



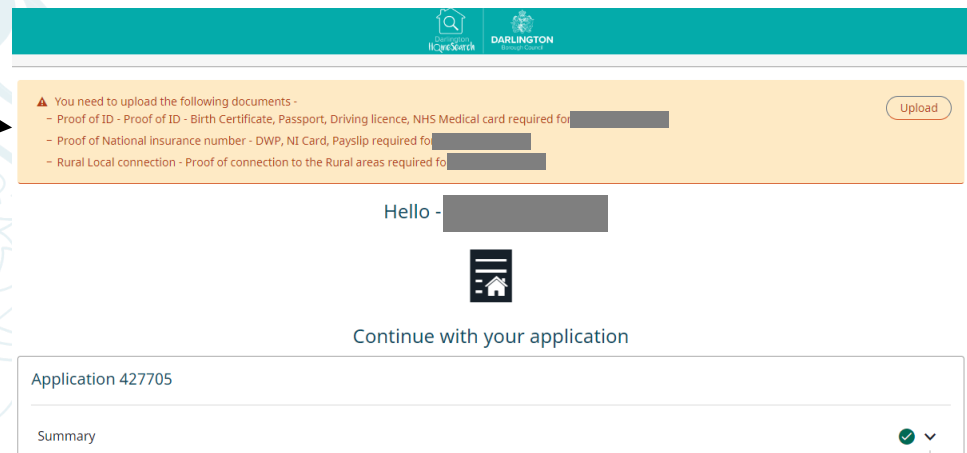
How To Bid for Properties on Darlington HomeSearch



DARLINGTON
Borough Council

Bid for Properties on Darlington HomeSearch

- **Please note you will not be able to bid until your application is live, for this to happen you must fully complete the application form and upload any supporting documents. You will be told what documents to provide on your summary page. The Allocations team at Darlington Borough Council will then need to review your account and assess your banding before you can place a bid.**

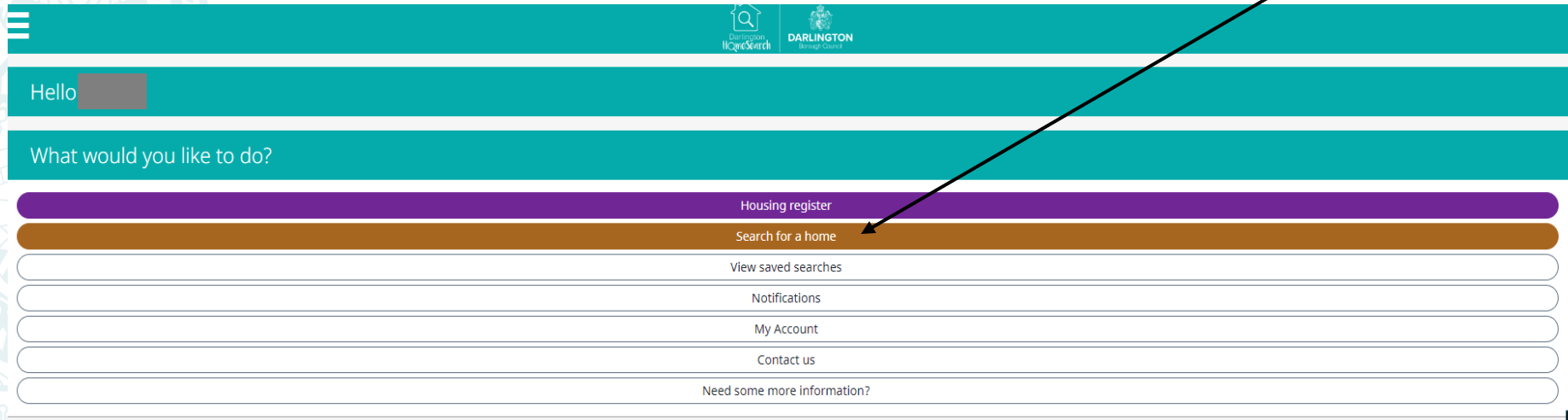


The screenshot shows the Darlington HomeSearch application interface. At the top, there is a teal header with the HomeSearch logo and the Darlington Borough Council logo. Below the header, a yellow warning box contains the following text: "You need to upload the following documents - Proof of ID - Proof of ID - Birth Certificate, Passport, Driving licence, NHS Medical card required for [redacted] - Proof of National insurance number - DWP, NI Card, Payslip required for [redacted] - Rural Local connection - Proof of connection to the Rural areas required for [redacted]". An "Upload" button is located to the right of this box. Below the warning box, the user is greeted with "Hello - [redacted]" and a home icon. A button labeled "Continue with your application" is positioned below the greeting. At the bottom of the screenshot, the application ID "Application 427705" is displayed, along with a "Summary" link and a green checkmark icon.



