

# HOW TO REGISTER ONLINE WITH



Registering online can sometimes be daunting, especially when you are not confident with your IT skills.

Fear no more!

By using this guide, you will be able to see how to apply online step-by-step and find useful things to consider when making an application with Home Choice.

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# ELIGIBILITY

To apply with Home Choice, you **MUST** have a local connection to Doncaster unless you have come to the borough under special circumstances.

This means you have:

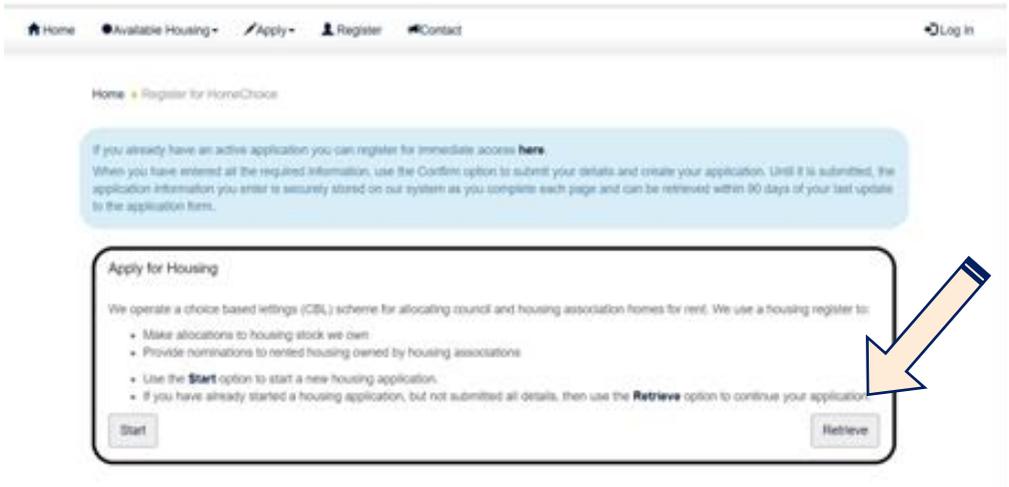
- Lived in Doncaster for past 3 years or more
- Worked in Doncaster for past 3 years or more
- Have close family in Doncaster (parents, grandparents, children, spouse)

**Applicants with arrears over 8 weeks will be unsuccessful.** You must make re-payment plans before applying.



**If you do not meet the eligibility criteria, your application will not be successful.**

# RETRIEVE YOUR APPLICATION



Home Available Housing Apply Register Contact Log In

Home > Register for HomeChoice

If you already have an active application you can register for immediate access [here](#). When you have entered all the required information, use the **Confirm** option to submit your details and create your application. Until it is submitted, the application information you enter is securely stored on our system as you complete each page and can be retrieved within 90 days of your last update to the application form.

### Apply for Housing

We operate a choice based lettings (CBL) scheme for allocating council and housing association homes for rent. We use a housing register to:

- Make allocations to housing stock we own
- Provide nominations to rented housing owned by housing associations
- Use the **Start** option to start a new housing application.
- If you have already started a housing application, but not submitted all details, then use the **Retrieve** option to continue your application.

This is when you have already made a start on the application but haven't completed it fully.

You will need:

- your name
- date of birth
- your memorable word

After you have inputted those, your application will come up and you can start filling in the missing information.

# START A NEW APPLICATION



First, start up your computer and open the search engine. Type ‘Doncaster Home Choice registration’ into the search tool and press **ENTER**.

A list of choices will now pop up. Click on the one saying ‘**St Leger Homes. Register for Home Choice**’

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Start

Retrieve

An extra page informing you of what is necessary, and who is **eligible** for housing will pop up. Make sure you read it carefully, and when you have done tick the box to **agree to the terms**.

If we do not receive all the information we need, we will not be able to process your application. If we close your application due to you not providing the additional information requested you will need to reapply.

