

Choice Based Letting System

User Guidelines

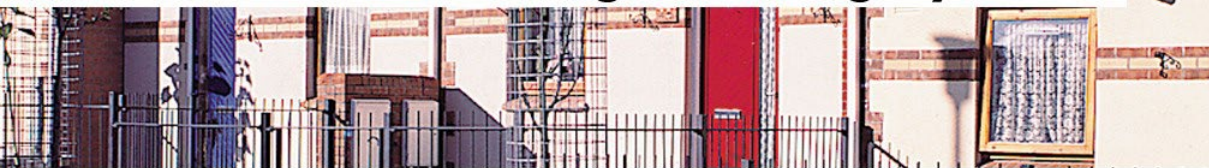
Information on the Choice Based Letting system can be accessed via the **Choice Based Lettings** link on the home page of the council's website [Choice Based Letting System](#)

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.

Choice Based Letting Housing System



Fill in your PPS number, write your date of birth in form day/month/year eg 20/06/1979 and then hit the SUBMIT button

PPS Number

Date of birth

Submit!

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

Applicant(s): Mr Joe Bloggs

Address: 3 CBL, * For demo purposes only* Trial Street Co. Kildare

Click here to see former CBL properties

This list will last until next Thursday at 12 noon

Click on an address below to see more information

Premises	Description	Area
5555 Main Street	1 bedroomed unit	Robertstown
1234 The Bungalow, The Street	3 bedroomed unit	Clane
4444, The Cottage, The Field	1 bedroomed unit	Narraghmore
7878 The Corner	1 bedroomed unit	Castledermot

My choice(s) from the above list	
5555 Main Street	Remove

Interest registered. The properties you have selected at left have now been submitted to the Council. To undo any, just hit the remove button.

Important note: Should you refuse an offer of a property in which you have expressed an interest, you will not be entitled to make further expressions of interest on further Choice Based Letting properties for a period of one year.

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:

7878 The Corner Castledermot

1 bedroomed unit

BER Rating -

Available Image

Click the image to expand



[Back to the list](#)

Please note the following **before** you click the button below..

If you refuse an offer of a property in which you have expressed an interest, you will not be entitled to make further expressions of interest on further Choice Based Letting properties for a period of one year

[Click this to express an interest!](#)

Upon clicking on an address in the above list, the following screen is displayed, showing a picture of the property. At this stage, you can:

- **Express an interest in the property by clicking the button**

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

Fáilte! Welcome

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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