

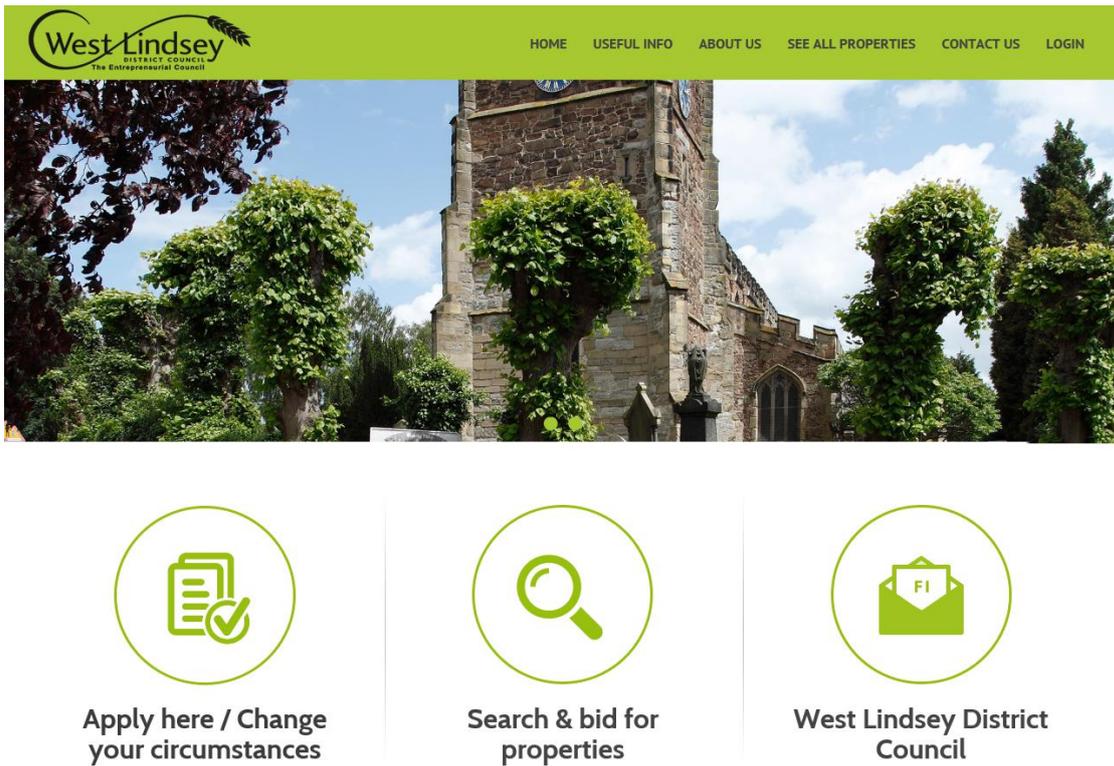


Home Choice: User Guide

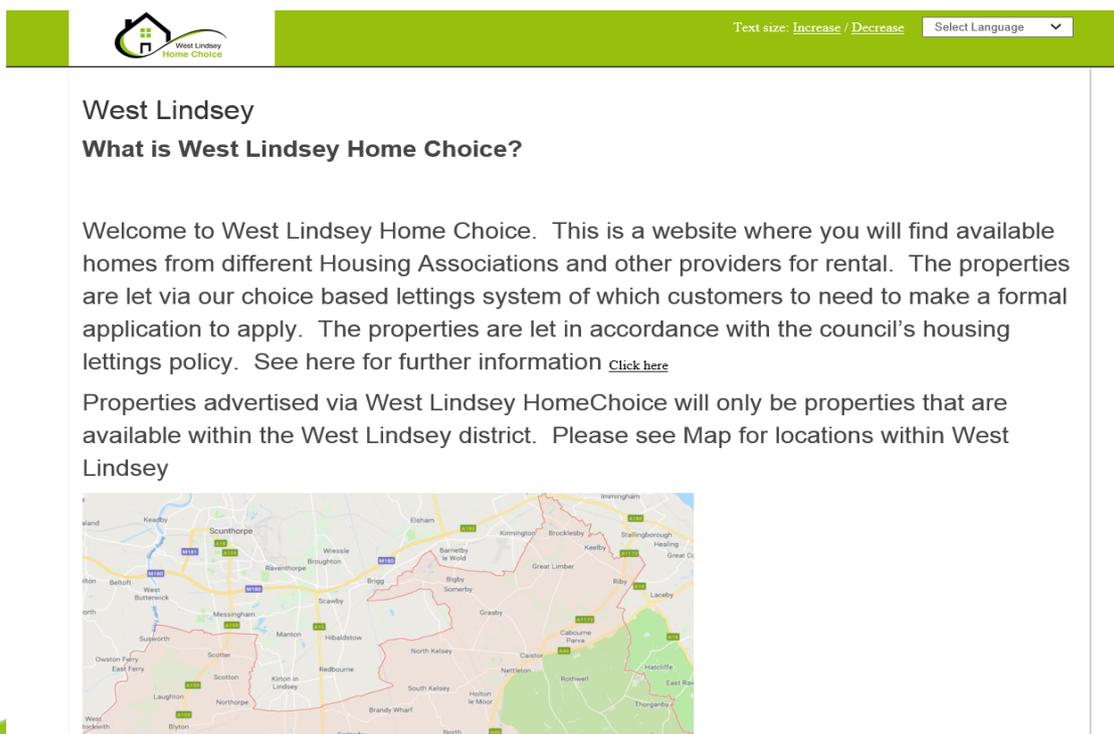
Housing Register



1. Go to <http://homechoice.west-lindsey.gov.uk>



2. Click Apply here / Change you circumstances to register. This will open a new tab



Other Agency contacts

ROUGH SLEEPING

P3 street outreach can offer assistance for those people who are rough sleeping within Lincolnshire. If you see someone sleeping rough in Lincolnshire, email streetoutreach@p3charity.org.uk on contact us on freephone 0808 281 0280.

Our dedicated countywide team will then reach out and help. You can also report rough sleepers through StreetLink.

Domestic Abuse

West Lincolnshire Domestic Abuse Service provides support and assistance to women, men and children suffering or fleeing from domestic abuse. They can be contacted on 01522 510 041 or info@wldas.org.uk Their website can be accessed here (<http://www.wldas.org.uk>)

For new applications please select the 'Start here' button

[START HERE](#)

To finish an incomplete application or update your existing application please select the 'Log In' button Below

[LOG IN](#)

[Forgotten Password?](#)

At the bottom of the page there are two options:

Start Here: To start a new application

Log in: To finish an incomplete application or update your existing application

New Applications

1. 'Start Here' takes you to the opening registration page. Read the text and press 'Next' at the bottom of the page when you understand

Registration

Registration

Completing an application form should take approximately between half an hour and an hour depending if you have your documents ready to upload in you complete the form. You can complete the form without uploading supporting evidence. However, you will need to log into your application using the User ID and Password given to you at the end of the form and the security question you have created and upload your documents as a last step.

Once you have entered an application form you can save it to complete it later. However you will have needed to have completed the form to the to the security question (or you will need this to log back in) and click 'Finish form'. Your uncompleted form will only be saved for 15 days. After 15 days your form will be deleted and you will need to start a new application. If you do not save your application form you will not be able to log back in to the one that you have started and you will be unable to start a new one for 15 days. Please see [Help for locations within West Lindsey](#).



Before you start you will need:

- A current email address
- National Insurance Number (NIN) for each member of the household over the age of 16
- Address History for the previous 5 years for all members of the household.
- Details of any health issues which may affect your housing requirements

You will need to provide supporting evidence for your application depending on your circumstances. The minimums you will need to supply are:

- Proof of identity for all household members
- Proof of current address

You may be required to provide further information if required. Please see list of mandatory documents.

