



**South Hams
District Council**

Guide to applying for housing with Devon Home Choice

Making an online application

How to access the list of properties available for letting

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. Please note that you should complete the form fully as 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. When the form is submitted, you will be given a six digit login reference (for example 123456).
6. Click on '**Apply online for Social Housing**' and then '**Click here to complete a new housing register application**'. This brings you to the application form that you need to complete.
7. Please fully complete and then submit the form.

Please note that completing an online application will take approximately 20 to 30 minutes

You will need 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 addresses of the main and joint applicant 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 available properties

To find out 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 for which you are eligible
- Access your account online and go to 'Property Search' and view **all** the properties that have been advertised through Devon Home Choice each week
- Visit your local library and use one of their PCs or ask to see the latest list of properties
- Ask a friend or relative who has Internet access
- Visit our offices at Follaton House in Totnes to view the latest list of advertised properties or use one of our PC's and view the properties online
- Telephone 01803 861387 and select the option to listen to a recorded message that will detail all available properties in the South Hams
- Homes are advertised from 12:00 am on Wednesday to 11:59 pm the following Monday. You can bid for up to 3 homes during this time. No homes are advertised and no bids can be placed on a Tuesday

Please contact the Housing Advice Team by calling 01803 861234 if you would like help completing your application or would prefer a paper application form