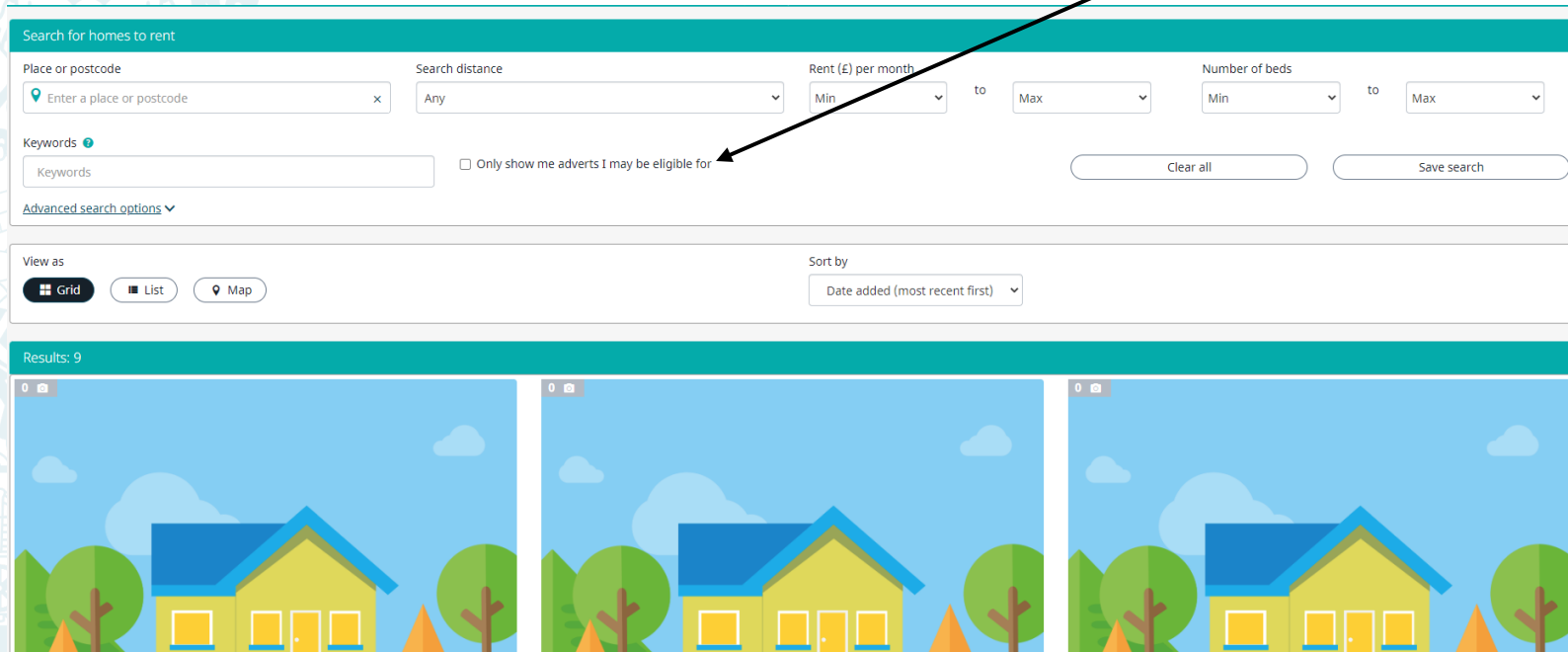
Bid for Properties on Darlington HomeSearch

- **Step 1 – After signing in tap on the link or left click with your cursor on the “Search for a home” button.**



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- **Step 2 – You can browse properties, but it is easier if you select “Only show me adverts I may be eligible for”. You can do this by tapping or left clicking with your cursor.**



