Choice Based Letting System

User Guidelines

Information on the Choice Based Letting system can be accessed via the **Choice Based Lettings** link on the home page of the council's website Choice Based Letting

System

The CBL system will be then accessed via a 'Login Here' button

Once the Login button is clicked, the following screen appears. The applicant / transfer tenant will then have to log in using their PPS number and date of birth in the format dd/mm/year.

Please note that only approved housing and transfer applicants can access the CBL system.

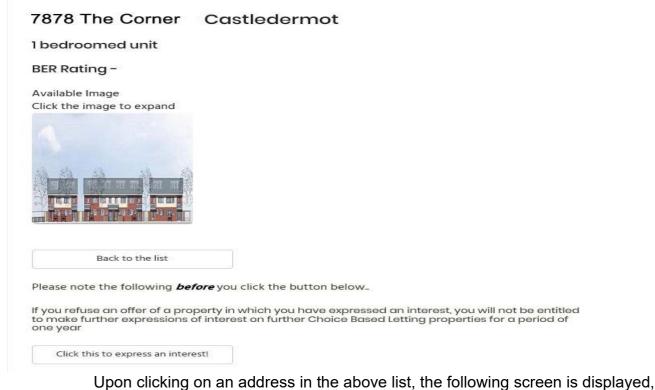


Fill in your PPS number, wi	ite your date o then hit	of birth in fo the SUBMIT	orm day/mo I button	onth/year eg 20/06/1979	and
PPS Number					
Date of birth					

On pressing the *Submit!* Button, the system checks to see if your details match those of an approved housing applicant or transfer tenant. If not, you will be alerted that you cannot progress further and you will need to make contact with the



Council's Housing Department on 045-980705 or email cbl@kildarecoco.ie for assistance. If the details match, then you will be presented with the following screen, containing a list of the available properties:



Express an interest in the property by clicking the button

showing a picture of the property. At this stage, you can:

Upon expressing an interest, the applicant sees the following screen:

pplicant(s): Mr Joe Bloggs ddress: 3 CBL, * For demo	s purposes only* Trial Street Co	o. Kildare	
	ee former CBL properties		
ck on an address below to see i	ntil next Thursday at 12 noon		
emises	Description	Area	
555 Main Street	1 bedroomed unit	Robertstown	
34 The Bungalow, The Street	3 bedroomed unit	Clane	
144, The Cottage, The Field	1 bedroomed unit	Narraghmore	
378 The Corner	1 bedroomed unit	Castledermot	
	My choice(s) from the above list		
	5555 Main Street	Remove	

The Applicants choices appear in a box above the list of premises marked 'My choice(s) from the above list'. You may then:

 Add another property to your list / Remove a property from your list or do no more.

Once a property appears in 'My choice(s) from the above list' you have notified the Council of your interest. That interest is deleted on pressing the remove button.

Applicant's attention is brought to the fact that if you refuse an offer of a house that you have expressed an interest in, then you will be prohibited from making further expressions of interest on a CBL property for a period of one year.

You may log in to the system anytime from 9.00 a.m. Friday mornings to 12.00 noon the following Thursday to express interest in a property available or change one that you have already selected. A new list will appear every Friday and if there are no properties available, the website will state this.

For any further queries on the system, please contact the Council on 045-980705

or email cbl@kildarecoco.ie