

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.



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	
Enal	
Enal	
Enter Password	
Password	Show Password
Confirm Password	
Confirm Password	Show Password
Minimum password length 12 characters Maximum password length 12 characters Advision 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	
applicant@gmail.com	
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.



6. Go to your email inbox, open the email <u>noreply@housingjigsaw.co.uk</u> and click on 'Please click here to activate your account'.



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

Sign in	
Sign in	
Email	
applicant@gmail.com	
Password	
	Show Password
	Sign in
	Forgot password?

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

Step 2: Complete your housing application

9. Click 'Save and continue'.

Welcome		
Thanks for registering, we just need to collect a bit more information to create your account with: St Albans		
	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	>)
	nomelessness Reduction	>)
	< Back)

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

Personal	Addresses	Phone & Email	Associated Peop
rsonal			
Please provide the following personal information.		First name*	
Please select	~	First name	
ast name*			
Last name			
ate of birth*		Gender*	
		Please select	~
DD/MM/YYYY		Nick / Other / Maiden name	
DD/MM/YYYY regnancy due date			
DD/MM/YYYY regnancy due date DD/MM/YYYY		Other name	
DD/MM/YYYY regnancy due date DD/MM/YYYY HS number		Other name	
Do//MM/YYYY Pregnancy due date Do/MM/YYYY Kir Snumber NHS number		Other name	
DD/MM/YYYY Pregnancy/due date DD/MM/YYYY NHS number NHS number NHS number NHS number NHS number		Other name	

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

Customer details		
Personal ✓ Addresses	(s) Phone & Email	ی Associated Peop
Addresses		
Are you of no fixed address or do you have an overseas address?*		Ves No
Address details		
Move in date*	Accommodation type*	
DD/MM/YYYY Housing circumstance*	Please select Landlord/Accommodation provider	¥
Please select	·	
Is this settled accommodation (secure, medium to long term accommodation)?* Ves No		
Correspondence address (if different from current address)		
Do you want to provide a different correspondence address?*		Ves 💿 No
(Previous		Next > X Cancel



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

Customer details				
Personal ✓	o Addresses ✓		Phone & Email	ی Associated Peop
Phone & Email				
Home phone number 01234 56789	OK to call on?		Mobile phone number Mobile phone number	OK to call on?
Work phone number	OK to call on?		Contact email address Contact email address	OK to email?
Preferred contact method			Preferred language	
Please select		~	English	▼ Site
< Previous				Next > X Cancel

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			
e Personal ✓	♪ Addresses ✓	Phone & Email 🗸	Associated Peo
Associated People (Optional)			
			Add Associated People
	No associate	d people to display	
< Previous			To Save (× Cancel

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'.

Application Progress and Navigation	My Household and Addresses	*Required
Summary 🖉 🗸	Household members	
My Household and Addresses 😵 🗸 My Household Household Members 👳	Please give details of everyone living in your current accommodation. You should include all the people who live with you at present and all the peop when you are re-housed including any children who stay with you overnight under residence and contact (access) arrangements.	ole who will live with you
Current Address Address History Where I Want To Live	Main applicant	/ ~
Housing Register 🛛 😣 🗸	Joint applicant	8 🛋 📓
Medical 😵 🗸	Would you like to add a joint applicant?	ste
Submit application 🛛 😵 🗸		
	Other household members Would you like to add another household member? Vs No	0 1
	< Previous	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		My Household and Addresses *Re	equired
Summary	 ✓ 	Current address	
My Household and Addresses My Household Household Members Current Address Address History Where I Want To Live	8 × - -	Main applicant Address* SL Albans City & District Council, Civic Centre, SL: Peters Street, SL: Albans, Hertfordshire, AL1 3jE Change address Room number Move in date* Accommodation type* Image: Instrument accest Ori/Ori/1900 Terraced	•
Housing Register Medical Submit application	8 ~ 8 ~ 8 ~	Private recent sector: self-contained Accommodation provider	Da site
		Number of bedrooms for exclusive use of your household? (Persons that will be moving with you)* Please select To this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (secure, medium to long term accommodation)?* Is this settled accommodation (se	ve ve

