



## Guide to completing an online application.

**Please use this guide together with instructions on the website.**

The whole form must be completed. Type N/A if something is not relevant to you. PLEASE NOTE: Failure to complete the form in full will prevent your application from being activated so you will be unable to bid on properties.

You will have 15 minutes to complete each page.

Please ensure that you have got the following information at hand **before** you begin your application:

- **National Insurance numbers for primary and joint applicants**
- **Details of household annual income (including money from work, self employed work, tax credits, state benefits or pensions) as well as details of savings, shares, or equity in property/land owned.**
- **Details of address history for the last five years for applicant, joint applicant and any other household members**
- **Details of anyone who is currently living in the household that will NOT be moving**
- **Landlord contact details and tenancy information**

Please follow the steps below once you are ready to proceed with your application:

1.	Go to the following website - <a href="http://www.northyorkshirehomechoice.org.uk">www.northyorkshirehomechoice.org.uk</a>
2.	Click on 'Login/My Account', then on the left hand side click 'Register'.
3.	Complete all the required information for the main applicant (where possible provide email address and contact numbers).
4.	In the 'Current Landlord' section, select the Local Authority of the area that you currently live - NOT where you wish to live.
5.	Enter a memorable date when promoted. Don't share this with anyone. Please make a note of your memorable date as you will need this when you log in to your application in the future. Click 'next page'.
6.	If you have not provided all the required information you will be asked to do so before you can continue.  At this point your six digit login reference number will be shown on the right hand side of the screen. Make a note of this along with your memorable date as you will need these every time you login.
7.	You will be prompted to add any additional household members to your application. Add the details of your joint applicant or household members and click 'save additional member'.  Please add details of all members that are currently living with you whether they are moving or not.  Click 'next page' then 'submit form'
8.	You are now registered. Click on 'For Social Housing, click here'.
9.	Most fields will be pre-populated from the information on your application. Check all the details for the main applicant are correct (and, if applicable, joint applicants). Click 'next page'.

10.	If you have not already, complete details for each additional household member who is to be included on your application and click 'add household member'.
11.	Provide a full five year address history for all applicants over 18. Click on save for each address that you add. If postcode is not known type in NK.
12.	Select the areas that you would like to be considered for (to a maximum of five) by typing location names or using the drop down menus provided
13.	If you would like to nominate someone to act / bid on your behalf please provide their full details
14.	Complete all the required information relating to your current accommodation
15.	Complete all the required information relating to your previous addresses
16.	Complete all the required information relating to Debts & Convictions
17.	Complete the required information in the next section if applicable
18.	Complete the required information in the health, housing and support section
19.	Complete the communication section
20.	Read and confirm the declaration and consent section
21.	Confirm the details you have entered are correct and click on 'Submit application'
22.	Your application has been submitted and you will be contacted in due course by a member of staff
23.	Click on 'My account' page please click here, this will take you to your account where you can update you application, place bids and send us

	client messages once your application has been activated