Choice Based Lettings – guidance on how to register your interest

Introduction

The choice-based letting system is used to apply for council housing in Aberdeenshire. Using this system, you can view and register an interest in available properties for rent.

Choice-based lettings is an alternative method of allocating housing. It gives you more choice in where you might be allocated to property. The system is still based on housing need therefore you must have registered for a housing online account and submitted a housing application.

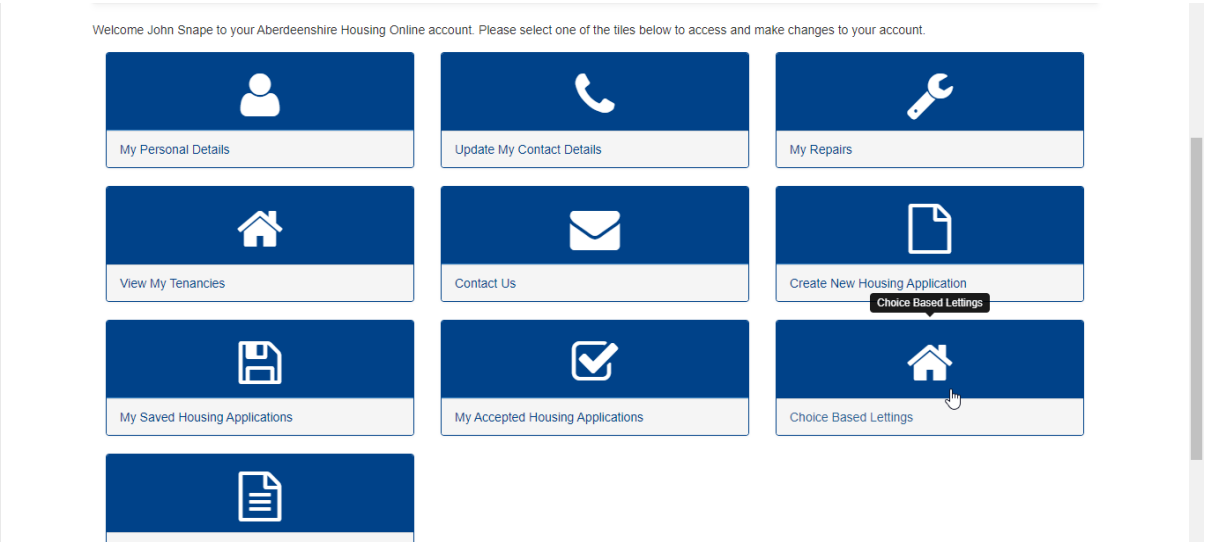
Vacancies will be advertised weekly online. The advert will include information about the property, including rent costs and any special features. You will be able to register an interest in all properties which meet your needs.

Register an interest

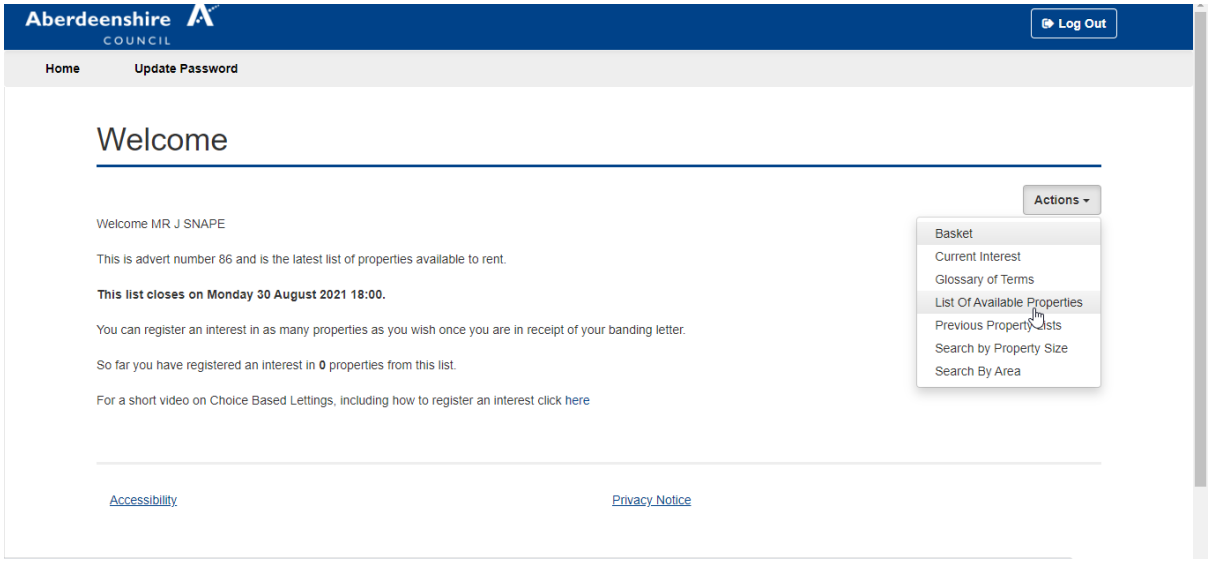
1. Log into Housing Online.