I confirm I have read and understood the terms described, and would like to apply for housing

Next

# APPLICANTS

Input all household members for your application, along with their details. Make sure:

- the details you give are up to date
- the people you have put on your application form are the **ones you want to be re-housed with.**

Name	Date of Birth	Relationship	Status
Miss Hannah Unknown	01/01/2000		Main Applicant

Buttons: Joint Applicant, Add Household Member, Back

Joint tenancy is usually used for partners, or married couples as joint tenants are equally responsible for things like rent.

Household members are the rest of the people that you want to be re-housed with, e.g., children or persons financially dependent on you.

# ADDRESS HISTORY

You will need **7 years** addresses which you have lived in. **Make sure the dates add up.** Do not worry if you do not remember the correct date you have moved in, make a guess on the rough times.

We need to have at least 7 years' worth of address history for housing applicants. Please let us know about all the addresses you have lived at over the past 7 years.

Previous Address 1

Property Number	<input type="text" value="2"/>	Suffix	<input type="text"/>
Property Name	<input type="text" value="House"/>		
Street	<input type="text" value="Big Street"/>		
Locality	<input type="text"/>		
Town	<input type="text" value="Doncaster"/>		
County	<input type="text" value="South Yorkshire"/>		
Post Code	<input type="text" value="DN11DA"/>		
Accommodation Type	<input type="text" value="Living with Family"/>		
When did you move to this address	<input type="text" value="01/01/2017"/>	<input type="text" value="31/12/2020"/>	
Reason for leaving	<input type="text" value="Relationship Breakdown"/>		

If you don't have a set address, you can provide extra information at the end of your application if you feel it's necessary.

If you want your documents to go to a different address, fill in the correspondence address.

Correspondence Address

If you wish to specify an alternative address for us to use when writing to you then please provide us

Property Number	<input type="text"/>	Suffix	<input type="text"/>
Property Name	<input type="text"/>		
Street	<input type="text"/>		
Locality	<input type="text"/>		
Town	<input type="text"/>		
County	<input type="text"/>		
Post Code	<input type="text"/>		

# ELIGIBILITY AND DISABILITIES

Personal Details for Hannah Unknown

Preferred language	English
Ethnic origin	White British
Religion / Belief	Prefer not to say
Nationality	UK National resident in UK
Sexuality	Prefer not to say

Current Disabilities (please tick which are applicable):

<input type="checkbox"/> Blind/visual impairment	<input type="checkbox"/> Deaf/Hearing impairment	<input checked="" type="checkbox"/> Dyslexic	<input type="checkbox"/> Heart problems
<input type="checkbox"/> Learning difficulties	<input checked="" type="checkbox"/> Mental health	<input type="checkbox"/> Physical impairment	<input type="checkbox"/> Reading/Writing difficulties
<input type="checkbox"/> Speech impairment	<input type="checkbox"/> Wheelchair user	<input type="checkbox"/> Other disability	

If your first language isn't English, please select one that applies as this will help in future if we ever need to contact you regarding your application.

Select any disabilities that apply to **all applicants** and provide details on how those affect you/them.

# REASON FOR APPROACH & INCOME

Fill out the details of your current address and **why you have approached for re-housing**. Make sure to **give the most detail you possibly can**, e.g., if you have any arrears, or if you own any properties, what is their market value?

This screenshot shows a portion of a housing application form. The 'Reason for rehousing' section includes radio button options for 'Depression', 'Cut 1 heated', 'Overcrowding', 'Relationship breakdown', 'Requires help/aid', 'To be near work', 'Wider harassment', 'Eviction', 'Loss of tenancy/ accommodation', 'Not suitable medical', 'Smaller accommodation', 'Sale of rented accommodation', 'Overcrowded support', and 'Other reason'. The 'Details' box contains the text: '1 month arrears with rent job. Currently waiting for...'

This screenshot shows the 'Income and Savings' section of a housing application form. It includes fields for 'What is your weekly income' (set to '£300 - £400'), 'What is your total savings (£)' (set to '0'), 'What is your local connection to Doncaster' (set to 'Resident'), 'Local connection since date' (set to '01/01/2000'), 'Number of overnight access children' (set to '0'), and several yes/no questions regarding household members, employment, and benefits.

