

Information on applying for housing



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Applying for housing with Devon Home Choice

The Council would like you to apply using the online application form at **www.devonhomechoice.com**.

Alternatively, you can complete a paper application form. If you choose to apply this way, please make sure you complete the form fully. Please note that if you do not answer all the questions, your application will be returned to you.

Making an online application

- 1 Click on '*Login/My Account*' and follow the instructions on screen.
- 2 Click on '*If you don't have a login, click here to register*' in the box.
- 3 Complete the page fully and click '*submit*'.
- 4 You will need to provide a memorable date and a password (make sure you input this information in the correct format).
- 5 Once submitted you will be given a six digit login reference (for example 123456).
- 6 Click on '*Apply online for Social Housing*' then '*Click here to complete a new housing register application*'. This brings you to the application form that you need to complete.
- 7 Please complete fully and submit the form.

Making an online application will take 20 to 30 minutes.

Information required to complete your online application

Please make sure you have the following information when completing your application:

- your current address including postcode
- 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) of the main and joint applicant (where appropriate) over the last five years including postcode, and contact details of your landlord if you were renting
- 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)
- if your health and wellbeing is affected by your current accommodation you will be asked for contact details of your Doctor



Accessing the list of empty properties available for letting

If you wish to know what properties are available for you to 'bid' for each week, you can:

- access your account online at **www.devonhomechoice.com** using your login reference number, memorable date and password and view the properties that you are eligible for
- access your account online and go to '*Property Search*' and view all the properties that have been advertised by the partners through Devon Home Choice each week
- visit your local library and use one of their PCs or ask to see the latest advert
- ask a friend or relative with a PC connected to the internet
- visit the Council's offices in Sidmouth or Exmouth and ask to see the latest list of advertised properties, or use one of our PCs and view the properties online
- contact your Town or Parish Council or your local Councillor
- receive a newsletter showing the empty properties available for letting in East Devon

Please contact Housing Needs on **01395 517469** if you require any advice or assistance, would like help completing your application, or would prefer a paper application form.