   You will be required to either register for the housing online account or login if you already have one. To register you will need an email address. Once you have answered the registration form you will receive an email with a link to verify your account. Once you have done this you will be taken to the homepage.

2. Select Choice Based Lettings tile on the homepage.

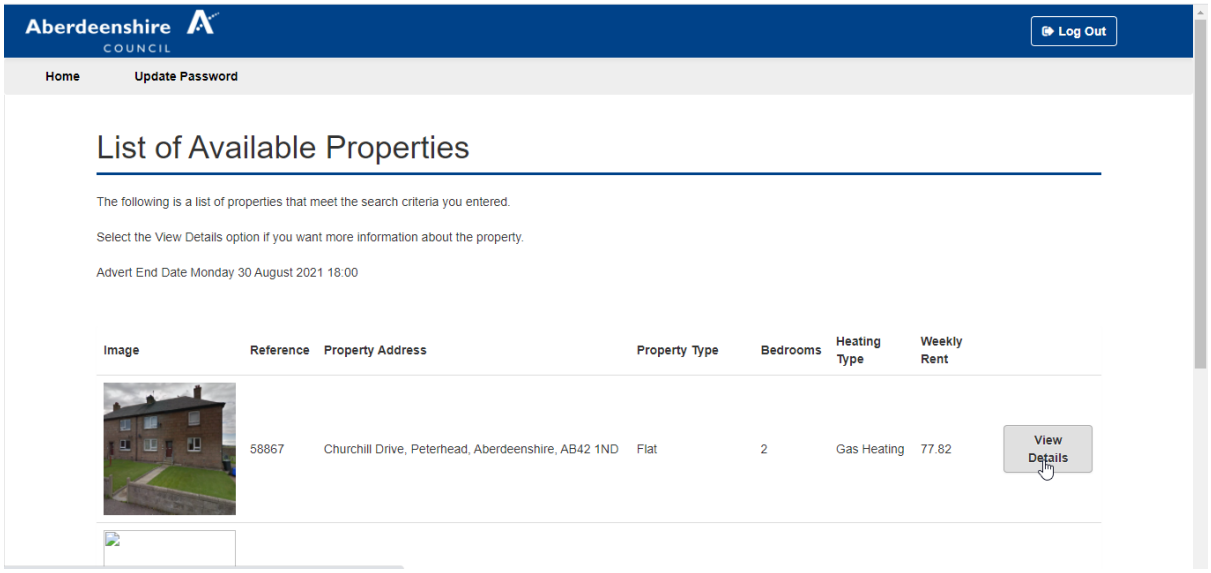


3. Click ‘Actions’, which will open a dropdown list. From the dropdown list select ‘List of Available Properties’.



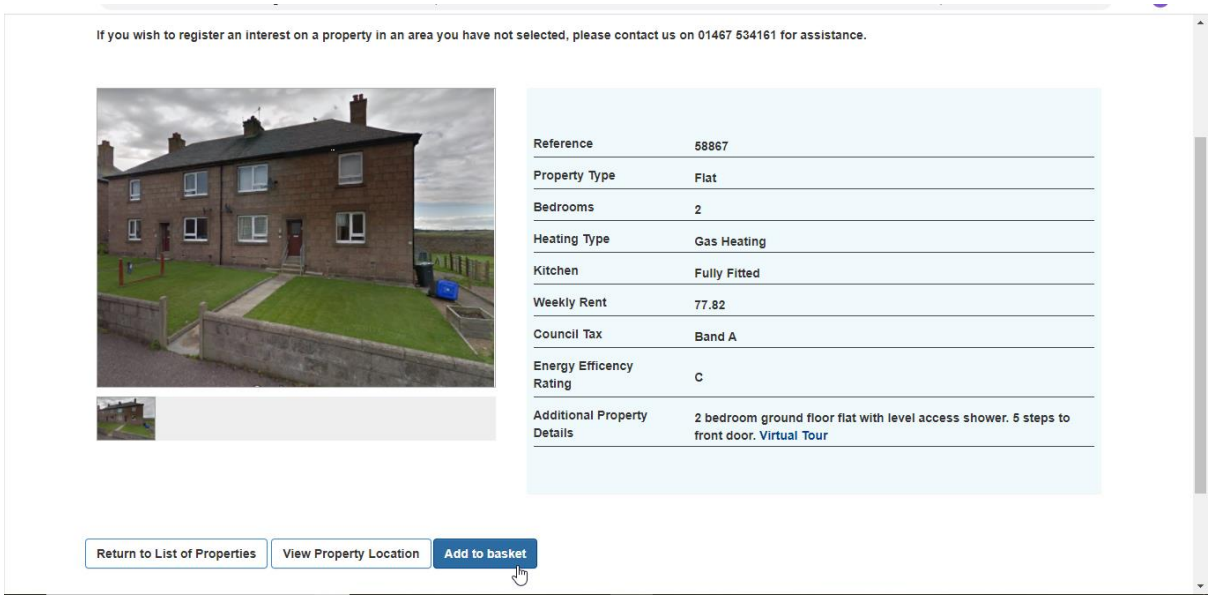
4. Click ‘View Details’ on any suitable vacancies.

