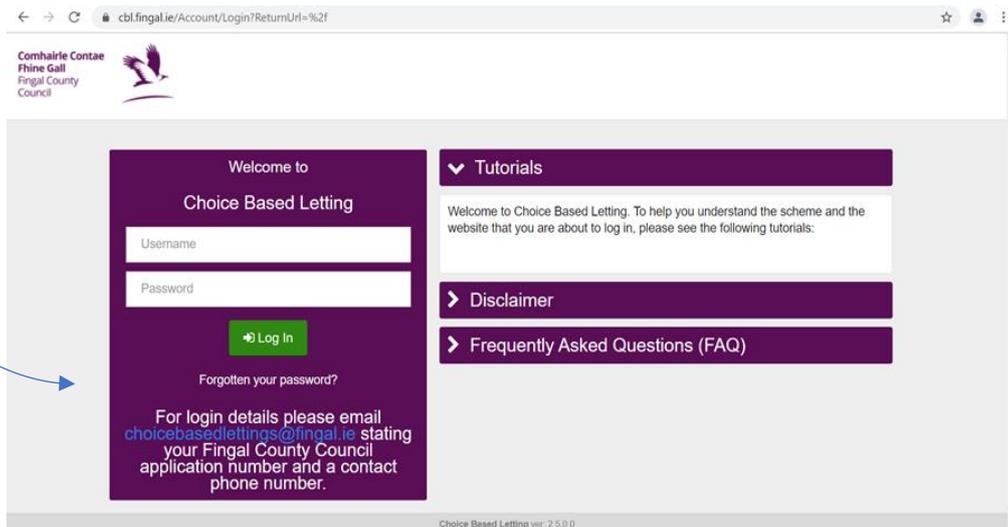


Choice Based Lettings Scheme

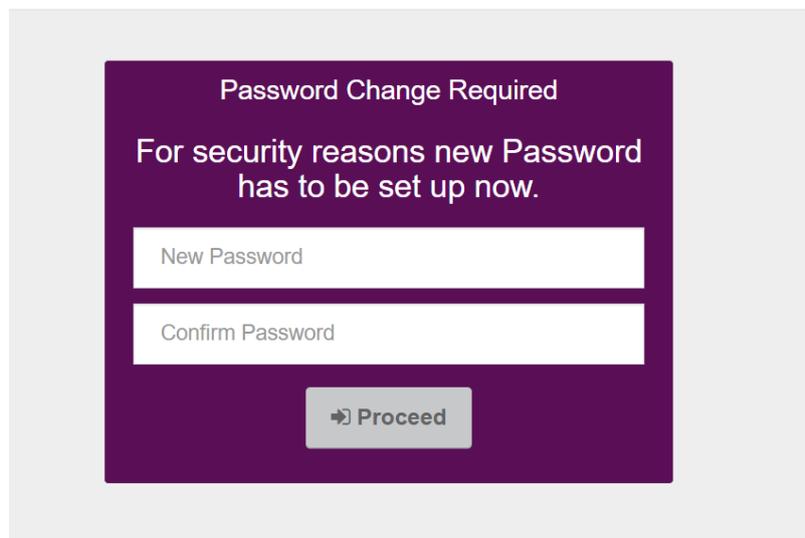
User Guidelines

Step 1

Applicants must email choicebasedlettings@fingal.ie as instructed below to receive their username and password. **Please note only approved housing applicants/transfer tenants may apply for CBL Scheme.** Once you receive your login username and password you then return to the below webpage to sign in.



On your first login you will be prompted to change your password so **please take note of these details for future use.** Proceed then to the next step.



Step 2

You will then be brought to the below screen and asked to confirm your details, your areas of choice and your household composition will be shown. You will need to click to accept you have read our terms and conditions before proceeding.

Confirm your Details

Before you proceed it is required that you verify your details and confirm them if correct.

Name:
Kyle Jenner

Nationality:

Residential Address:

Eircode

Areas of Choice:
Fingal
Blanchardstown
Balbriggan
Malahide

Household composition:
1 adult

I have read and agree to the [Terms & Conditions](#)

Are above details correct?

