

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.

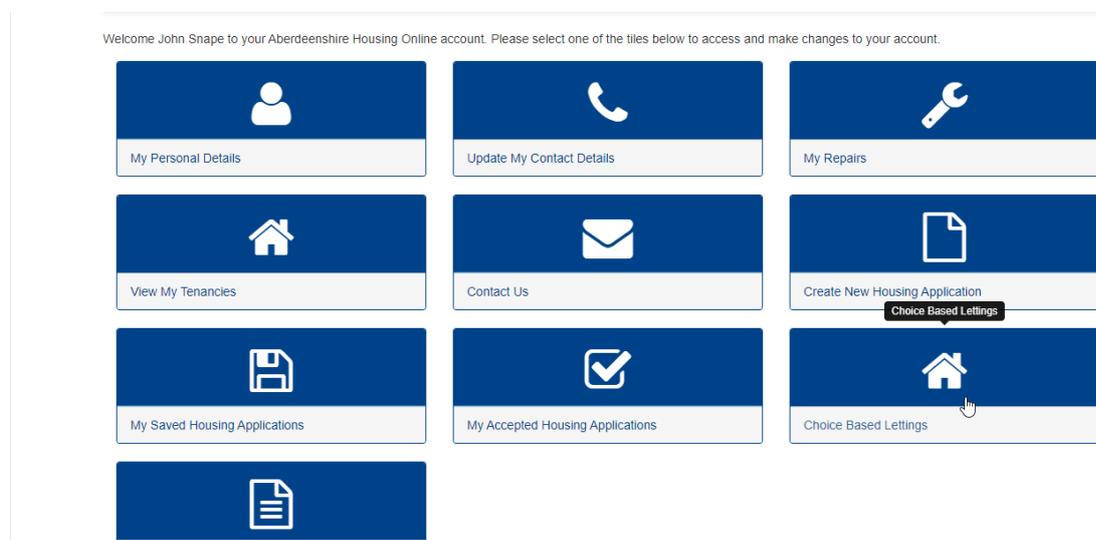
Vacancies will be advertised weekly online. The advert will include information about the property, including rent costs and any special features. You will be able to register an interest in all properties which meet your needs.

Register an interest

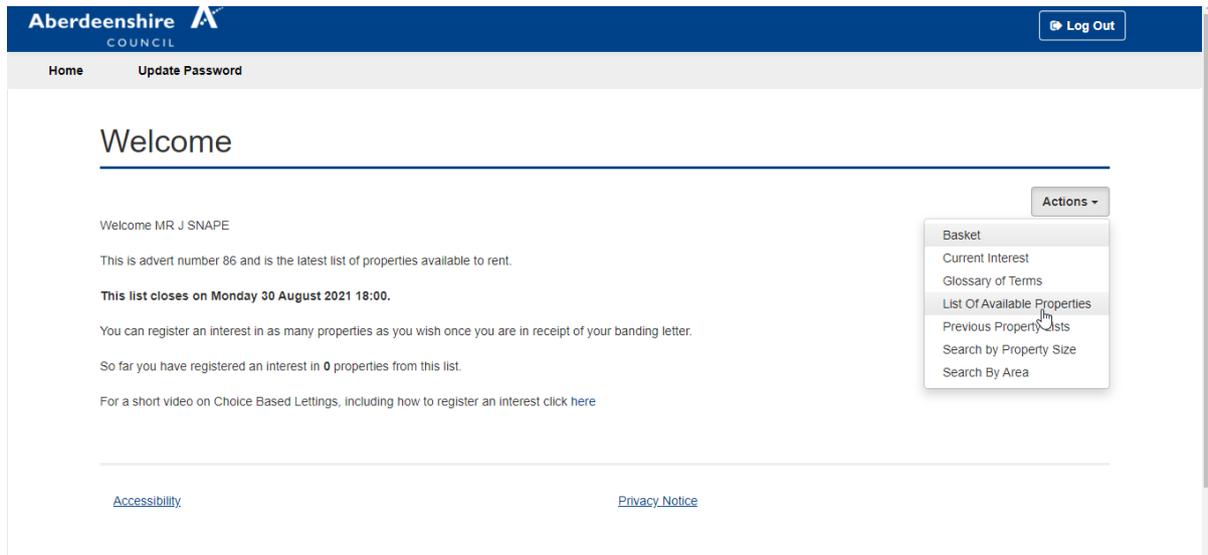
1. Log into Housing Online.

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'.



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Welcome

Welcome MR J SNAPE

This is advert number 86 and is the latest list of properties available to rent.

This list closes on Monday 30 August 2021 18:00.

You can register an interest in as many properties as you wish once you are in receipt of your banding letter.

So far you have registered an interest in 0 properties from this list.

