HOW TO REGISTER ONLINE WITH

Doncaster
Home
Choice

Registering online can sometimes be daunting, especially when you are not confident with your IT skills.

Fear no more!

By using this guide, you will be able to see how to apply online step-by-step and find useful things to consider when making an application with Home Choice.

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To apply with Home Choice, you **MUST** have a local connection to Doncaster unless you have come to the borough under special circumstances.
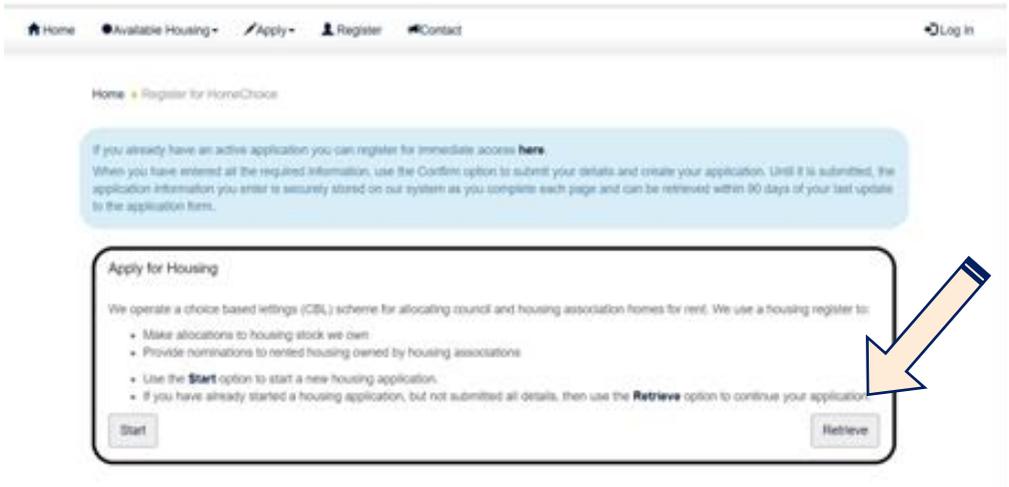
This means you have:

> Lived in Doncaster for past 3 years or more

> Worked in Doncaster for past 3 years or more

> Have close family in Doncaster (parents, grandparents, children, spouse)

Applicants with arrears over 8 weeks will be unsuccessful. You must make re-payment plans before applying.

If you do not meet the eligibility criteria, your application will not be successful.

This is when you have already made a start on the application but haven't completed it fully.

You will need:

- your name
- date of birth
- your memorable word

After you have inputted those, your application will come up and you can start filling in the missing information.

START A NEW APPLICATION

First, start up your computer and open the search engine. Type 'Doncaster Home Choice registration' into the search tool and press **ENTER**.

A list of choices will now pop up. Click on the one saying '**St Leger Homes. Register for Home Choice**'

Apply for Housing

We operate a choice based lettings (CBL) scheme for allocating council and housing association homes for rent. We use a housing register to:

- Make allocations to housing stock we own
- Provide nominations to rented housing owned by housing associations

- Use the **Start** option to start a new housing application.
- If you have already started a housing application, but not submitted all details, then use the **Retrieve** option to continue your application.

Start   Retrieve

An extra page informing you of what is necessary, and who is **eligible** for housing will pop up. Make sure you read it carefully, and when you have done tick the box to **agree to the terms.**

If we do not receive all the information we need, we will not be able to process your application. If we close your application due to you not providing the additional information requested you will need to reapply.

☐ I confirm I have read and understood the terms described, and would like to apply for housing

Next

APPLICANTS

Input all household members for your application, along with their details. Make sure:

- the details you give are up to date
- the people you have put on your application form are the **ones you want to be re-housed with.**

Your Household

Name	Date of Birth	Relationship	Status
Miss Hannah Unknown	01/01/2000		Main Applicant

Joint Applicant   Add Household Member

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Joint tenancy is usually used for partners, or married couples as joint tenants are equally responsible for things like rent.

Household members are the rest of the people that you want to be re-housed with, e.g., children or persons financially dependent on you.

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ADDRESS HISTORY

You will need **7 years** addresses which you have lived in. **Make sure the dates add up**. Do not worry if you do not remember the correct date you have moved in, make a guess on the rough times.

