

October 2018

# Quick guide to Bidding

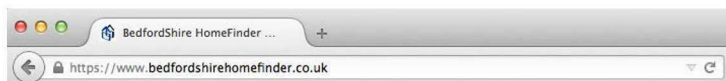


[www.Bedfordshire  
Homefinder.co.uk](http://www.BedfordshireHomefinder.co.uk)

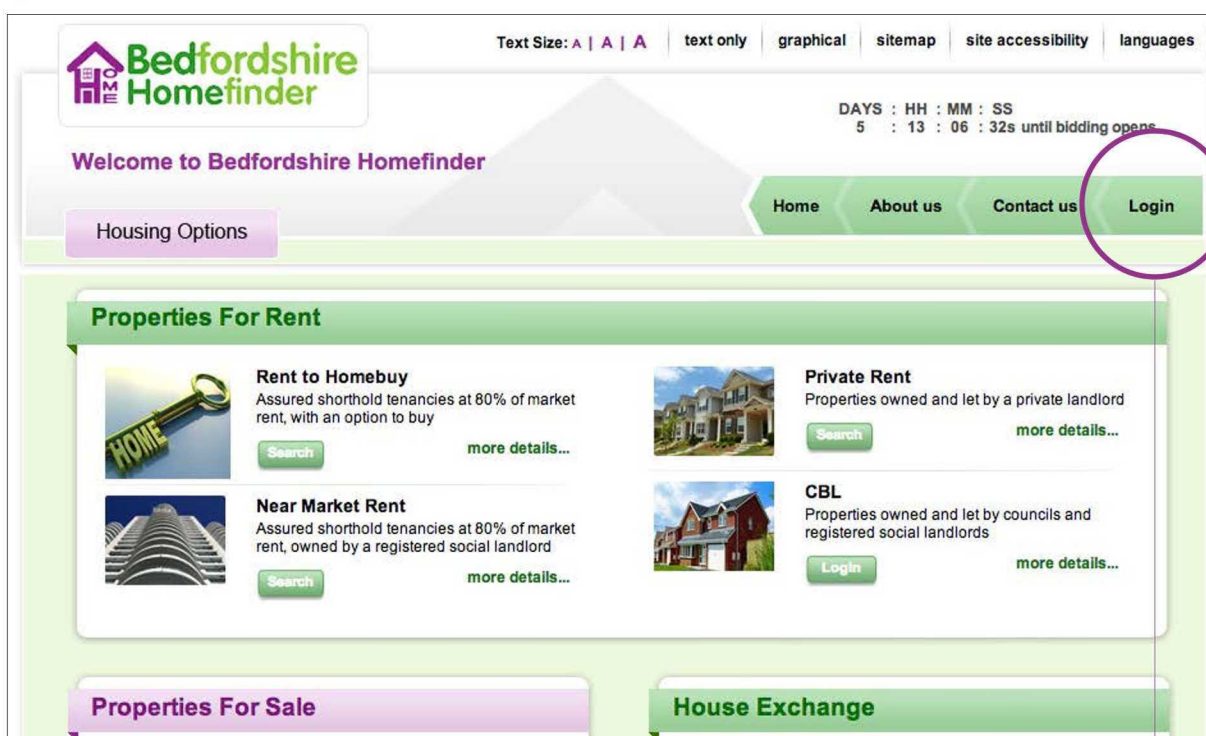
# How to place a bid

## Step by step instructions

- 1 Open up internet explorer and type **www.bedfordshirehomefinder.co.uk** into the address bar as shown below:



- 2 The home page will look like this:



- 3 Click 'Login' from the green bar on the right of the home page.
- 4 You will have been issued with a User ID and PIN number when your application form was processed. Enter these details in the space provided and click 'Log In'.

### Register Users login here

**User ID**

**PIN**



- 5 The message of the day screen will update you on any news which may affect you. Click on continue to go to your details page.