***Please Note: If your details are incorrect please click 'NO' and follow the guidelines which appear (See below) in order to have your details amended.**

Update Your Details

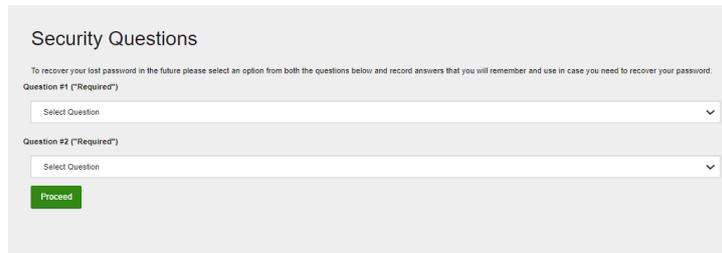
If you wish to change details on your current social housing application such as adding or removing a person, updating address or income details please complete a Social Housing Application Amendment Form available at [Do I Qualify For Social Housing?](#) and submit the following documentation as required.

- If you wish to change your **address** please submit details of same, along with Proof of Address and a copy of the Tenancy Agreement where applicable.
- If you wish to change your **area of choice** please notify us in writing. Please note you can only change your areas of choice once in a 12 month period.
- If your **financial circumstances** have changed, please provide proof of current income for all of the household.
- If you are **adding an applicant** to your application, please submit Birth Certificate, evidence of PPS number and proof of income.
- If **adding children** to an application who ordinarily reside with the other parent, overnight access and documentation relating to this must be provided.
- If you are **removing an adult** from your application, please provide written consent from the adult and proof of their new address.
- For **non-EEA nationals**, you must provide copy of up to date GNIB card, and latest stamp endorsement on passport.

All documentation should be submitted to email housing.allocations@fingal.ie. Please ensure to include your housing reference number and/or PPS Number with any documents submitted.
We may contact you if we require any further information needed to review your housing need.

CLOSE WINDOW

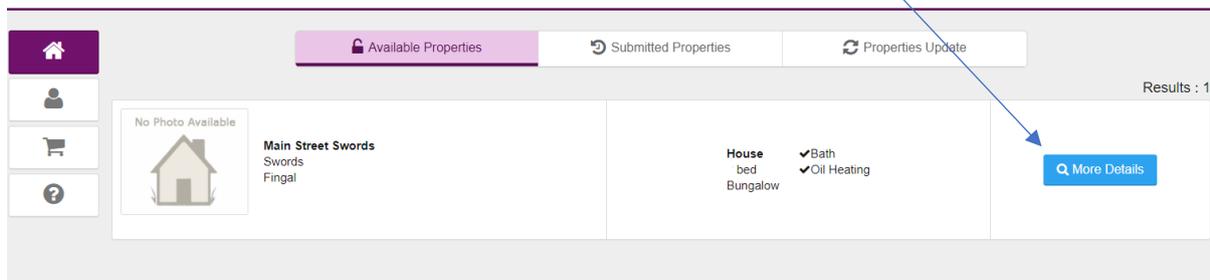
If all details are correct please select yes where you will then set your security questions for your account.



The form is titled "Security Questions" and contains a sub-header: "To recover your lost password in the future please select an option from both the questions below and record answers that you will remember and use in case you need to recover your password." It features two sections: "Question #1 ('Required')" and "Question #2 ('Required')", each with a dropdown menu labeled "Select Question". A green "Proceed" button is located at the bottom of the form.