We need to have at least 7 years' worth of address history for housing applicants.
Please tell us about all the addresses you have lived at over the past 7 years.

Previous Address 1

Property Number	2	Suffix	
Property Name	House		
Street	Big Street		
Locality			
Town	Doncaster		
County	South Yorkshire		
Post Code	DN11DA		
Accomodation Type	Living with Family		
When did you move to this address	01/01/2017		
		31/12/2020	
Reason for leaving	Relationship Breakdown		

If you don't have a set address, you can provide extra information at the end of your application if you feel it's necessary.

Correspondence Address

If you wish to specify an alternative address for us to use when writing to you then please provide us

Property Number		Suffix	
Property Name			
Street			
Locality			
Town			
County			
Post Code			

If you want your documents to go to a different address, fill in the correspondence address.

ELIGIBILITY AND DISABILITIES

Personal Details for Hannah Unknown

Preferred language	English
Ethnic origin	White British
Religion / Belief	Prefer not to say
Nationality	UK National resident in UK
Sexuality	Prefer not to say

Current Disabilities (please tick which are applicable):

☐ Blind/Visual impairment	☐ Deaf/Hearing impairment	☑ Dyslexic	☐ Heart problems
☐ Learning difficulties	☑ Mental health	☐ Physical impairment	☐ Reading/Writing difficulties
☐ Speech impairment	☐ Wheelchair user	☐ Other disability	

If your first language isn't English, please select one that applies as this will help in future if we ever need to contact you regarding your application.

Select any disabilities that apply to **all applicants** and provide details on how those affect you/them.

Fill out the details of your current address and **why you have approached for re-housing**. Make sure to **give the most detail you possibly can**, e.g., if you have any arrears, or if you own any properties, what is their market value?

What money do you **receive now**, if any? If some finances are in the process, e.g., you are waiting to hear from benefits, fill in the 'Details' box to provide more info.

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MEDICAL NEEDS

Provide as much detail on your medical needs as possible. You will have to **provide proof** in form of patient summary available from your GP, free of charge.

SELF DIAGNOSIS IS NOT SUBSTANCIAL PROOF

CONTACT

Set your preferences on how you want to be contacted. We will use this method to contact you in future. Make sure you **have access** to this so you can **receive information** and reply in time.

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Tick all areas where you want to be re-housed.

Remember – the more you limit yourself on the area, the longer it may take for you to be re-housed.

Make sure you research the area before you commit to it. If you refuse one property in Platinum band, or any band when homeless OR two offers in Gold, Silver or Bronze band, your account might be suspended for 6 months.

EXTRA INFORMATION

Here, you can add any extra information which you want to clarify, e.g., if you have been served a notice when does it expire? If you are due a hospital release, do you know the date?

Additional Information

Do you want to provide any other information   Yes

Details   Yes
            No

DECLARATION

Read through declaration carefully and tick the box to say you agree.

It's important you have provided **true information** and can **support your claims.** Failing to do so might result in your application being withdrawn.

above Act makes it an offence, punishable with a fine, for a person knowing
withold information which is relevant to their claim For homeless applicants it is a
inform St Leger Homes of any material changes in circumstances which may occur bel
notification of St Leger Homes decision is received.

Applicant: Date: 13/03/2024
Miss ____ ah Unknown

I/We confirm that all information provided is accurate and that we would like to su____ our application for housing ☑

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A green text should pop up, **confirming your application has been submitted**. This is the end of your application. You can **continue to set up** your account following the link on the page, or complete this later, by clicking the link sent to your e-mail.

Make sure you make a note of your **reference number** – this is essential for future log ins and if we ever need to find you on our system.
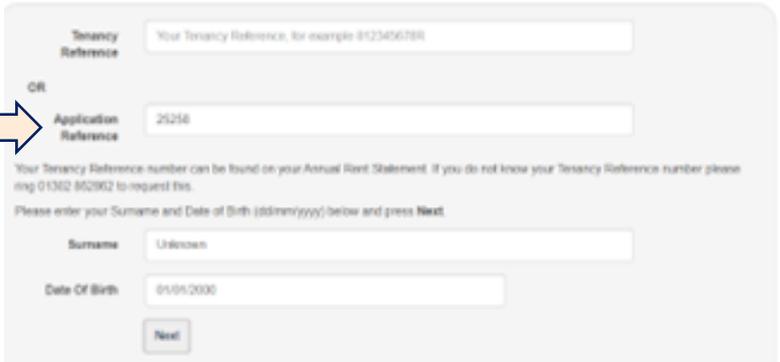
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Fill in the details, including your **Application Reference Number**.

