

How to express interest in a property

What do I need to make an Expression of Interest?

1. You will need to log into the Housing Online using your password and email address. You can find the log in details on Council website or on the registration details sent to you.

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Onothgate Housing - HO	
Please continue to login to your online account by using your email address and password.	~
If you have any problems with logging in, please contact Cannock Chase Council Housing Department on 01543 462621	
Login to your account	
Username/Email Address    Username/Email Address   Forgot username?  Password  Enter your password  Forgot password  Create account for Existing Applicants not femants  Create an account for New Customers  Access Choice Based Lettings Without Registration	
Phase Notes	
Not logged in	
	Follow us :-
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2. On the home page choose choice based letting tab

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	My Current Housing	Create New Housing	My Saved/Submitted	
	Application	Application	Housing Applications	
		V		
	Contact Us	Choice Based Lettings	View My Housing Options	

3. The Actions menu takes you to welcome screen. Choose actions.





4. Click on 'List of Available Properties'. This will take you to a page with a list of the properties that are available to you this week.



5. List of Properties

You will then see a list of properties. Your registration emails tells you the types of homes you are allowed to expression interest in or bid on on and gives you lots of information.

My Prefe	rences Logou									
		List of Ava	ailable	Properties						
		The following is a list of p Select the View Details of Void Edition End Date = 1	operties that me blon if you want i uesday 27 Octor	et the search oriteria you entered. more information about the property, ber 2020 23:59						
			Reference: 18647	Address: William Morris Court, Rugeley, Statfordshire, WS15 2RA	Bedrooms: Two	Floor Level: Ground	Property Type Flat	Rent 71.25	View Details	
			Reference: 18532	Address: Hunter Road, Cannock, Staffordshire, WS11 DAF	Bedrooms Two	Floor Level. Second	Property Type. Flat	Rent 73.42	View Details	

6. You can see more details about each available property by pressing the 'View Details' button.



# Housing Online @@@

#### 7. The property information

Number of Bedrooms	One
Property Type	Bungalow
Cannock Chase Rent	66.20
No. of weeks rent required at sign up	One Weeks Rent Required
Age Restriction	Over 18
Notes	1 Bedroom Bungalow With Level Access Shower, suitable for those with Medical Need for Ground Floor, those 55 and over, or Existing Council Tenants aged 40 or over who are Under Occupying Property currently tenanted therefore PLEASE DO NOT APPROACH THIS PR
Additional Property Information	First weeks rent is payable at the tenancy sign including those who are currently in receipt of Housing Benefit, Payment can be made by Debit Card or Credit Card. Please Note Cash Payments Are Not Accepted.
Add to basket	

Return to List of Properties View Property Location

8. To apply for the property choose ADD to Basket/ Look at another property or the location.

## Property successfully added to your basket

The following property has been successfully added to your basket -



5765 Address: Johnson Road, Cannock, Staffordshire, WS11 4BA

\*\*Warning:\*\* All properties in your basket will be removed if you disconnect from the Internet, close your browser or log off.

Return To List Of Properties

View Basket

You can now go into VIEW BASKET

9. Apply

Below is the list of properties that you have selected and put in your basket. If you are happy with your choice then click the Apply button.

If you change your mind, you can remove them from this list by selecting the box next to the property you are no longer interested in and then click the Remove button.



5765 Address: Johnson Road, Cannock, Staffordshire, WS11 4BA View Details



Back

Click 'Apply' to place bids for all properties in your basket or click 'Remove' to take a property away from your basket.



### 10. Application result

You will receive a message to say your bid has been successfully registered. If you change your mind you can go back to your bids and remove them, then go back to the list of properties for renting and start again.

## **Application Results**

The following lists the results of the expressions of interest that you have just submitted. If you have any queries over any of them then please contact:

Void Edition End Date = Tuesday 8 December 2020 23:59

11. Alternativly you can go directing to the properties that are available,

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Please continue to login to your online account by using your email address and password.	
it you have any problems with logging in, please contact Cannock Chase Council Housing Department on 01543 492621	
Login to your account	
Usernamer/cmail Address	
Forgot username?	
Password	
Enter your password	
Forgot password?	
Log in	
Create account for Existing Applicants and Tenants	
Create an account for New Customers	
Access Choice Based Lettings Without Registration	
Privace Notice	
Not logged in	
	Follow us :-

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Select Property Details	
If you would like to restrict the search results to properties that would be most	suitable for you, please select the most appropriate options below.
What type of property do you require? You may select more than one.	
House	
Bungalow	
Flat	2
Maisonette	
Bedsit	
How many bedrooms do you require? You may select more than one.	
Combined Living and Steeping	
Read Readers and	
One Bedroom	
One Bedroom Two Bedrooms Three Bedrooms	
One Bedroom Two Bedrooms Three Bedrooms Four Bedrooms	
One Bedroom Two bedrooms Thee Bedrooms Four Bedrooms Pive Bedrooms	
One Bedrooms Two Bedrooms Three Bedrooms Four Bedrooms Five Bedrooms Bit Bedrooms	
One Bedroom Two bedrooms Types Bedrooms Four Bedrooms File Bedrooms Bik Bedrooms	
One Bedroom Two bedrooms Free Bedrooms Free Bedrooms Free Bedrooms Be Bedrooms Bite Bedrooms Bite Bedrooms Display Matching Properties	

Select the property of property you are eligible for and follow the steps above.