On this page you will see a summary of each property, along with key details such as the number of bedrooms and weekly rent. If the property is suitable for you, you can view more information by clicking ‘view details’.

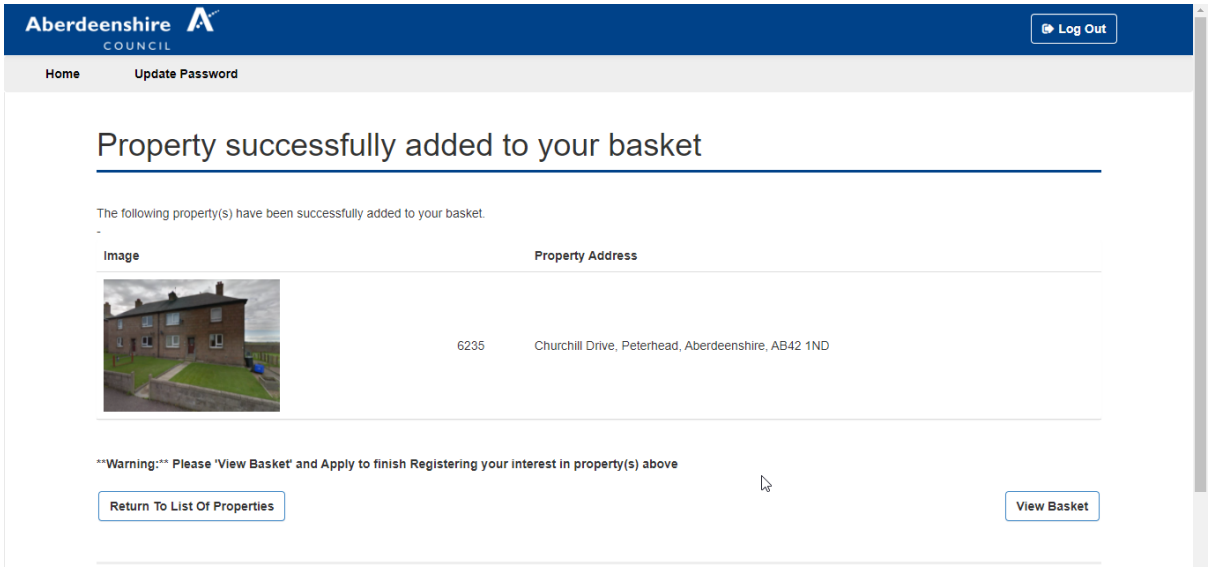


5. Click ‘Add to Basket’.

If you would like to place an interest, add the property to your basket.



6. A message will be displayed to say that you have added the property to your basket. This DOES NOT mean that you have registered and interest on this property yet.