What money do you **receive now**, if any? If some finances are in the process, e.g., you are waiting to hear from benefits, fill in the 'Details' box to provide more info.

# MEDICAL NEEDS

Provide as much detail on your medical needs as possible. You will have to **provide proof** in form of patient summary available from your GP, free of charge.

The screenshot shows a form titled "Medical" with the following questions and details:

- Question: "Any medical issues which affect the suitability of your current home" (Yes) | Details: "High anxiety and depression due to busy street and neighbours who are causing nuisance and harassing me]"
- Question: "Any adaptations or equipment in your current home" (No)
- Question: "Do you have a medical professional involved in your care? E.g. GP, Consultant" (Yes) | Details: "GP Surgery - The Flying Scotman  
Main doctor in charge Mr Scott  
Unknown."
- Question: "Do you have support from a social worker" (No)
- Question: "Are you receiving support from any other agency" (Yes) | Details: "Wellbeing officer Miss Szaiz Unknown  
for over 5 years."

**SELF  
DIAGNOSIS IS  
NOT  
SUBSTANCIAL  
PROOF**

# CONTACT

Set your preferences on how you want to be contacted. We will use this method to contact you in future. Make sure you **have access** to this so you can **receive information** and reply in time.

The screenshot shows a form titled "Diversity Monitoring" with the following questions and options:

- Question: "How do you prefer to be contacted" | Option: "Email"
- Question: "In what format do you want to be contacted" | Option: "Written"
- Question: "Additional visit requirements" | Option: "No"
- Question: "Do you want us to contact a third party about your application" | Options: "Yes", "No"



# EXTRA INFORMATION

Here, you can add any extra information which you want to clarify, e.g., if you have been served a notice when does it expire? If you are due a hospital release, do you know the date?

Additional Information

Do you want to provide any other information

Details

# DECLARATION

Read through declaration carefully and tick the box to say you agree.

It's important you have provided **true information** and can **support your claims**. Failing to do so might result in your application being withdrawn.

Applicant: Miss [Name Unknown] Date: 13/03/2024

We confirm that all information provided is accurate and that we would like to submit our application for housing

# APPLICATION COMPLETE

A green text should pop up, **confirming your application has been submitted**. This is the end of your application. You can **continue to set up** your account following the link on the page, or complete this later, by clicking the link sent to your e-mail.

Your application has been submitted

Your unique reference for this application is 25222

**Please note**

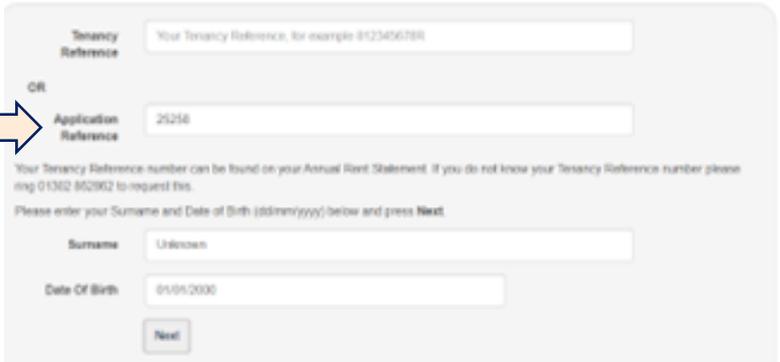
In order to complete your application you will need to submit any supporting documentation we require. If you do not already have an account to access your details online, please visit our [registration page](#) to obtain a username and password which you can use to check your application details and see which documents we need from you.

[Register Now](#)

Please quote your application reference number in any correspondence or on any visit to our office.

Make sure you make a note of your **reference number** – this is essential for future log ins and if we ever need to find you on our system.

# REGISTERING ONTO PORTAL



Tenancy Reference

OR

Application Reference

Your Tenancy Reference number can be found on your Annual Rent Statement. If you do not know your Tenancy Reference number please ring 01302 862862 to request this.

Please enter your Surname and Date of Birth (dd/mm/yyyy) below and press Next.

Surname

Date Of Birth

Fill in the details, including your **Application Reference Number**.

