



## WHAT HAPPENS NOW I HAVE JOINED LINCS HOMEFINDER?

### The Bid Cycle & Bidding Process:

- Each week a list of properties coming available will be advertised on Lincs Homefinder on what we call a 'Bid Cycle'.
- A Bid Cycle runs from each Wednesday to the following Monday when it closes at midnight.
- During the Bid Cycle you can use your allocated login details to access & see what vacancies are being advertised & coming available and express your interest "Bid" for up to a maximum of 2 properties.
- Lincs Homefinder will provide you with a "ranking" after you have placed your bids. The "ranking" is where you are placed in order of priority for a particular property.  
**PLEASE NOTE THAT THIS "RANKING" IS LIKELY TO FLUCTUATE DURING THE COURSE OF A BID CYCLE DUE TO OTHER APPLICANTS PLACING BIDS WHO MAY HAVE HIGHER PRIORITY**
- You are only able to place bids for properties that you are eligible for.  
**PLEASE NOTE THAT SHOULD YOU PLACE A BID FOR A PROPERTY WHERE YOU DO NOT MEET THE CRITERIA, YOUR BID WILL BE BYPASSED AND NOT CONSIDERED FOR THE VACANCY.**
- Should your circumstances change in any way you MUST update and inform the Housing Options Team. Failure to report relevant changes may result in your application not being considered for a vacancy.

### Shortlisting & Allocation Process

- Once the Bid cycle closes, the Housing Options Team will "shortlist" each property. During this process each application will be checked thoroughly to ensure Banding is correct, that all relevant documents such as identification & proof of residency provided and that there are no issues with anti-social behaviour or housing related debt. Up to date landlord references will also be required.
- The Housing Options Team will "shortlist" the top 3 applicants and will then make contact to advise the applicant that they are "featuring" for a property & see if the top 3 cases selected are interested.  
**PLEASE NOTE THAT AT THIS STAGE, "FEATURING" DOES NOT MEAN YOU ARE BEING FORMALLY OFFERED THE PROPERTY, ONLY THAT YOU ARE BEING CONSIDERED.**
- Once all relevant checks have been completed we will contact the successful applicant to make a formal offer and if accepted, a formal offer letter will be sent to the applicant to confirm the details of the property, tenancy type & weekly rent.

## Viewing & Signing of Tenancy Process

- All of our properties once vacated & empty are inspected and any required works ordered & completed prior to you being able to view and sign for a tenancy. Once the works have been completed the prospective tenant will be contacted to arrange a viewing appointment at which the signing of the tenancy will take place.

PLEASE NOTE THAT TENANCIES ARE SIGNED AT THE VIEWING OF THE PROPERTY IN ALL CASES.

- The prospective tenant is required to provide 4 weeks rent in advance during this process. This is a requirement for all of our tenancies, so please be aware that if you are unable to provide the funds, your tenancy may not be able to go ahead.

The required payment for 4 weeks rent in advance can be paid by Debit/credit card.

PLEASE NOTE THAT IF YOU ARE AN APPLICANT IN RECEIPT OF UNIVERSAL CREDIT OR ARE TO BE A NEW UNIVERSALE CREDIT CLAIMANT DUE TO THE CHANGE IN YOUR CIRCUMSTANCES, YOU MAY BE ABLE TO APPLY FOR AN ADVANCE THAT CAN BE REPAYABLE OVER A 12 MONTH PERIOD

\*\*\*\*\*We would advise that once you application for Lincs Homfinder has been approved that you put measures in place to save towards this required payment to prevent a tenancy not being able to proceed once you have been made an offer\*\*\*\*\*

- During the viewing you will be shown around the property and advised of any additional work that may be carried out. You will be asked to make your payment for your rent in advance and will have your tenancy agreement explained to you.
- In some cases a decoration grant is payable to the new tenant. This is provided in the form of vouchers to help you towards the cost of redecoration of your new home.
- Once you have signed for your new tenancy & paid your first month's rent in advance you are officially the New Tenant & we hope that you will be very happy in your "New Home".



## FAQ's

- **Are the properties advertised ready now?**

No, the majority of properties that we advertise are where we have received notice from the outgoing tenant. We advertise our homes as early as possible to reduce re-letting times and line up the next prospective tenant as a priority
- **Is the bid cycle a first come first served system?**

No, the Lincs Homefinder system will prioritise all bids based on Banding and date order, regardless of when in the cycle the bid has been placed.
- **Can I Bid for more than 2 properties?**

No, you are able to place bids up to a maximum of 2 per Bid Cycle
- **How will I know what properties I am eligible for?**

When you receive your acceptance letter from Lincs Homefinder it will confirm your banding and your bedroom entitlement. You will only be able to bid for properties where you meet the required criteria
- **There are properties in Lincoln City (COLC) as well as those in North Kesteven, am I able to place bids for those?**

You should only consider placing bids if you have an established local connection with COLC. Please note that priority will always be given to those cases with a local connection and consideration will only be given to cases without a local connection in the unlikely event that there is no interest in a vacancy.
- **I have a local connection to both NKDC and COLC, am I entitled to the same accommodation with both?**

No, generally your eligibility and entitlement will be the same but each authority may have "local lettings policies" which can have an effect on your eligibility for certain property types and areas. Each authority reserves the right to have these in place to utilise the best use of housing stock within their individual area. Such criteria is reflected in the individual advert details for each property.
- **What is a Section 106 and why do some adverts give priority to those living in certain areas?**

A section 106 is special criteria that is agreed as part of the planning permission when certain properties are built. This criteria usually gives preference to those with a strong local connection to certain areas and generally includes surrounding areas too. If you do not meet this criteria for a property, you will only be considered in the unlikely event that all other applicants with a local connection have been exhausted.

- When the bid cycle closes, how long will it be before I am contacted?  
Shortlisting of a property takes place over a 7 days period following the close of a bid cycle. Not all applicants who have placed a bid will be contacted. Only the top 3 successful bidders will be contacted to establish interest & to let them know they are being considered.

- If I am contacted to see if I am interested, can I still bid for other properties?

Yes, if we have only contacted to establish interest in a vacancy and not made you a formal offer, then yes you are able to continue placing bids. Once a formal offer is made to you, however, your application will be overlooked for any further vacancies.

- If I am successful & made an offer of a property, will it be furnished and what can I expect?

If you are offered a home it will be unfurnished and will not have any appliances such as cookers, washing machines, fridges etc.. Our properties generally do not have carpets/flooring etc.. There are occasions where we are able to leave certain fixtures & fittings but this is agreed at the discretion of NKDC and is discussed with the potential incoming tenant during the allocations process.

- How long will it be before I can view the property I have been offered?

Once a property become empty an inspection is undertaken to establish any necessary works & these are then ordered and a target date for completion set.

Please note that Target Dates are only a guide and are not definite. There are occasions where additional works are identified during repairs which cause unfortunate delays.

- I have been offered a property, when should I start packing & booking removals?

If you are planning to move, it is always a good idea to be prepared and to start putting things in place but we advise NOT to book removals etc.. or advise your current housing provider of your leaving date until you have been contacted with a firm viewing/sign up appointment.

**TARGET DATES FOR PROPERTIES CAN CHANGE AND DELAY POTENTIAL MOVE INS!!!**