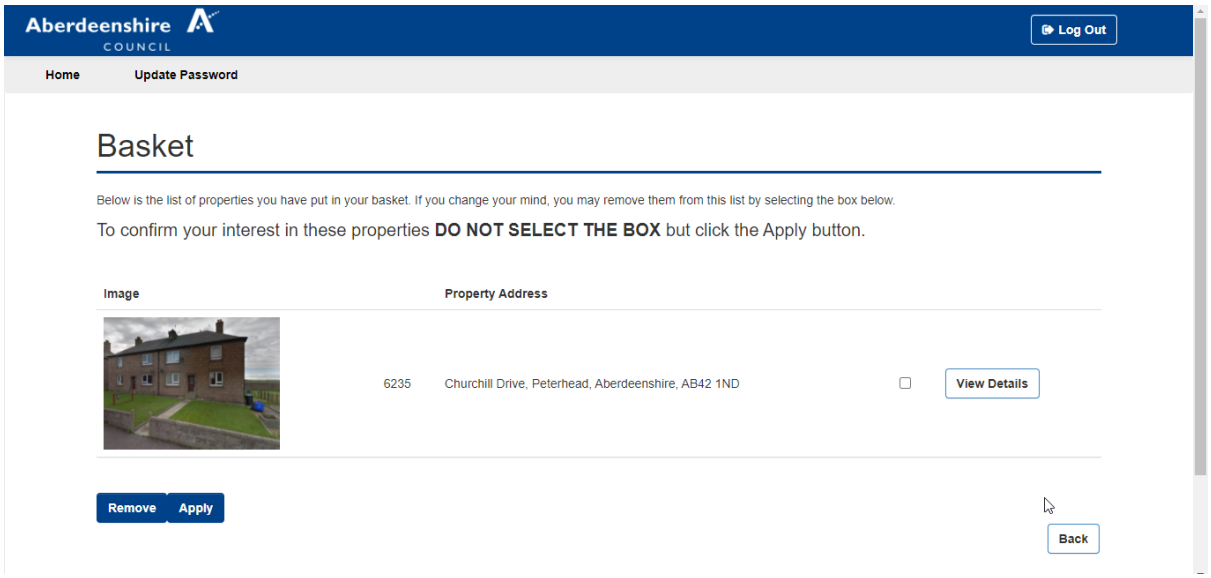


7. You can click on ‘Return to List of Properties’ if you wish to add more properties and repeat the steps above.

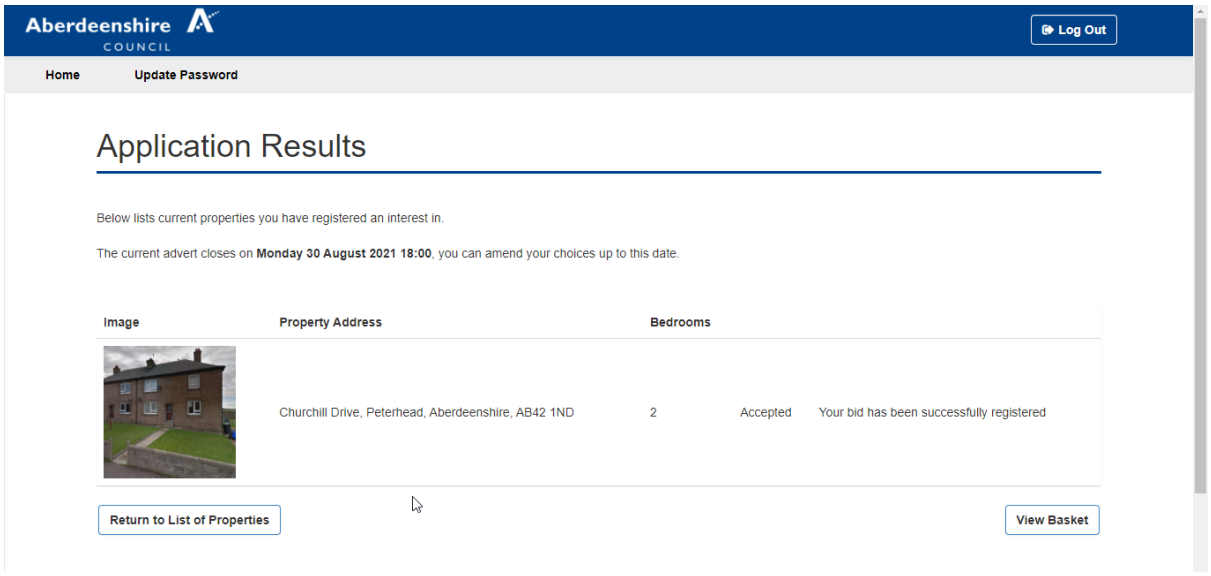
8. If you have added all properties to your basket proceed to ‘View Basket’.

This screen will display all properties you wish to register an interest in. If you wish to remove any at this stage, click on the small box and select remove.

If you wish to register an interest in the properties showing in this list, DO NOT CLICK THE BOX but select Apply.



9. The application results page will show you if your interest has been registered successfully. Only when you get to this page has your interest been logged.



10. If you receive an error message, it could be because you are not eligible to register an interest on this property. You can contact us to discuss this on 01467 534161.