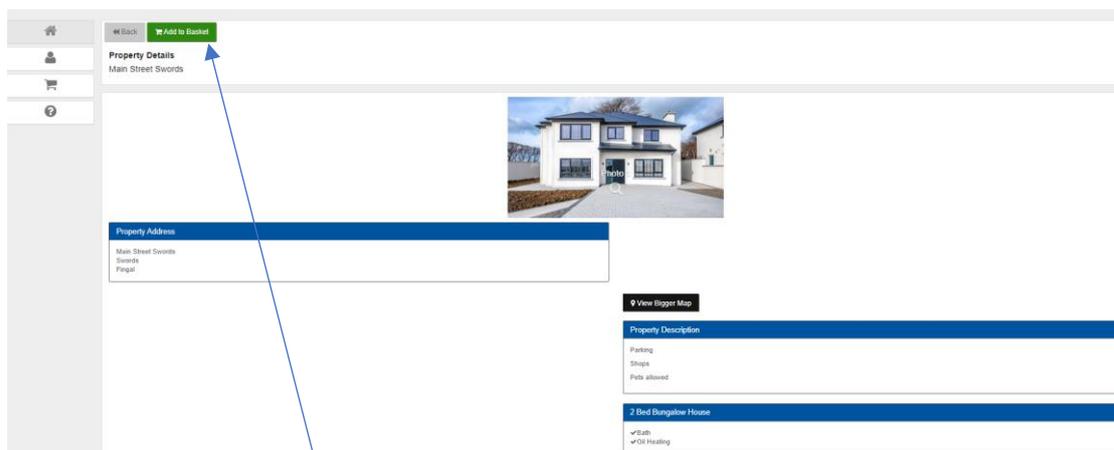
Step 3

Home Page: Appearing here are properties available to express an interest which are suited to your bed need. Click 'More details' on your property of interest.



The screenshot shows a navigation bar with "Available Properties", "Submitted Properties", and "Properties Update". Below the navigation bar, a sidebar on the left contains icons for home, user profile, shopping cart, and help. The main content area displays a property listing for "Main Street Swords" in Swords, Fingal. The listing includes a placeholder for a photo, the property name, location, and features: "House", "bed", "Bungalow", "Bath", and "Oil Heating". A blue "More Details" button is visible on the right side of the listing. A blue arrow points from the text above to this button.

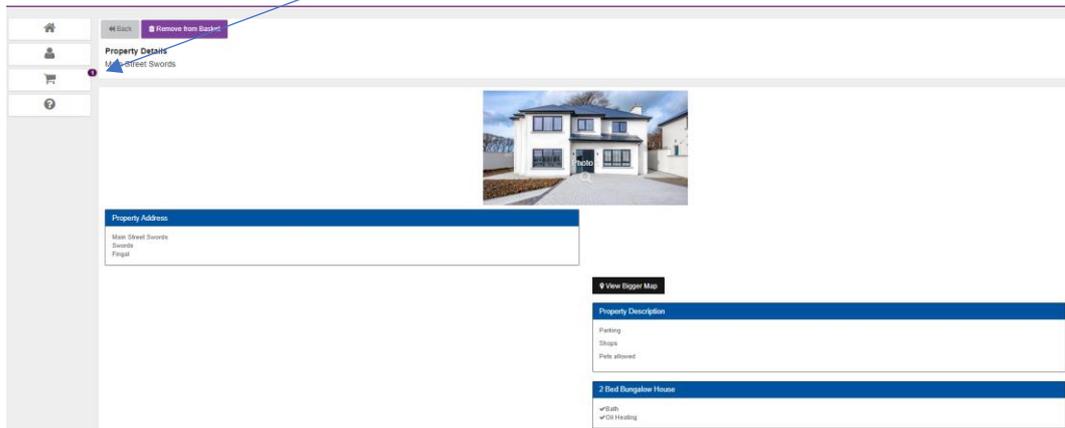
You will then be brought to a page where you can view photos available of the property, see the full address as well as the location on maps, and there will be a description of the property.



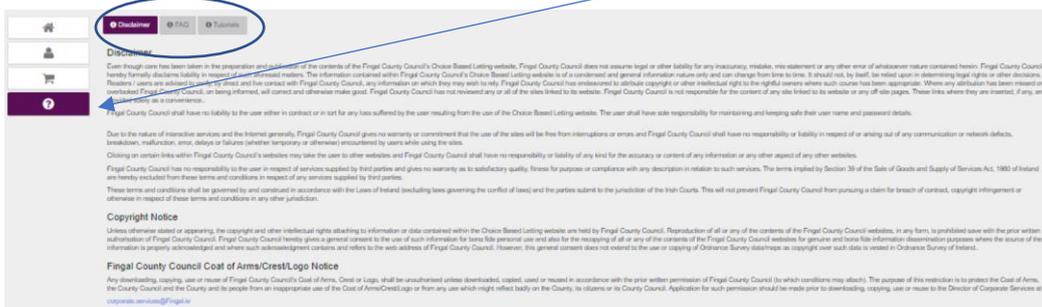
The screenshot shows the "Property Details" page for "Main Street Swords". At the top, there is a navigation bar with "Back" and "Add to Basket" buttons. A blue arrow points from the text above to the "Add to Basket" button. The page features a large photo of the property, a "Property Address" section with the address "Main Street Swords, Swords, Fingal", a "View Bigger Map" button, and a "Property Description" section with details like "Parking", "Steps", and "Pets allowed". At the bottom, there is a "2 Bed Bungalow House" section with features "Bath" and "Oil Heating".