The screenshot shows a navigation bar with 'Home', 'About us', 'Contact us', and 'Logout' links. Below the navigation bar are three purple buttons: 'Home', 'Housing for Disabled People', and 'My Details'. The main content area features a red heading 'Message of the day' followed by the text 'RENT IN ADVANCE'. Below this is a paragraph of text: 'Important information about rent in advance for CBC properties. From 1st September 2018, rent in advance payments for CBC properties will be changing. The payment will increase from 1 week in advance to 4 weeks in advance. The change is being introduced as a requirement of the Universal Credit system. For more information contact the Lettings team on 0300 300 8000.'

- 6 Your details will then be displayed and you will be able to see your priority on the Housing Register, your effective date, how many bedrooms you are entitled to and details of previous bids:

The screenshot shows a user profile page. At the top, it says 'You are logged in as : Tester Test'. Below this is a box containing user details: 'Priority : 15/02/2011', 'Applicant Status : Registered', 'Bedspace / Bedspaces : 3 / 0', and 'Date of birth : 01/01/1970'. Below the details box is an information icon and the text 'When you are finished using this site you must log out'. To the right of this text is a 'View Properties' button with a house icon. Below this is a section titled 'My Previous Bids' with a search bar containing 'View results of previous bids', a dropdown menu set to 'Show all in last month.', and a 'Go' button with a magnifying glass icon. At the bottom, there is a section titled 'Important Information for People With Disabilities' with a link to 'Accessibility'.

- 7 Click on 'View Properties' to the right of the screen

This screenshot is identical to the previous one, but the 'View Properties' button is circled in red to highlight it as the target for the next step.

- 8 This will then bring a list up of all properties available that you are entitled to bid on. You can also filter your search so you can only see certain properties according to your area choice and property types. If you know the advert number of a particular property you are interested in, you can put this straight into the 'Search by Advert' field.

Once you have entered your search criteria (if you don't know the advert number), click on 'Search'.

### TIP

You can also carry out an Advanced Search which will enable you to specify preferences such as Sheltered Accommodation. The Advanced Search also includes all criteria from the Simple Search as shown below (click on + to expand):

### Property Search

Clicking here will bring up the choice of preferences as shown below, once you have chosen a preference, click the 'Refine Search' button.



- 9 You should then see a list of all the properties available for you to bid on. The green bar shows details of what the information means on each property:

<input type="checkbox"/>	Image View	Advert No	Address	Area	Landlord	No of Bedrooms	Type	Live Bids	
<input type="checkbox"/>		620988	Churchfield Road, Houghton Regis, Dunstable, Beds, LU5 5HN	Central Bedfordshire	Central Bedfordshire	3	House	0	<a href="#">Full Property Info</a>  <a href="#">Available</a>
									    

Once you have seen a property you are interested in bidding on, click the 'Full Property Info' to the right. This will show you the advert for the property.

