submit application ✘

### My Household and Addresses \*Required

Current address

Main applicant (Mickey Mouse)

Address  
St. Albans City & District Council, Civic Centre, St. Peters Street, St. Albans, Hertfordshire, AL1 3JE

Move in date 01/01/1900	Type Terraced	Housing circumstance Private rented sector: self-contained
Accommodation provider -	Bedrooms 1	Living rooms 1

Is this settled accommodation (secure, medium to long term accommodation)?  
Yes

Edit

Previous

Save and continue

19. You will now be prompted to enter an address history going back at least 5 years. Click 'Add address' and fill in the details. If you have been in your current address 5 years or longer, the system will inform you that you do need to add further address history. Click 'Save and continue' when you have completed this section.

Application Progress and Navigation

- Summary ✔
- My Household and Addresses ✘
- My Household
- Household Members
- Current Address ●
- Address History ●
- Where I Want To Live
- Housing Register ✘
- Medical ✘
- Submit application ✘

### My Household and Addresses \*Required

Address history

Main applicant's address history (Mickey Mouse)

You have provided your address history for more than 5 years. We do not need you to add any further address history, however if you do wish to provide more address history please use the add address button below.

Add address

Previous

Save and continue

20. Select where you want to live. You must select at least one area but can select as many as you wish. You can do this by clicking the boxes or clicking on the map. Click 'Save and continue'.

21. You can now complete the application form. Complete each session and click on 'Save and continue' to move on to the next section. Please ensure all mandatory questions (\*) are complete.

22. **IMPORTANT** – if you are applying for a **TRANSFER** from a St Albans Council or Housing Association property, please ensure these two questions under 'Current Circumstances' are completed accurately.

23. If anyone in your household has a medical condition that is impacted by your current accommodation, click 'Yes' and then 'Save and continue'. You will then need to complete the medical form.

24. Once you reach the end of the application, sign by drawing in the box using your mouse. The date will automatically be filled in. Once you have signed, click 'Submit application'.

Application Progress and Navigation

- Summary ▼
- My Household and Addresses ▼
- Housing Register ▼
- Medical ▼
- Submit application ▼
- Submit application ▼
- Submit application ▼

### Client Authorisation for Release of Confidential Information \*Required

I hereby consent to the Council's Housing Department receiving confidential information which may be required to determine my housing situation.  
I consent to the housing department accessing my Housing (Benefit and Council Tax) records.  
Furthermore, I agree that information about my housing situation can be shared with relevant agencies/profession and housing providers if it is relevant and necessary in resolving my housing difficulties.  
Depending on the type enquires required for my case, Relevant agencies may include amongst others the following: Doctors, Hospital, Community and Mental Health Service, Citizen's Advice Bureau, Probation Services, Prison Service, Educational Providers, Department of Work's and Pension, Social Services, Past and Present Landlords, Past and Present Employers, Solicitors, Drug and Alcohol support Agency's, Housing support and resettlement Services, Experian Credit Services.  
Information will only be shared if it is relevant and necessary.  
Even if someone else has filled in this form for you, you must sign this declaration if you can.  
Please read the declaration carefully before you sign and date it. I hereby declare that the information given on this form is correct and complete to the best of my knowledge.  
I understand that under Section 214 of the Housing Act 1996 it is an offence to knowingly or recklessly make a statement which is false and/or withhold information in order to obtain assistance with accommodation.  
It is also an offence if you do not notify the Council of any material change in your circumstances as soon as possible.  
I am aware that if I give information that is incorrect or incomplete, the Council may take action against me. This may include court action and anyone guilty of such an offence is liable, on conviction, to a fine of up to £5,000.

Customer Details

Name: Mickey Mouse  
Date of Birth: 01/01/1980

Signatures

**Mickey Mouse signature\***  
Sign in the box below: (if you are unable to provide a signature please contact the organisation you are registering with)



Signed and agreed by Mickey Mouse on this date: \*

09/05/2025

**Once you have submitted your application, you will have 28 days to upload the requested documents, or your application will be automatically closed.**