Once you have reviewed all details and wish to proceed with expressing an interest in the property you will click '**Add to Basket**'.

Once **'Add to Basket'** is selected it will appear there for you. Click into your basket to complete your expression.

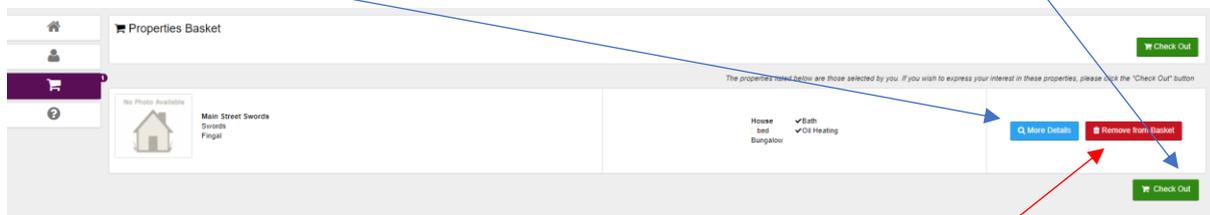


Help Tab: If at any point during the process you are unsure please click our **'Help Tab'** which will show you the **CBL disclaimer, FAQ & Tutorial** for reference.



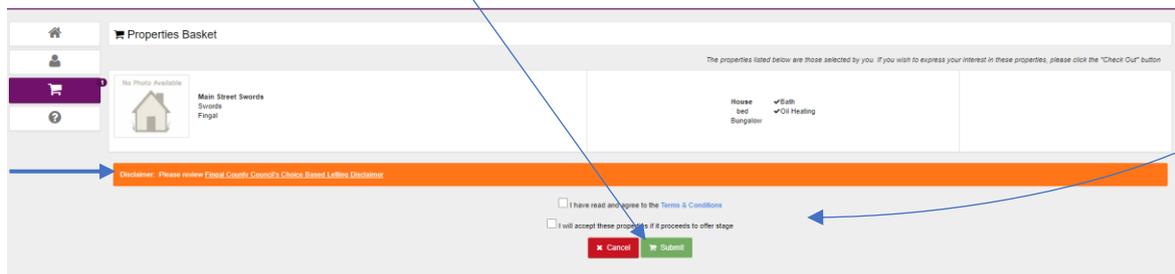
Step 4

You will then click **'Check Out'** if you are happy to continue with your expression in the property. **'More Details'** will take you back to the description of the property.

