

To register online

- Go to www.lincshomefinder.co.uk
- Select REGISTER from the menu on the left hand side
- Complete the *Initial contact form* with your details
- Please make a note of your username and password, you may need this later

After you have registered you will be contacted by the one of the partners who will discuss your housing options. This may involve an interview, home visit, or completion of an application form depending on your situation.

To complete your application online

Please note: this can only be completed following a discussion with a housing solutions officer

- log into your account using your username and password
- Click on the LINC'S HOMEFINDER menu on the left, select MY APPLICATION
- Click on APPLY
- Complete the form, please provide as much information as possible as this will allow us to make a proper assessment of your application

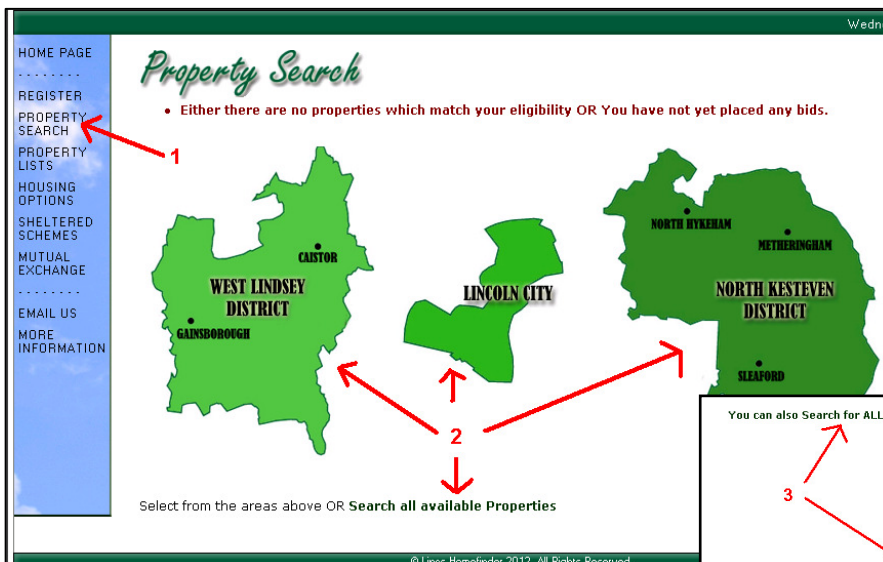
Your application will be assessed by one of the partners and you will be notified in writing when you are able to log in and start placing bids.

What if my circumstances change?

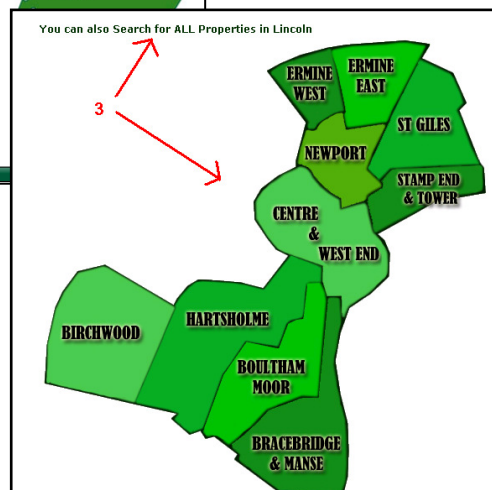
You must keep us up to date with changes to your housing situation. Addresses and contact details can be updated online using MY ACCOUNT. For other changes such as additional members complete the online form or contact the partner who dealt with your application.

Search for properties

This option is available whether you are logged in or not. If you are logged in the property search will only show the properties which you are eligible to bid for.



1. Click Property Search (under the Lincs Homefinder menu when you are logged in)
2. Select an area or search all properties
3. If an area is selected select a sub area or select all properties for that district

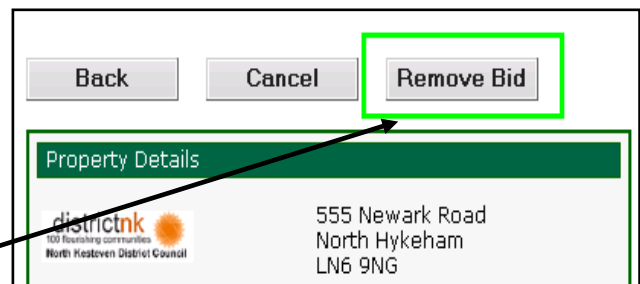
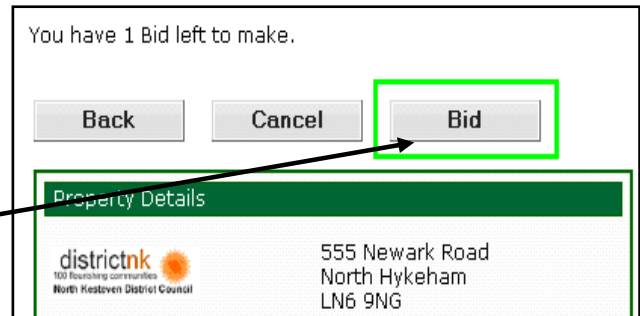


Bidding for properties

If you are interested in a particular property you will need to place a 'bid' on it. This is so we know that you wish to be considered for that particular property.

To place a bid:

- Log in to the website using your unique username and password
- Search for a property (see above)
- Open the advert for the property you are interested in
- Click the 'bid' button at the top of the advert
- You can bid on two properties per cycle but please make sure that you only bid on properties you are genuinely interested in
- You can remove a bid by selecting the 'remove bid' option which will appear on properties where you have placed a bid



What's my bid position?

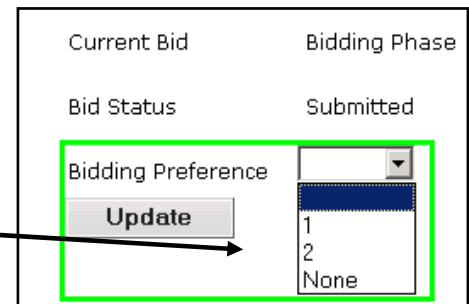
You can view properties you have bid on and see how you stand by selecting the CURRENT BIDS option from the menu on the left hand side when you are logged in. You can see your final bid position once the cycle has closed.

Bid End Date	No. of Bids	Bid Position
25/11/2012 12:00:00	2	You are currently ranked 2

What if I prefer one of the properties I have bid for?

If you have placed two bids but would prefer one of them you can let us know using BID PREFERENCES from the menu.

- Click on the property
- Select 1, 2 or none from the drop down
- Click update



If you are lucky enough to be offered a property the landlord of the property will contact you within 3 working days of the cycle closing. A viewing of the property will then be arranged. If the partner is nominating to a Housing Association this may take longer.

What information can I find on the website?

Advice on your housing options, applying to the scheme, registering for a mutual exchange, what to do if you might become homeless, how to bid and even what choice based lettings is. All information is labelled in clearly marked sections and many other questions are answered in the FAQs section.

For further information about the scheme and how it works please refer to the Lincs Homefinder user guide which is available on the website or at all partner offices.