**How to apply for one of the new properties on Whitchurch Road Prees.**

* **You must be registered on Homepoint in order to apply for a new home.** Once registered you will be informed in an email or by letter of your Shropshire HomePoint reference number, your band, your registration date and bedroom entitlement and need for property adaptations. Please take careful note of these as you will only be able to bid for properties that meet these needs.
* **When the properties are released you need to apply for them.** With your reference number you can login and apply for properties; The weekly property cycle runs from a Wednesday until midnight the following Tuesday. Properties are advertised on the Shropshire HomePoint website and you have 7 days to apply. Your final bid position will be based on your band and band date, and not when you place your bid. You can apply for 1 affordable / social rented property each cycle, the property must meet your housing needs such as number of bedrooms, sheltered or adapted needs as advised in your registration letter.
* **You will need to meet the local connection**. The successful applicant will be the one in the highest band, with the longest waiting time who is eligible for the property. It is the landlord and not HomePoint that allocates the property. If successful, the landlord of the property will offer you a viewing. If you like the property, have supplied the original documentation requested by the landlord, and pass their verification, reference and local connection checks, the landlord may then officially offer you the property.
* **Ways to apply for a property** Once you have registered with HomePoint, you can apply for properties in the following ways:

•  Log onto the HomePoint Website at [www.shropshirehomepoint.co.uk](about:blank)

• Apply by text message from your mobile phone on 0786 001 5237. Example 154322 01/01/1970 2134 so its Reference Number **(space)** D/O/B **(space)** Property Reference Number

•  Email into HomePoint using Enquiries@shropshirehomepoint.co.uk

•  Telephone HomePoint on 0300 303 8595.