18. Click 'Save and continue'.

Application Progress and Navigation		My Household and Addresses			*Required
Summary	> ~	Current address			
My Household and Addresses	3 ~	Main applicant (Mickey Mouse)			
My Household		Address			
Household Members		St. Albans City & District Council, Civic Centre	, St. Peters Street, St. Albans, Hertfordshire, AL1 3J	E	
Current Address	۲	Move in date 01/01/1900	Type Terraced	Housing circumstance Private rented sector: self-contained	
Address History	•	Accommodation provider	Rodroomr	Living rooms	
Where I Want To Live			1	1	
Housing Register	3 ~	Is this settled accommodation (secure, me long term accommodation)?	edium to		φ.
		Yes			it sta
Medical	3 🗸				Edit
Submit application	3 🗸				
		< 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	My Household and Addresses *Required
Summary 🖉 🗸	Address history
My Household and Addresses S My Household Household Members	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.
Current Address Address History Where I Want To Live	(• Add address)
Housing Register 😢 🗸 Medical 😵 🗸	C Previous
Submit application	



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'.

Application Progress and Navigation	My Household and Addresses	
Summary		
My Household and Addresses	St Albans	
My Household		
Household Members		
Current Address	• Antay	
Address History	• Batchwood	
Where I Want To Live	Currence	
	Collegy Headh	
Housing Register	S ✓ Bestarbier Annual State Stat	
Medical	● V Herpenden East	
Submit application	Y	
	Angeweight Angewe	
	In Margenden West	5
	Handred I Serris & Instances Lineadon Collegy	
	Marshalowick North	
	Marshalswick South	
	Park Street	
	Redbourn	
	Sandridge	
	Sopwell	
	St Peters	
	5 Stephen	
	Utruitam	
	Uneachampstead	
	< Previous	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.

Housing Register	*Required
Current Circumstances	
Your current circumstances	
* What are your current housing circumstances?	
Council tenant	~
* Are you applying for a transfer from a St Albans Council property or from a Housing Association property within St Albans District? Yes No	

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.

Application Progress and Navigation		Medical
Summary 🖉 🗸		Does anyone in your household have a medical condition that is impacted by your current accommodation? 🔷 Yes 💿 No
My Household and Addresses 🖉 🗸		
Housing Register 🖉 🗸		
Medical 🛛 😵 🗸	(Previous B Save and continue
Medical		
Medical intro 😐		
Submit application		
		le la constante de la constante



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	Client Authorisation for Release of Confidential Information	Required
Summary 🧔 🗸	I hereby consent to the Council's Housing Department receiving confidential information which may be required to determine my housing situation.	
My Household and Addresses	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.	
Housing Register	Depending on the type enquires requires for my case: Relevant agencies may include amongst others the following: Dotters: Hospital. Community and Mental Health Service, Others's Advice Boreau, Probation Services, Prison Service, Educational Providers: Development of Works and Devices for additional Services and Development Adviced support Adviced Boreau, Probation Services, Prison Service, Educational Providers: Development of Works and Devices for additional Services and Development Adviced Services, Adviced Boreau, Probation Services, Prison Service, Educational Providers, Development of Works and Development adviced Boreau, Provider Borea	redit
Medical 😵 🗸	Sectore memory operations where an incomposed of the memory race of means any processing operation appendix of the memory operation operation of the memory operation of the memory operation of the memory operation oper	-con
Submit application	Information will only be shared if it is relevant and necessary.	
Submit application	even is sometime even as men in use som mer youx, you make sign one sectandon is you unit. Eleven even the declaration coefful bedere van vision and declarate 11 berekel declarate that the information niven on this form is correct and complete to the best of multimodeline	
Submit application	Face reads to explore the second seco	
Submit application	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	5
		100
	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	
	Previous	it application

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