For a short video on Choice Based Lettings, including how to register an interest click [here](#)

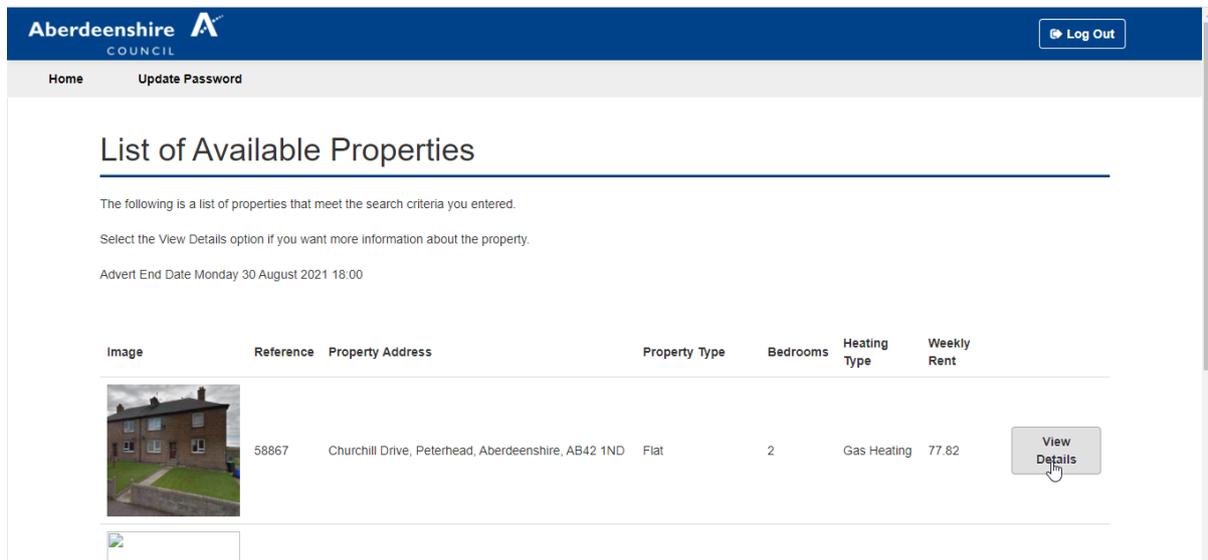
[Accessibility](#) [Privacy Notice](#)

Actions

- Basket
- Current Interest
- Glossary of Terms
- List Of Available Properties
- Previous Property Lists
- Search by Property Size
- Search By Area

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'.



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List of Available Properties

The following is a list of properties that meet the search criteria you entered.

Select the View Details option if you want more information about the property.

Advert End Date Monday 30 August 2021 18:00

Image	Reference	Property Address	Property Type	Bedrooms	Heating Type	Weekly Rent	
	58867	Churchill Drive, Peterhead, Aberdeenshire, AB42 1ND	Flat	2	Gas Heating	77.82	View Details

5. Click 'Add to Basket'.

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

If you wish to register an interest on a property in an area you have not selected, please contact us on 01467 534161 for assistance.



Reference	58867
Property Type	Flat
Bedrooms	2
Heating Type	Gas Heating
Kitchen	Fully Fitted
Weekly Rent	77.82
Council Tax	Band A
Energy Efficiency Rating	C
Additional Property Details	2 bedroom ground floor flat with level access shower. 5 steps to front door. Virtual Tour

[Return to List of Properties](#) [View Property Location](#) [Add to 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.**

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[Home](#) [Update Password](#)

Property successfully added to your basket

The following property(s) have been successfully added to your basket.

Image	Property Address
	6235 Churchill Drive, Peterhead, Aberdeenshire, AB42 1ND

****Warning:**** Please 'View Basket' and Apply to finish Registering your interest in property(s) above

[Return To List Of Properties](#) [View Basket](#)

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.

The screenshot shows the 'Basket' page on the Aberdeenshire Council website. The header includes the Aberdeenshire Council logo and a 'Log Out' button. Below the header, there are links for 'Home' and 'Update Password'. The main heading is 'Basket'. Below this, a message states: 'Below is the list of properties you have put in your basket. If you change your mind, you may remove them from this list by selecting the box below. To confirm your interest in these properties DO NOT SELECT THE BOX but click the Apply button.' A table lists one property with columns for 'Image', 'Property Address', and a selection box. The property details are: 6235 Churchill Drive, Peterhead, Aberdeenshire, AB42 1ND. There is a 'View Details' button next to the selection box. At the bottom of the table, there are 'Remove' and 'Apply' buttons. A 'Back' button is located at the bottom right of the table area.

Image	Property Address	
	6235 Churchill Drive, Peterhead, Aberdeenshire, AB42 1ND	<input type="checkbox"/> View Details

[Remove](#) [Apply](#) [Back](#)

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.

The screenshot shows the 'Application Results' page on the Aberdeenshire Council website. The header includes the Aberdeenshire Council logo and a 'Log Out' button. Below the header, there are links for 'Home' and 'Update Password'. The main heading is 'Application Results'. Below this, a message states: 'Below lists current properties you have registered an interest in. The current advert closes on Monday 30 August 2021 18:00, you can amend your choices up to this date.' A table lists one property with columns for 'Image', 'Property Address', and 'Bedrooms'. The property details are: Churchill Drive, Peterhead, Aberdeenshire, AB42 1ND, 2 bedrooms. The status is 'Accepted' and the message is 'Your bid has been successfully registered'. At the bottom of the table, there are 'Return to List of Properties' and 'View Basket' buttons.

Image	Property Address	Bedrooms	
	Churchill Drive, Peterhead, Aberdeenshire, AB42 1ND	2	Accepted Your bid has been successfully registered

[Return to List of Properties](#) [View Basket](#)

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](tel:01467534161).