A box will pop up, notifying you of an e-mail being sent to you. You should **click on the link provided in the e-mail.**

The registration process is now **complete.** You can log into your account by pressing the link provided in the green box or by typing '**Doncaster Home Choice log in'** into the search bar.

DOCUMENTS

After you have submitted the application, you should **send all the documents** listed below to DoncasterHC@stlegerhomes.co.uk. Make sure to include your **application reference number** in the subject.

- Proof of National Insurance Number
- Proof of ID
- Local connection
- Proof of address
- Landlord reference
- Proof of immigration, if applicable
- Medical form and patient summary, if applicable
- Proof of dependants, if applicable

You have **28 days** to provide all documents from the time your application has been reviewed (we would confirm this by e-mail). Please be **patient** whilst we process your application. We will **notify you via e-mail** if we need any more documents from you, and give you updates on the stages of your application.

File   Message   Insert   Draw   Options   Format Text   Review   Help   Tell me what you want to do

From   hannahunknown@applications.uk.co

To   DoncasterHC@stle

Cc

Doncaster Home Choice
DoncasterHC@stlegerhomes.co.uk
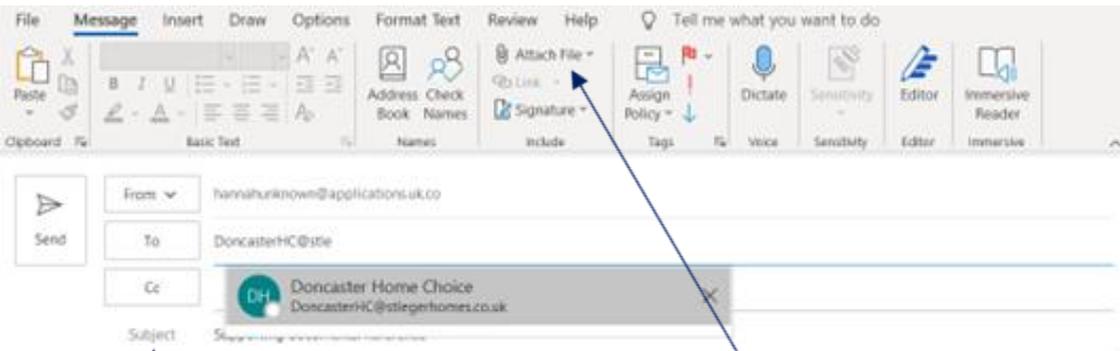
Subject

Remember to include your reference number in the subject.

To attach a file, press here. If the files are saved onto your computer, press 'Browse this Device' to see all files.

YOUR ACCOUNT
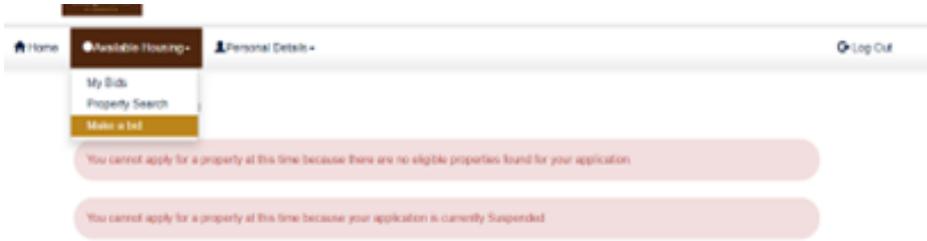
When you first log into your account, there will not be much there. Your account will be **AUTOMATICALLY SUSPENDED**, and you will be **unable to bid** whilst your application is being

Under '**Available Housing'** tab you can see what bids you have placed, in preference order. You can **amend** or **withdraw** the bids within each bidding cycle. You can also search directly and make bids.

In the '**Personal Details'** tab you can **view** and **amend** your details. You can also change the username & password.