

Guide to completing a Homechoice application

Before you start you will need the following information to hand:

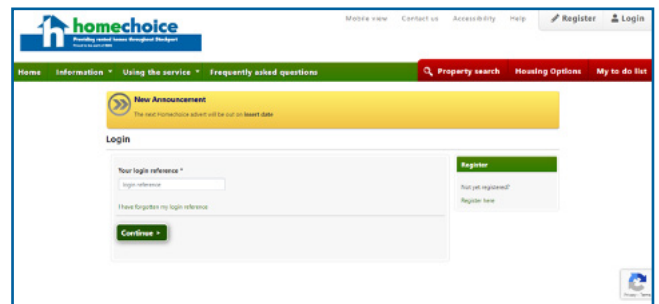
- Details of previous addresses
- Details of finances – income, benefits, savings etc
- Proof of address (bank statement, telephone / utility bill or benefits letter)
- Proof of identity (passport, driving license or identity card)
- Previous Homechoice Application Reference number (if applicable)

Note: Completing this application form will take around 10-15 minutes.

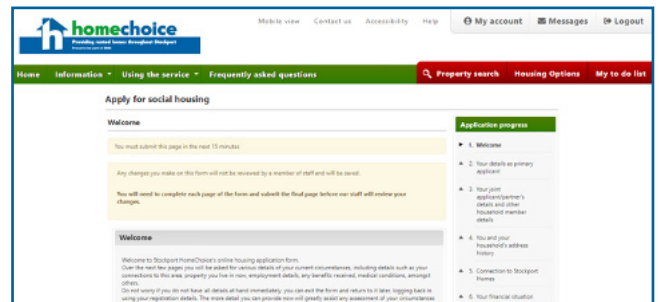
Please follow the steps below:

- 1 Login to the Homechoice website using your login reference, memorable date and password.

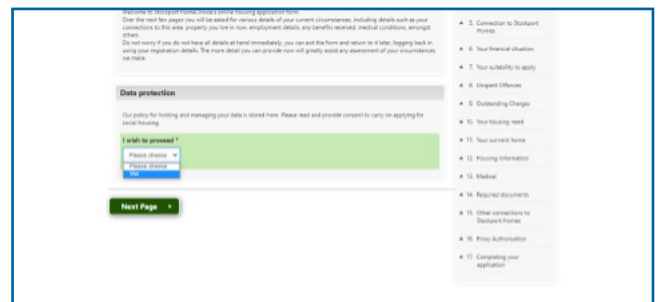
Note: You will need to be registered on the website before you can complete this application, by clicking on 'Register' and following the on-screen instructions.



- 2 In 'My Account' select 'Apply for social housing'.



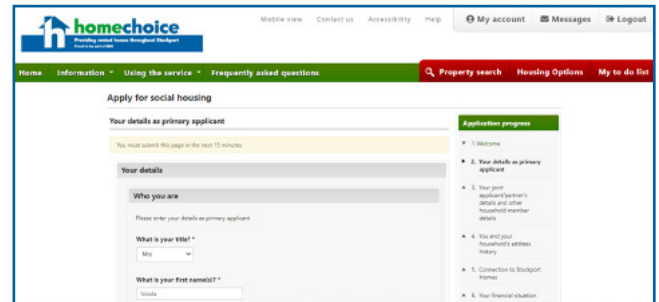
- 3 Read the welcome information, complete the data protection questions, then click 'next page'.



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Please follow the steps below:

- 4** Enter 'your details' including:
- Who you are
 - How we can contact you
 - More about you
 - Equal opportunities
 - Current address details (and a correspondence address if applicable)
- Then click 'next page'.

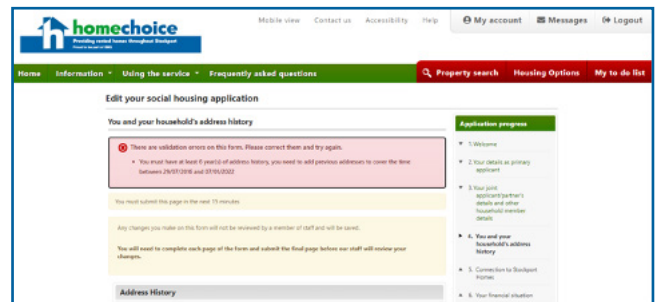


The screenshot shows the 'Apply for social housing' page. The main section is 'Your details as primary applicant'. It includes a warning: 'You must submit this page in the next 15 minutes'. Below this is the 'Your details' section with 'Who you are' and 'Please enter your details as primary applicant'. There are input fields for 'What is your title?' and 'What is your first name?'. A right-hand sidebar shows the 'Application progress' with steps 1-6, where step 2 'Your details as primary applicant' is highlighted.

- 5** Enter your joint applicant / partner's details and other household members' details. Then click 'next page'.

