

## Housing Register How to Bid Guide

## Placing a bid

To place a bid for a property, you must first log into your account.

You will only be able to log into your account if your application is Live.



Once you have logged in, you will see a message telling you that you have logged in successfully.



On the purple bar across the top of the page, select the 'See All Properties' button.



You may find that the properties page says that there are zero properties. This may not be accurate.

Select the arrow in the 'Bedrooms' search box.

edrooms		Area		Property Type	
None Selected	•	Select Area	•	Select Property Type (	(All)
None Selected	•	Select Area	•	Select Property Type (	(All)
None Selected		Select Area	•	Select Property Type (	All)
nced Search	n				

Choose 'Select All' and you will see that all checkboxes are automatically ticked.

Bedrooms	Bedrooms
None Selected	All Selected (10)
Select all	Select all
C Studio	Studio -
□1	<b>I</b> 1
□2	2
□ 3	<b>I</b> 3
4	☑ 4
□5	☑ 5
□6	<b>⊠</b> 6
7	☑ 7
8	☑ 8
9	e 🗹

Select the 'Search' button and the system will search for any properties that you may be able to bid for.



If there are suitable properties, they will now show on your screen showing basic detail about the property.

To read more details about the property or to place a bid on the property select the 'More Details' button on the advert.

There are 1 properties matchin	g your criteria.	*** ***	₽	<u>_</u>	
	KIRBY MUXLOE			2	
• Austickie	Lime Grove, Kirby Muxloe, LE9 2DF				
Available	Advert No: EMHCL62   Type: Bungalow   Beds: 1   Total Bids: 8	3			
emh homes	One bed bungalow available for rent in Kirby Muxloe, close to local amo only.	enities	. Over	55s	
	1 Months rent payable in advance at point of sign up.				
	More Details	*	<u>1</u>	55	+

On the property page you will see more details, including the weekly rent and whether pets are allowed.

To place a bid on the property, select the purple 'Place a Bid' button.

operties	Housing Options	My CBL C	ontact Us			Logout	
		ЕМН НОМ	ES		Place	A Bid	
		Lime Grove, Bedrooms : 1	Kirby Muxloe	number of occu	pants : 2		
mes	5 0	One bed bungalow available for rent in Kirby Muxloe, close to local amenities. Over 55s only.					
mee		1 Months rent payable in advance at point of sign up.					
		Property Reference	EMHCL62	Property Type	Bungalov	N	
		Floor Level	Ground Floor	Opening Date	09/05/20	19	
		Closing Date	14/05/2019	Parking	No		
		Lift	No		🐓 Yes	;	
		Pets Allowed	Pets With Permission	Rent	£73.18 <mark>C</mark>	Detail	
		Frequency	Weekly	Sheltered	No		
		MinAge	55	Local Connection	No		
		Full Address	Lime Gro	ove, Kirby Muxloe	Send Te	o Friend	

A green message should appear confirming that the bid has been placed.



## Withdrawing a bid

To withdraw a bid placed for a property, go to the property's advert page. There will be a purple 'Withdraw a Bid' button. Select this button.

es	Housing Opt	ions MyCB	L Cont	act Us		Logo		
		EMH	HOMES	\$	ſ	Withdraw A Bid		
		Lime G Bedroor	Lime Grove, Kirby Muxloe Bedrooms : 1   Maximum number of occupants					
es	6 0	One be to local	One bed bungalow available for rent in Kirby Muxloe, close to local amenities. Over 55s only.					
		1 Month	1 Months rent payable in advance at point of sign up.					
		Propert Referen	y EN ce	MHCL62	Property Type	Bungalow		
		Floor L	evel Gr	round Floor	Opening Date	09/05/2019		
		Closing	Date 14	/05/2019	Parking	No		
		Lift	No	þ	Garden	Yes		
		Pets Al	lowed Pe	ets With rmission	Rent	£73.18 Detail		
		Freque	ncy W	eekly	Sheltered	No		
		MinAge	55	;	Local Connection	No		
		Full Address		Lime Gro	ove, Kirby Muxloe	Send To Friend		

A green message should appear confirming that the bid has been withdrawn.