The screenshot displays the 'Search for homes to rent' interface. At the top, there are several filter fields: 'Place or postcode' (with a placeholder 'Enter a place or postcode'), 'Search distance' (set to 'Any'), 'Rent (£) per month' (with 'Min' and 'Max' dropdowns), and 'Number of beds' (with 'Min' and 'Max' dropdowns). Below these is a 'Keywords' field and a checkbox labeled 'Only show me adverts I may be eligible for', which is checked. There are 'Clear all' and 'Save search' buttons. A link for 'Advanced search options' is also visible. Below the filters, there are 'View as' options (Grid, List, Map) and a 'Sort by' dropdown set to 'Date added (most recent first)'. The results section shows 'Results: 9' and three placeholder images of houses.



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- **Step 3 – Once you have found a property tap or left click with your cursor “ View Details” for more information on the property and the option to place a bid.**



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- You can see some key facts about the property (such as how many bedrooms the property has, details of any charges for the property, how people have currently applied, etc.) in the information box on the right hand side.

Organisation

This property is being advertised by Darlington Borough Council

Key facts

- House
- 1 bedroom
- Closure date 30th May 2023 at 23:05
- 6 People applying
- Social housing: Local authority
- Available to let from 19th May 2023 (date is estimated and subject to change)

Exit Site

Charges

- Rent £100.00 Weekly
- Total: £100.00 Weekly

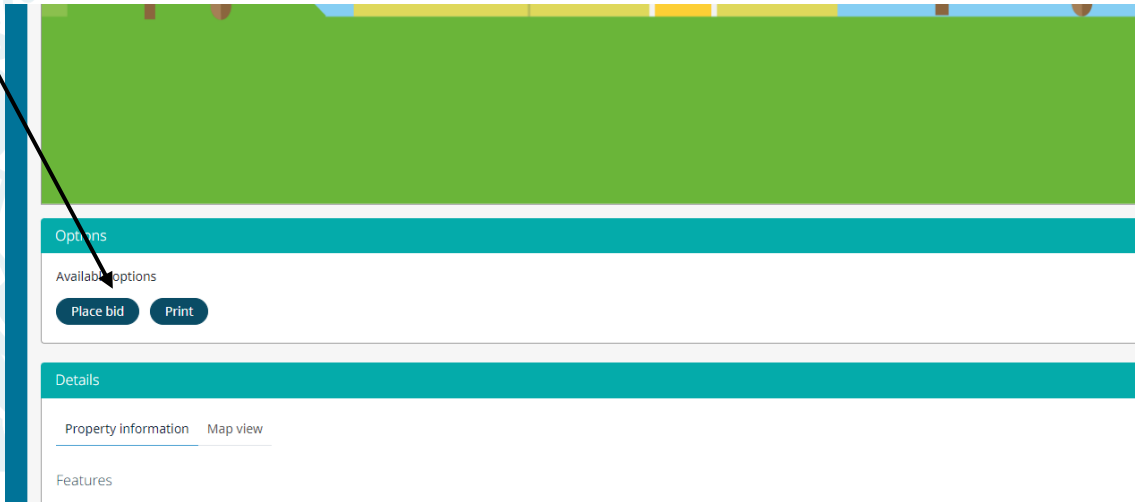
Letting details

- Essential - Household requires 1 bedroom property
- Essential - Family Type Household



Bid for Properties on Darlington HomeSearch

- **Step 4 – Once you are happy with your selection tap or left click with your cursor on the “Place bid” button.**



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- **Step 5 – The following screen will ask you to confirm that your details are correct. If you are happy with this then tap or left click with your cursor on the “Save” button.**

Confirm bid

There are currently 4 customers that have expressed interest in this advert. Based on the allocations criteria for the advert you are currently in position 5 of 5. Please note that the advert is available until 30/05/2023 23:05 so your position may change as more customers express interest.