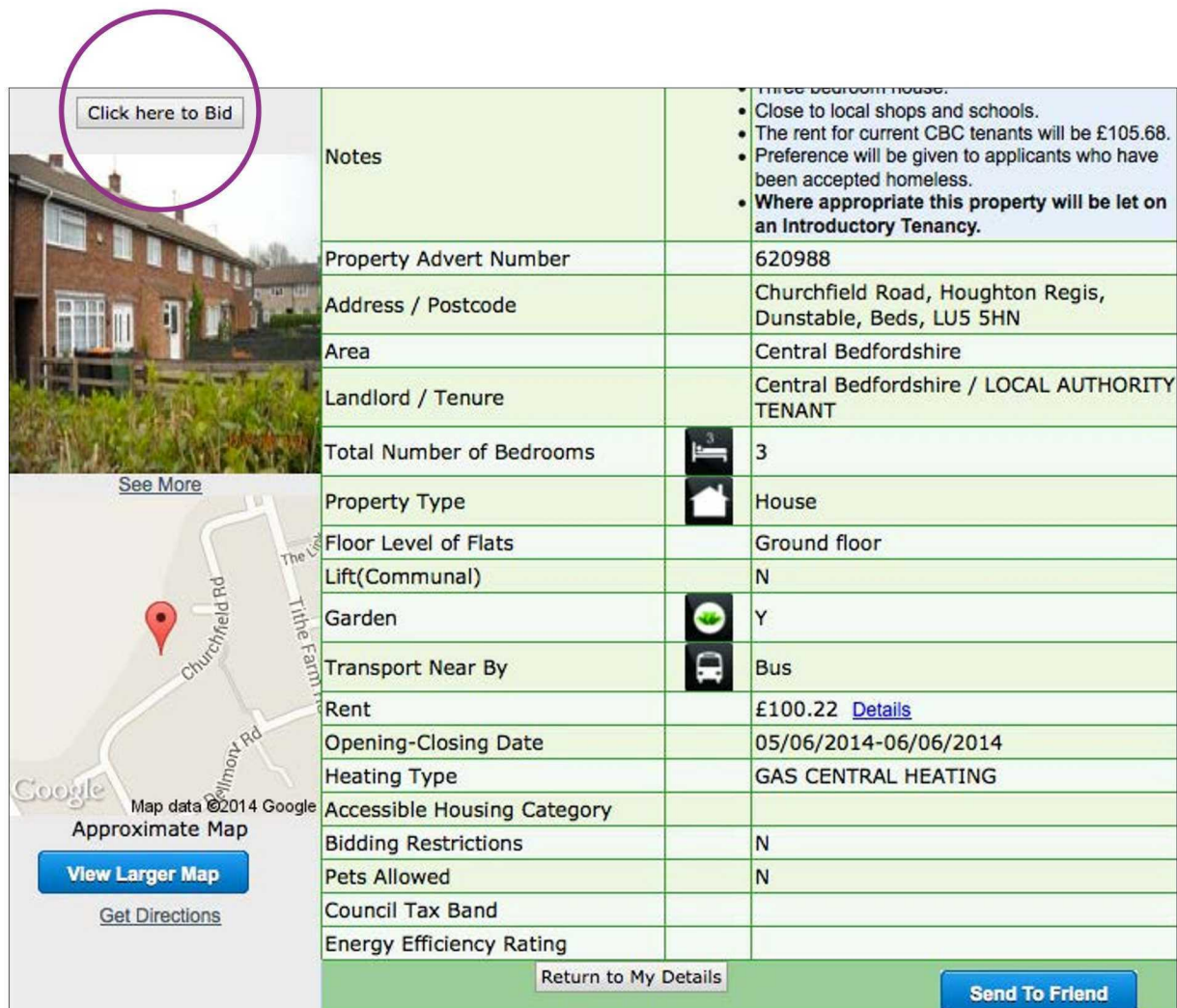
### TIP





Read the advert thoroughly and ensure you are fully aware of the location of the property. Why not visit the area first to avoid wasting your bids as you might not be happy with the location. The map shows you where the property is and you can click on the links 'View Larger Map' or 'Get Directions'. 'View Larger Map' will give you the option to look at a road view or street view. 'Get Directions' will show give you the distance and directions to the property.

<a href="#">See All Properties</a>	Your Status from the Housing Register	Bands / Points	0	Bedrooms	3
<a href="#">Click here to Bid</a>	Notes	<ul style="list-style-type: none"> <li>• Three bedroom house.</li> <li>• Close to local shops and schools.</li> <li>• The rent for current CBC tenants will be £105.68.</li> <li>• Preference will be given to applicants who have been accepted homeless.</li> <li>• <b>Where appropriate this property will be let on an Introductory Tenancy.</b></li> </ul>			
	Property Advert Number	620988			
	Address / Postcode	Churchfield Road, Houghton Regis, Dunstable, Beds, LU5 5HN			
	Area	Central Bedfordshire			
	Landlord / Tenure	Central Bedfordshire / LOCAL AUTHORITY TENANT			
	Total Number of Bedrooms		3		
	Property Type		House		
	Floor Level of Flats	Ground floor			



- 10 If you want to bid on the property, click '*click here to bid*' above the photograph of the property.