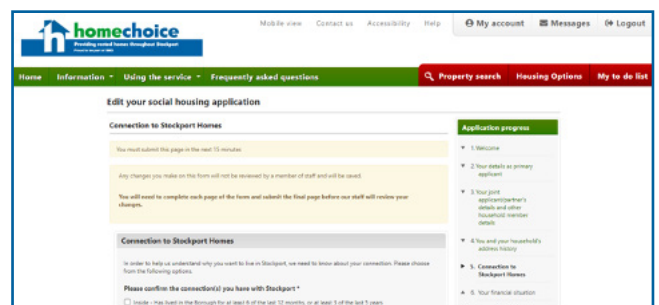
- 6** Enter the address history for you and your household. Then click 'next page'.

Note: You must have at least 6 years of address history)



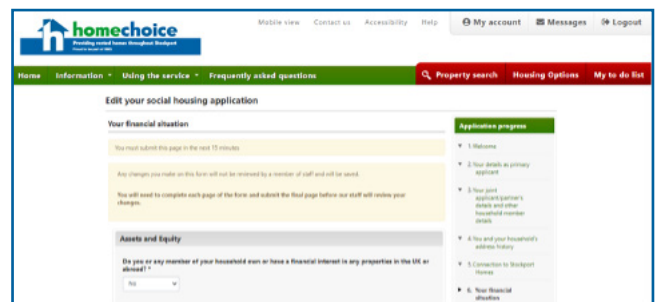
The screenshot shows the 'Edit your social housing application' page. The main section is 'You and your household's address history'. It includes a warning: 'There are validation errors on this form. Please correct them and try again.' Below this is a message: 'You must submit this page in the next 15 minutes'. There is a section for 'Address History'. A right-hand sidebar shows the 'Application progress' with steps 1-6, where step 3 'Your joint applicant/partner's details and other household member details' is highlighted.

- 7** Please select from the list any connections you have to Stockport. Then click 'next page'.



The screenshot shows the 'Edit your social housing application' page. The main section is 'Connection to Stockport Homes'. It includes a warning: 'You must submit this page in the next 15 minutes'. Below this is a message: 'Any changes you make on this form will not be reviewed by a member of staff and will be saved. You will need to complete each page of the form and submit the final page before our staff will review your changes.' There is a section for 'Connection to Stockport Homes' with a dropdown menu. A right-hand sidebar shows the 'Application progress' with steps 1-6, where step 4 'You and your household's address history' is highlighted.

- 8** Enter your financial situation including assets and equity / savings and income / benefits / other income. Then click 'next page'.

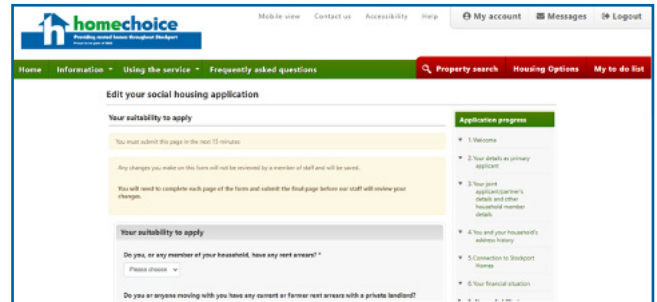


The screenshot shows the 'Edit your social housing application' page. The main section is 'Your financial situation'. It includes a warning: 'You must submit this page in the next 15 minutes'. Below this is a message: 'Any changes you make on this form will not be reviewed by a member of staff and will be saved. You will need to complete each page of the form and submit the final page before our staff will review your changes.' There is a section for 'Assets and Equity' with a dropdown menu. A right-hand sidebar shows the 'Application progress' with steps 1-6, where step 5 'Connection to Stockport Homes' is highlighted.

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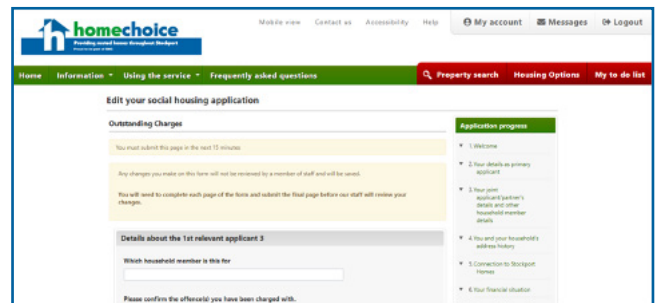
Please follow the steps below:

9 Complete the questions around your suitability to apply. Then click 'next page'.



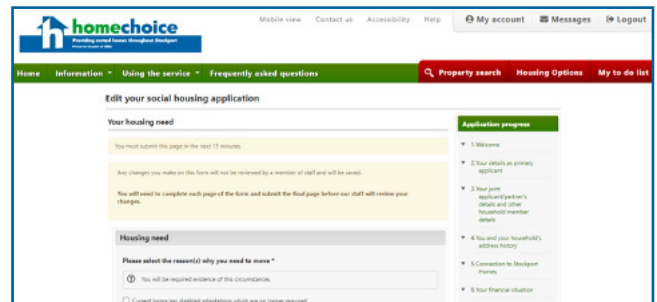
The screenshot shows the 'Edit your social housing application' page. The 'Your suitability to apply' section is active, with a dropdown menu set to 'Please choose'. A progress bar on the right indicates the current step in the application process.