**CAUTION:** This email originated from outside of the organisation. Do not click any links or open any attachments unless you recognise the sender and know the content.

Dear Miss H Unknown,

Your username is hannahunknown. You registered on the 13/03/2024 at 16:48:33. To activate your registration you will need to click on the following link <https://tenantportal.athorhomes.co.uk/inv/2/boomler.a?d6cd1a2c0a6e&activator=fb0d0f840cc7f51a9d&username=hannahunknown>.

A box will pop up, notifying you of an e-mail being sent to you. You should **click on the link provided in the e-mail**.

The registration process is now **complete**. You can log into your account by pressing the link provided in the green box or by typing '**Doncaster Home Choice log in**' into the search bar.

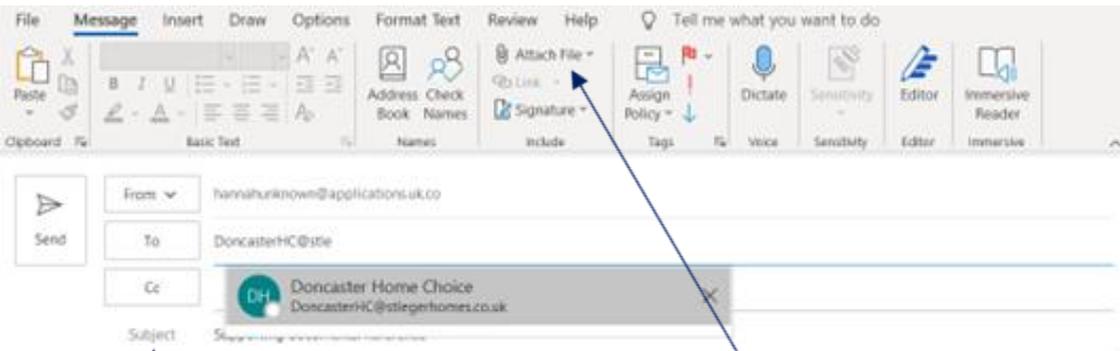
# DOCUMENTS

After you have submitted the application, you should **send all the documents** listed below to [DoncasterHC@stlegerhomes.co.uk](mailto:DoncasterHC@stlegerhomes.co.uk). Make sure to include your **application reference number** in the subject.

- Proof of National Insurance Number
- Proof of ID
- Local connection
- Proof of address
- Landlord reference
- Proof of immigration, if applicable
- Medical form and patient summary, if applicable
- Proof of dependants, if applicable



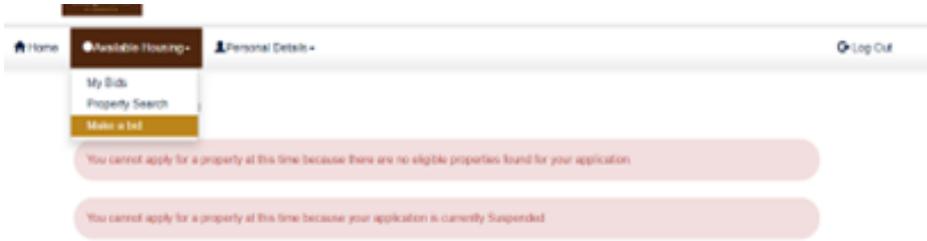
You have **28 days** to provide all documents from the time your application has been reviewed (we would confirm this by e-mail). Please be **patient** whilst we process your application. We will **notify you via e-mail** if we need any more documents from you, and give you updates on the stages of your application.



Remember to include your reference number in the subject.

To attach a file, press here. If the files are saved onto your computer, press 'Browse this Device' to see all files.

# YOUR ACCOUNT



When you first log into your account, there will not be much there. Your account will be **AUTOMATICALLY SUSPENDED**, and you will be **unable to bid** whilst your application is being



Under **'Available Housing'** tab you can see what bids you have placed, in preference order. You can **amend** or **withdraw** the bids within each bidding cycle. You can also search directly and make bids.

In the **'Personal Details'** tab you can **view** and **amend** your details. You can also change the username & password.