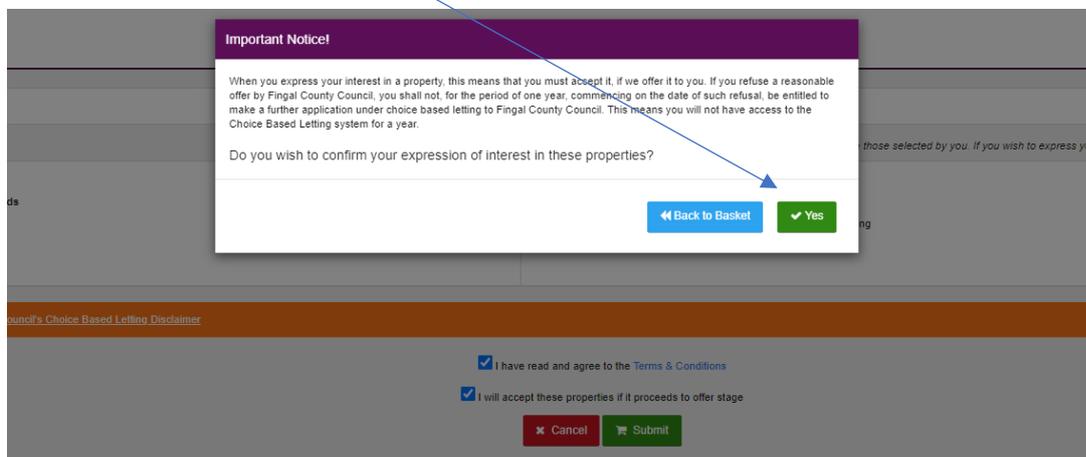


If you do not wish to proceed with this expression, please click **'Remove from Basket'** and the property will be removed from here.

Please note you should click to read the **Disclaimer** which appears & our **Terms and Conditions** which apply. You will have to tick both boxes to confirm you have read both and agree to proceed then click **'Submit'**.

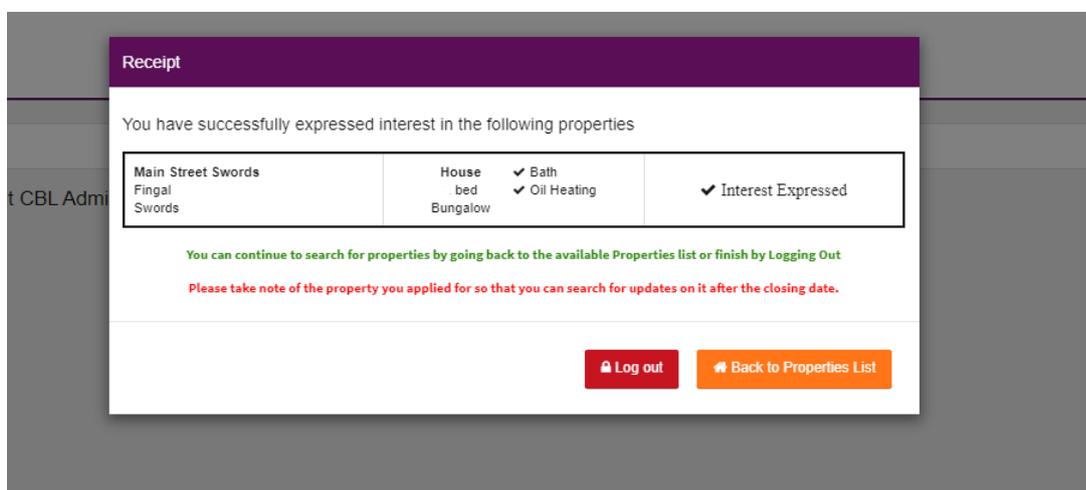


Important Notice! Will appear once you click **'Submit'**. Please read this notice and if you are happy to continue select **'Yes'**.

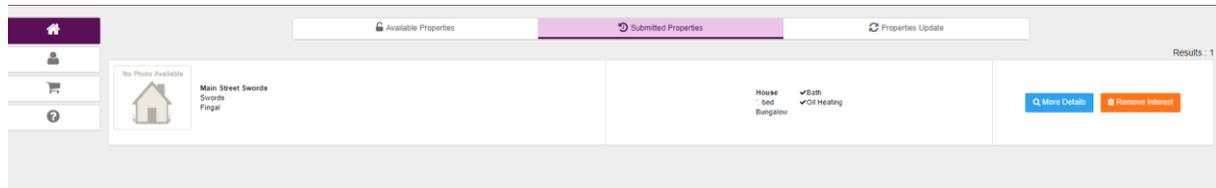


If you click **'Back to Basket'** you will then be brought back a page where the option to remove the expression is available.

Lastly your expression is confirmed. You can then click **'Back to Properties List'** to continue to express interest in further available properties or you can **'Log Out'** of your account.



You can track properties you have submitted interest in on your profile when you login. On the home page will display tabs showing **'Available Properties'**, **'Submitted Properties'** & **'Properties Update'**. Once we have an update regarding properties it will be uploaded here to the relevant tab.



If you should have any further queries, please send an email to choicebasedlettings@Fingal.ie