

# Choice-based lettings

London and Hertfordshire



Great homes, positive people,  
strong communities

origin  HOUSING




The choice based lettings process enables housing applicants to take a more active role in re-housing. It is designed to give more choice in the area and type of property you want to move to.

You can bid for our properties that are advertised through the Home Connections scheme as soon as your transfer application has been accepted.

## What do I need to bid?

Now your transfer application has been accepted, you will have received a letter with your User ID and PIN. You need these to bid.

## Where will the properties be advertised for bidding?

-  On the Home Connections website which is [www.homeconnections.org.uk](http://www.homeconnections.org.uk)
-  You can also access Home Connections through our website [www.originhousing.org.uk](http://www.originhousing.org.uk)
-  On Origin Housing information line on 0800 040 7989

## How long will the properties be advertised?







The bidding line will open on Thursday and close the following Monday at midnight. You can bid for properties at any time during this period.

## How do I bid for a property?

Please use the following instructions for bidding by internet or telephone advert line. **Have your User ID and PIN ready.**




### [www.homeconnections.org.uk](http://www.homeconnections.org.uk)

-  Click on **Origin Housing**
-  Click on **Log-in**
-  Enter you **User ID** and **PIN number** as a Registered user
-  Click on **View Properties**
-  Identify and select properties that meet your housing needs
-  Click on **Bid Property**



### Telephone 0800 040 7989

-  Press **key number 2**
-  Make a note of the **property advert number of any properties you wish to bid for**
-  Please call **Origin Home Connections** telephone advert line on **0845 330 3181**
-  Enter your **User ID** and **PIN**
-  Enter the **property advert number** for each property you wish to bid for

## How many properties can I bid for?

You can bid for as many properties that meet your housing needs as you want. You will be able to bid for a property that is one-bedroom below your housing need. You will not be able to bid for a property greater than your housing need.

## What if my rent account is in arrears?

If your rent account shows any arrears, you will not be shortlisted. If you have any concerns about your rent account, contact the Rents Team on 0800 040 7989.

## What will happen next?

Applicants that have been shortlisted will be contacted shortly after the bidding line closing date.

If you have been shortlisted, you will be invited to view the property. You will be informed of your shortlist position. You may be one of up to six people invited to view the property. It will be a group viewing.

Applicants will be considered in descending priority order, with position one being the highest priority. We encourage all selected applicants to attend, as this will give you the opportunity to view the property on offer. Also there is no guarantee that the person before you will accept the property.

If, for whatever reason, you decide the property is not suitable, you can refuse the property. You will not be suspended. The property will be offered to the next person.

You will then need to continue bidding.

## What if I accept the property?

If you accept the property, another appointment will be made for us to carry out an assessment (Camden and Enfield only), prior to signing a new Tenancy Agreement. On the day of signing your new tenancy you will be required to bring information detailed in the viewing letter and to pay one month's rent if you pay your own rent, or one week's rent if you are on full housing benefit.

# If you need this 'Choice based lettings' document translated, in braille, on CD, or on tape, please contact the Contact Centre (0800 040 7989), your area office, estate officer, support worker or scheme manager.

إن كنت بحاجة إلى ترجمة هذه الوثيقة "التأجير على أساس الخيار - Choice based lettings" أو بالحروف الطباعية الكبيرة أو على شريط كاسيت صوتي أو بطريقة برايل للمكفوفين، يرجى الاتصال بمركز الاتصالات أو بمكتب منطقتك أو بالموظف المسؤول عن العقارات أو موظف الدعم أو بمدير المشروع.

Arabic

যদি আপনি এই 'চয়েস বেইস লেটিংস' (Choice based lettings) অনুবাদ আকারে, বড় প্রিন্টে, টেপে বা ব্রেইলে পেতে চান তাহলে দয়া করে কন্টাক্ট সেন্টার, আপনার এরিয়া অফিস, এস্টেট অফিসার, সাপোর্ট ওয়ার্কার অথবা স্কিম ম্যানেজারের সাথে যোগাযোগ করুন।

Bengali

如欲索取本文件 *Choice based lettings* (《以選擇為基礎的租金》) 的中文翻譯本、特大字體、錄音帶或盲人點字版本，請聯絡聯絡中心 (Contact Centre)、你的地區辦事處、屋苑職員、支援人員或屋苑計劃經理。

Cantonese

ئەگەر دەتەوێت ئەم نووسراوەی بەکرتێدان بە گوێرەى ئیختیارکردن (*Choice based lettings*) بە تەرجمە کراوی، بە چاپی پیتی گەورە، لەسەر شریت یان بە بریل (شیوازی نووسینی نابینا) بۆت دا بین بکرت، تکایە پەيوەندی بکە بە سەنتەری پەيوەندیکردن، ئۆفیسى خانووبەرهى ناوچەکەت، کارمەندی گەرکەکەت، کارمەندی پشتگیرییت یاخود بە بەرێوەبەری بیناکە.

Kurdish

Haddii aad u baahan tahay in *iraysiga Xulashada ku salaysan (Choice based lettings)* lagu turjumo, daabacad far waa-wayn, cajal, ama farta indhoolaha braille, fadlan la xiriiir Xarunta Xiriirka, xafiiska xaafaddaada, sarkaalka xaafaddaada, hawlwadeenka taageerida ama maamulaha nidaamka.

Somali

Si necesita este documento de *Alquileres basados en elección (Choice based lettings)* traducido, en letra grande, cinta de audio o braille, rogamos que comuniqué con el Centro de contactos, la oficina de su localidad, el oficial de la propiedad, un trabajador de apoyo o el administrador del plan.

Spanish

*Bu Tercih temelinde kiralamanın (Choice based lettings)* tercüme edilmiş, büyük puntolu, bantta veya Braille ile (görme engelliler için) bir nüshasına ihtiyacınız varsa, lütfen İlişki Merkezi, yörenizin konut dairesi, site memuru, destek memuru veya proje yöneticisi ile ilişki kurun.

Turkish

یہ دستاویز بعنوان 'چوائس بیسڈ لیٹنگز' (*Choice based lettings*) اگر آپ کو ترجمہ کی شکل میں، بڑے حروف کی چھپائی، ٹیپ یا بریل میں درکار ہو تو براۓ مہربانی کانٹیکٹ سینٹر، اپنے ایریا آفس، اسٹیٹ آفیسر، سپورٹ ورکر یا اسکیم مینیجر سے رابطہ کریں۔

Urdu



INVESTOR IN PEOPLE

RESPECT  
STANDARD  
FOR HOUSING  
MANAGEMENT



NATIONAL  
QUALITY  
MARK



BUILDING  
RESEARCH  
HOUSING  
GROUP



POSITIVE ABOUT  
DISABLED PEOPLE



business for neighbourhoods