Contact details

Please confirm your contact details are correct before placing your bid.
If you need to change your email address, please go to the [change email address page](#)

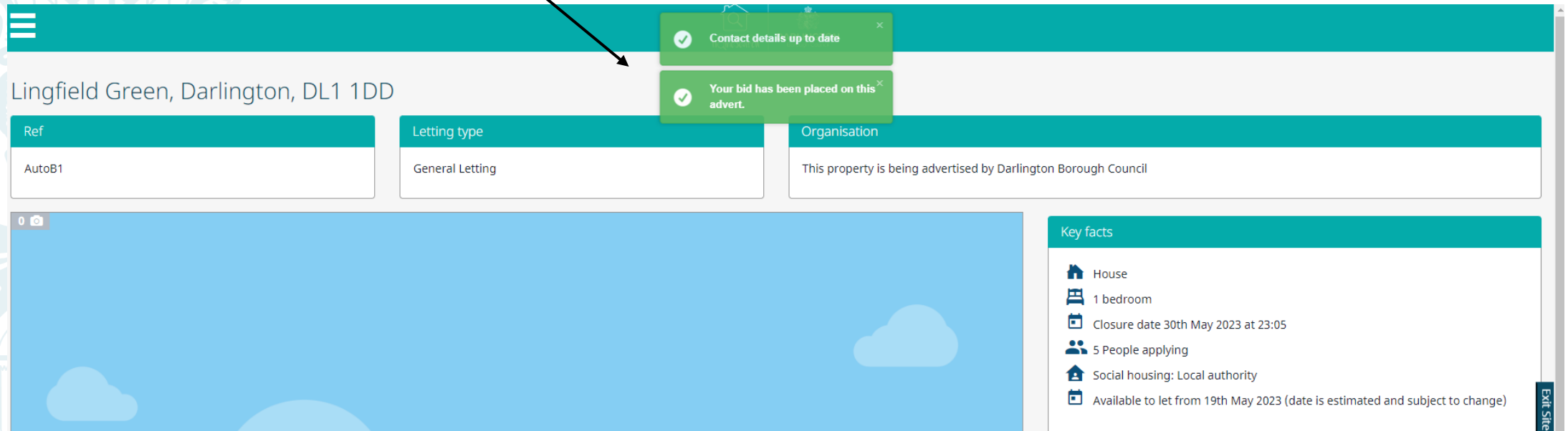
Home phone number <input type="text" value="Home phone number"/>	OK to call on? Yes <input type="radio"/> No <input checked="" type="radio"/>	Mobile phone number <input type="text" value="Mobile phone number"/>	OK to call on? Yes <input type="radio"/> No <input checked="" type="radio"/>
Work phone number <input type="text" value="Work phone number"/>	OK to call on? Yes <input type="radio"/> No <input checked="" type="radio"/>	Email address <input type="text" value="[REDACTED]"/>	OK to email? Yes <input checked="" type="radio"/> No <input type="radio"/>
Preferred contact method <input type="text" value="Email"/>			

Save >



Bid for Properties on Darlington HomeSearch

- **Step 6 – Once the bid has been placed a brief confirmation will appear on the screen.**