West Lindsey Housing Choices will only create an application when all supporting information (if not already has been provided). This will not be corrected until you have provided all the requested evidence. Housing Choices may need further information to assess your application, this will only be requested once and you will get be reminded to provide this information.

If you are unable to provide the correct documentation and you need assistance from the Housing Choices team please contact us on (01427) 476676

2. Fill out all areas of the form

Text size: Increase / Decrease Page 1 of 10(10%) Select Language

Registration

Fields marked with an * must be filled in

***Please enter your details**

For date of birth - please select the year first, then month, then date.

Forename *

Surname *

Date Of Birth *

NI Number

Next



SECTION LIST

- ✓ Start Section
- ✓ Validation
- Eligibility
- Security question
- Household members
- Current home
- Regular Access Arrangements
- Financial
- Reasons
- Medical details
- Declaration
- Finish Section

Start Section: Personal details are required – name, date of birth, national insurance number

Eligibility: Question to see if you qualify to be able to register

Security question: Set your security answer to be able to log on

Household members: Details of everyone living with you

Current home: Details of current housing situation

Regular Access Arrangements: Details of any other individuals who are currently staying overnight with you or who will be. E.g. regular access to child on weekends

Financial: Financial information to support your application

Reasons: Reasons why you are applying for housing

Medical details: Details of any relevant medical requirements/proof of any medical issues

Declaration: Read through this to ensure you are clear on the terms of applying

Finish Section: Log in details to update your details via the website <http://homechoice.west-lindsey.gov.uk/>

Keep a note of these details

3. If you decide you want to save your application mid-way through and come back to it, press the 'Finish Later' tab and take note of the reference numbers that the system provides you with to log back in with later to finish completing your application. Please make note of your security question as you will be asked this upon logging back into your application.

SECTION LIST

- ✓ Start Section
- ✓ Validation
- ✓ Security question
- West Lindsey District Council – Wellbeing Privacy Notice
- ✓ Eligibility
- ✓ Household members
 - Current home
 - Regular Access Arrangements
 - Financial
 - Reasons
 - Medical details
 - Declaration
 - Where do you want to live?
 - Finish Section

Housing Registration

Fields marked with an * must be filled in

Please fill in the details for each additional household member

Click "Add Person" to add additional household members

| Applicant Type | Name | Date Of Birth | Status | Action |
|----------------|------|---------------|------------|---------------------------|
| | | 01-FEB-1985 | Incomplete | View/Edit |

[Add Person](#)

[Previous](#) [Finish Later](#) [Next](#)

4. To log back in, click 'Apply Here/Change your Circumstances' and click 'Log In'. Proceed to enter your household ID, password and security question and answer. Press 'Continue my Application' to start where you had left your application.

My Documents My Appointments My Messages (0) My Letters My Plan

| Name | National Insurance Number | Date of Birth | Relationship |
|------|---------------------------|---------------|--------------|
| | | 01/02/1985 | |

Housing Register

| Reference ID | Start Date | Date of Submission | Current Status | Continue My Application | Change of Circumstance | Update Contact Information | Download |
|--------------|------------|--------------------|------------------|----------------------------|------------------------|----------------------------|---------------------------------------|
| 1905073 | 21/02/2019 | | Incomplete (REG) | Click Here | N/A | N/A | Click to download PDF |

Housing Advice

| Reference ID | Start Date | Date of Submission | Current Status | Continue existing application | Change of Circumstance | Download |
|--------------|------------|--------------------|----------------|-------------------------------|------------------------|----------|
| | | | | | | |

Homelessness

| Reference ID | Start Date | Date of Submission | Current Status | Continue existing application | Change of Circumstance | Download |
|--------------|------------|--------------------|----------------|-------------------------------|------------------------|----------|
| | | | | | | |

Fields marked with an # must be filled in

[LogOut](#)