Notes	<ul style="list-style-type: none"> <li>• Three bedroom house.</li> <li>• Close to local shops and schools.</li> <li>• The rent for current CBC tenants will be £105.68.</li> <li>• Preference will be given to applicants who have been accepted homeless.</li> <li>• <b>Where appropriate this property will be let on an Introductory Tenancy.</b></li> </ul>
Property Advert Number	620988
Address / Postcode	Churchfield Road, Houghton Regis, Dunstable, Beds, LU5 5HN
Area	Central Bedfordshire
Landlord / Tenure	Central Bedfordshire / LOCAL AUTHORITY TENANT
Total Number of Bedrooms	 3
Property Type	 House
Floor Level of Flats	Ground floor
Lift(Communal)	N
Garden	 Y
Transport Near By	 Bus
Rent	£100.22 <a href="#">Details</a>
Opening-Closing Date	05/06/2014-06/06/2014
Heating Type	GAS CENTRAL HEATING
Accessible Housing Category	
Bidding Restrictions	N
Pets Allowed	N
Council Tax Band	
Energy Efficiency Rating	

Return to My Details [Send To Friend](#)

If you do not see the '*click here to bid*' button, it could mean that you have not logged in properly or you are not eligible to bid on that property. A message will appear in the space above the photo with a reason why you are unable to bid on the property such as the following:

Your assessed bedroom needs are insufficient to bid for this property

You cannot bid for this property because you do not require sheltered accommodation

You have exceeded the bid limit

If you do not want to bid on the property and want to return to the list of properties, just click the 'back' button on your browser in the top left corner or the 'see all properties' link just above the 'click here to bid' button. This will take you back to the search screen.



- 11 Once you have placed a bid, you will be taken back to 'your details' screen and a message will show stating your bid has been placed successfully. The bottom of the screen will show your bid and give you your bidding position and preference choices:

When you are finished using this site you must log out View Properties

**Info** Your bid placed successfully.

**My Previous Bids**

View results of previous bids Show all in last month. ▾ Go

**Important Information for People With Disabilities**  
The way that we allocate properties suitable for people with disabilities is changing in 2011. For more information please see the [Accessibility Information Leaflet](#).

**My Current Bids**

→ **Property Still Open For Bidding**

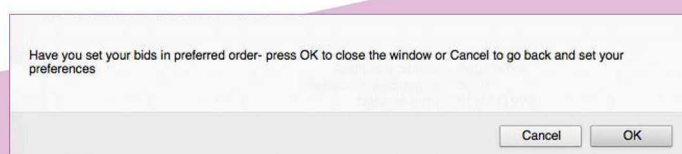
Advert No.	Address	Closing Date	Withdraw Bid	Total Bids	Bid Position	View Date	Preferences
620988	<a href="#">Churchfield Road, Houghton Regis Dunstable Beds</a>	11/06/2014	<a href="#">Withdraw Bid</a>	1	1/1		<input checked="" type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd

[Save Preferences](#)

### TIP

You can place up to 3 bids each cycle. You do not have to use them all if you do not want to, unless you have been told to. You must ensure that your bids are in the correct preference order before you log out as we look at this when allocating properties so for example, if you have bid on 3 properties and have the highest priority on all of them, we would look to offer you your first preference. Make sure you click 'save preferences' if you edit your choices.

- 12 Once you are happy with your bids and preferences, click 'Logout'. You will be prompted with a message asking if you have set your bids in the preferred order. Click 'OK' if you are happy to proceed.



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