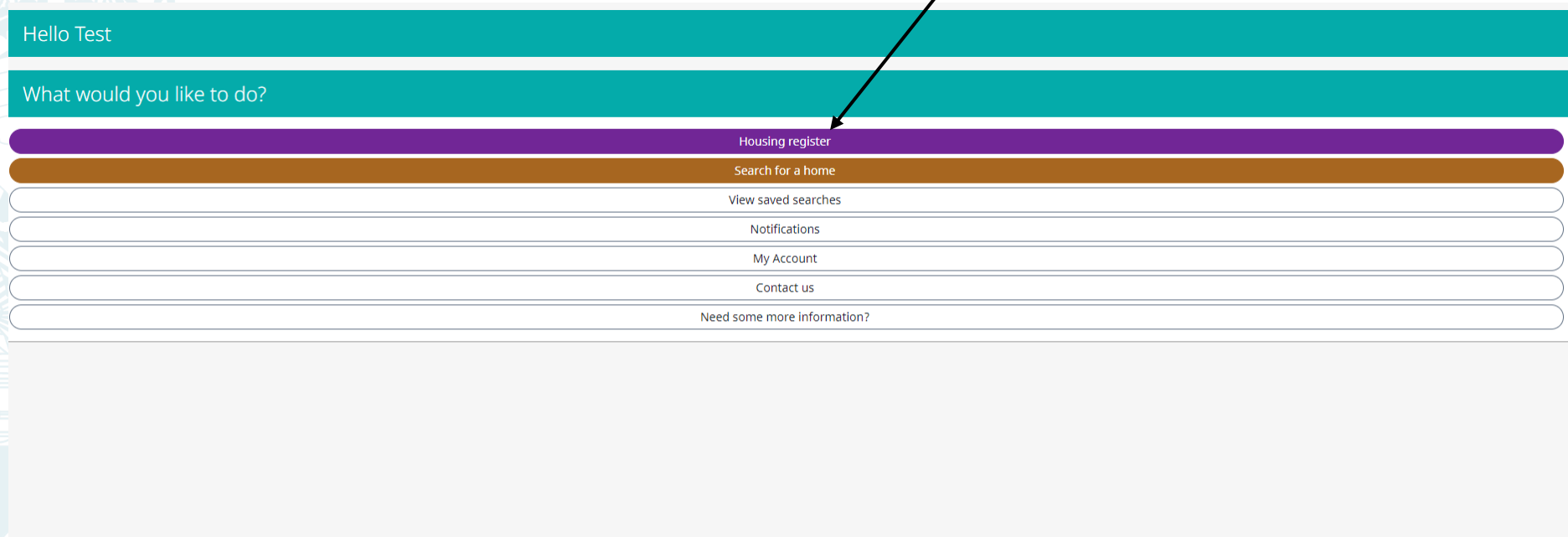


The screenshot displays the Darlington HomeSearch interface. At the top, a teal navigation bar contains a menu icon on the left and a search bar in the center. Below the navigation bar, the property address "Lingfield Green, Darlington, DL1 1DD" is shown. Two green confirmation messages are overlaid on the page: "Contact details up to date" and "Your bid has been placed on this advert." Below these messages, there are three columns of information: "Ref" (AutoB1), "Letting type" (General Letting), and "Organisation" (This property is being advertised by Darlington Borough Council). A large blue placeholder image for the property is shown below the information columns. To the right of the placeholder, a "Key facts" section lists: House, 1 bedroom, Closure date 30th May 2023 at 23:05, 5 People applying, Social housing: Local authority, and Available to let from 19th May 2023 (date is estimated and subject to change). An "Exit Site" button is visible in the bottom right corner of the page.



Bid for Properties on Darlington HomeSearch

- **Step 7 – To view any properties you may have bid on tap or left click with your cursor on the “Housing register” button from the home screen.**



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- **Step 8 – Scroll down to “View my bids” then tap or left click with your cursor.**

Application 427704

Summary	✓	▼
Summary		○
Add Household Members	✓	▼
Darlington Housing Register	✓	▼
Submit application	✓	▼

Appointments (0) Appointments [View](#)

Letters (0) Letters [View](#)

Documents (1) Documents [Upload](#) [View](#)

[View need assessment](#)

[Request an appointment](#)

Searching and bids

[View my bids](#) [My saved searches](#)



Bid for Properties on Darlington HomeSearch

- **Step 9 – Any bids you have made will show here and you can remove bid or see where you are on the shortlist from this screen too.** You can do this by tapping or left clicking with your cursor on the relevant button.

Bids

Current homes/services/facilities applied for				
Property reference	Property address			Date of interest
AutoB1	Lingfield Green, Darlington, Co. Durham, DL1 1DD			23/05/2023
Landlord	Policy	No of bedrooms	Property type	Added by
Darlington Borough Council	Darlington General Needs Policy	1	House	Customer
Actions				
<input type="button" value="Remove bid"/> <input type="button" value="Calculate shortlist position"/>				

Previous homes/services/facilities applied for



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- **Step 10 - If you choose to view the shortlist on any properties you may have bid on, you can see your status and position on the list here** (please note this may change if someone with a greater housing need also bids on the property).

Previous homes/services/facilities applied for			
Property reference	Property address	Status	Final position on advert
4 Bed	1 Allan Street, Darlington, Co. Durham, DL1 2NR	Offer made	1
Landlord	Policy	Date of interest	Added by
Darlington Borough Council	Darlington General Needs Policy	25/04/2023	Officer
No of bedrooms	Property type		
4	House		
Property reference	Property address	Status	Final position on advert
017	169 Welbeck Avenue, Darlington, Co. Durham, DL1 2DQ	Bypassed	1
Landlord	Policy	Date of interest	Added by
Darlington Borough Council	Darlington General Needs Policy	25/04/2023	Officer
No of bedrooms	Property type		
4	House		

