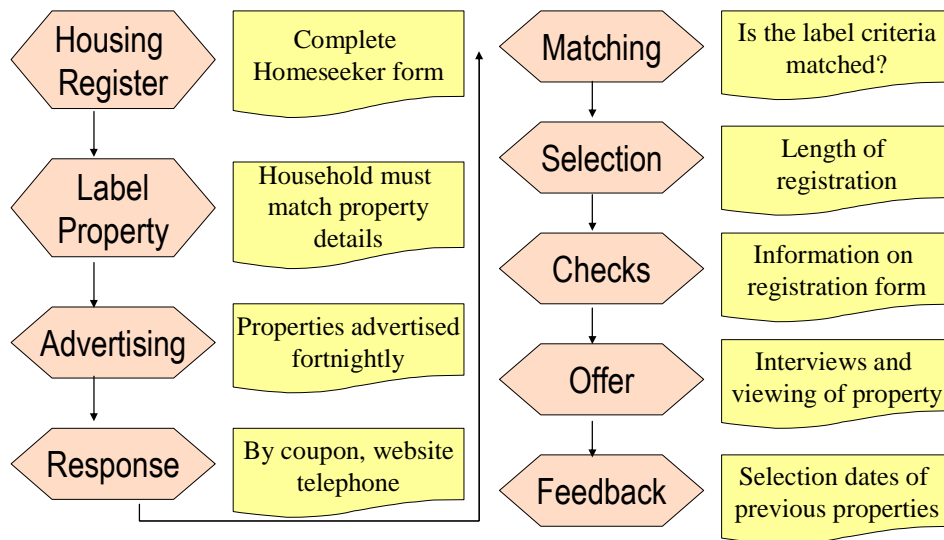


### Appendix 3 – Outline of Process and Advertising

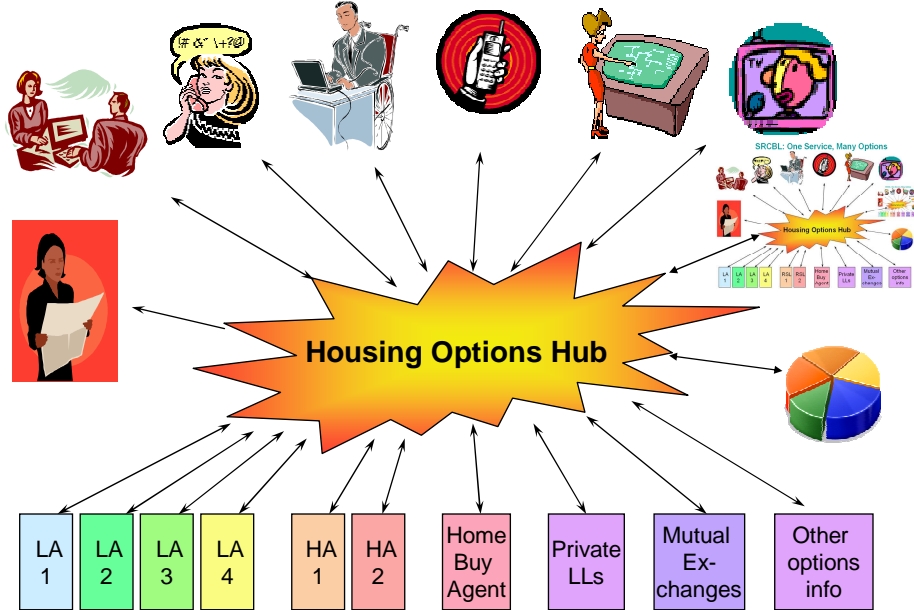
Below is a brief outline of the proposed process the Sub Regional Choice Based Lettings Scheme and how the properties will be advertised



An applicant completes a n application form and is allocated a band to reflect their housing need in accordance with the allocation policy.

The homeseeker can then apply for properties advertised that they are interested in via the website, by telephone by text

### One Service, Many Channels



The homeseeker must match the criteria set out in the advert in order to place a bid

The selection process then takes place and the applicant in the appropriate band with the longest registration date is selected for the process

Escorted Viewing arranged and verification process carried out to check applicants details

Unsuccessful applicants are given feedback as to why their bid was unsuccessful

Properties will be advertised every fortnight; the adverts will give details of the property and reflect the criteria of who can bid for the property