10 Complete the information about any outstanding charges. Then click 'next page'.



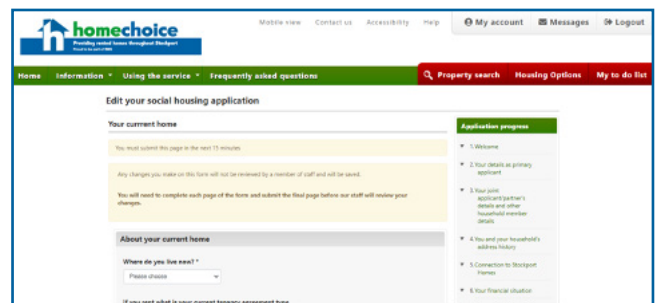
The screenshot shows the 'Outstanding Charges' section of the application form. It includes a dropdown menu for 'Which household member is this for?' and a text area for 'Please confirm the offereed you have been charged with.'

11 Enter details about your housing need. Then click 'next page'.



The screenshot shows the 'Your housing need' section of the application form. It includes a dropdown menu for 'Please select the reason(s) why you need to move' and a checkbox for 'Current home has disabled adaptations which are no longer required.'

12 Enter details about your current home including the facilities in the property. Then click 'next page'.



The screenshot shows the 'Your current home' section of the application form. It includes a dropdown menu for 'Where do you live now?' and a text area for 'If you rent what is your current tenancy agreement type.'

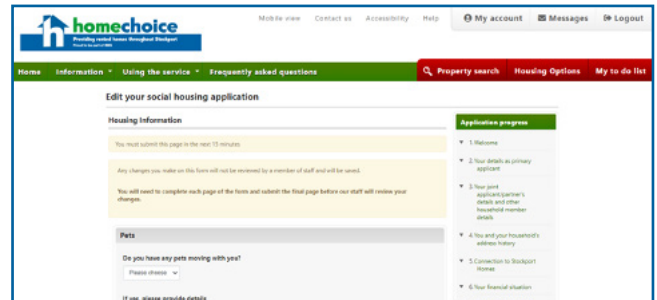
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Please follow the steps below:

13 Complete the housing information, including:

- Pets
- Armed forces
- Current circumstances

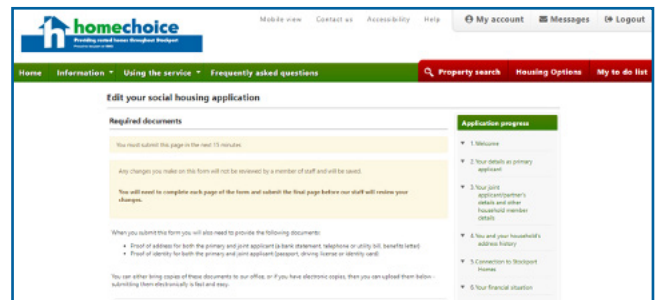
Then click 'next page'.



14 Please provide the documents requested:

- Proof of address (bank statement, telephone / utility bill or benefits letter)
- Proof of identity (passport, driving license or identity card)

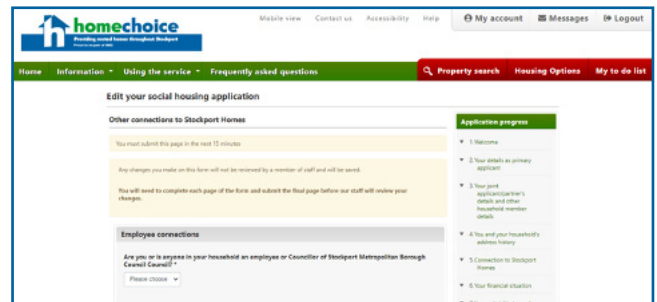
The click 'next page'.



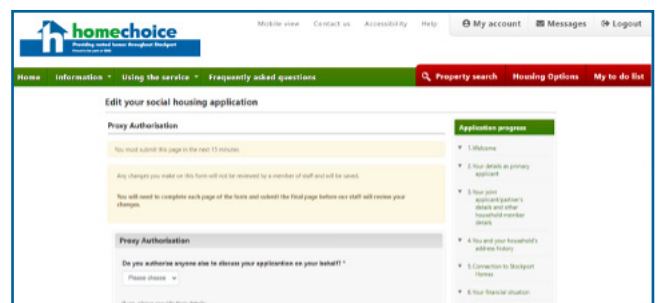
15 Complete details about other connections including:

- Employee connections
- Relationship connections

Then click 'next page'.



16 Choose if you want to give some proxy authorisation (where you can give authority to someone else to discuss your housing application on your behalf). The click 'next page'.



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Please follow the steps below:

- 17** Then complete your application by:
- Entering your previous Homechoice Application Reference Number (if applicable)
 - Agreeing to the declaration
- Then click 'submit form'.

- 18** Your application has now been submitted to the Homechoice team who will be in touch to confirm when you are available to bid on properties.

