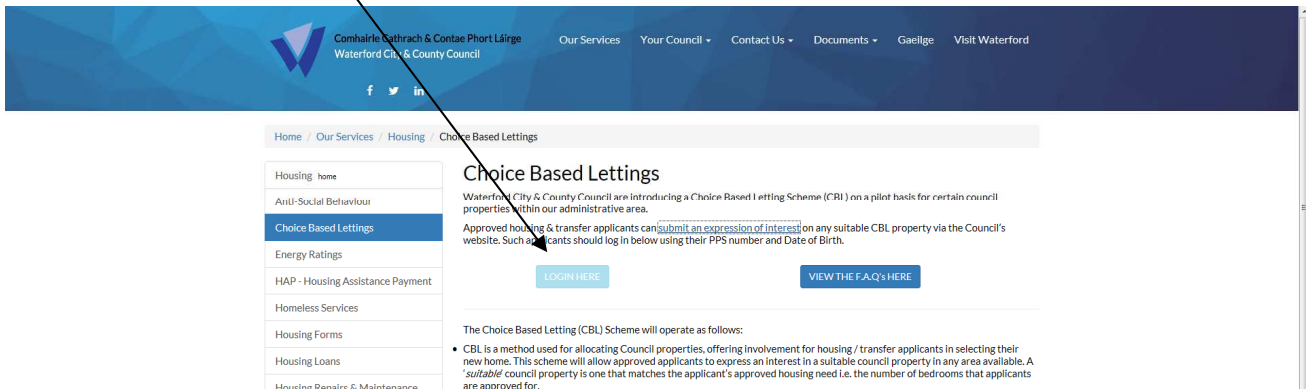


Choice Based Letting System

User guidelines

Information on the Choice Based Letting system can be accessed via an icon on the home page of the council's website www.waterfordcouncil.ie The CBL system will be accessed via a *Login Here* button on the information page



Once the *Login Here* button is clicked, the following screen appears. The applicant/ transfer tenant will then have to log in using their **PPS number** and **date of birth** in the format 01/01/1980. Please note that only approved housing and transfer applicants can access the CBL system.



Fill in your PPS number, write your date of birth in form day/month/year eg 20/06/1979 and then hit the SUBMIT button

PPS Number

Date of birth

On pressing the *Submit !* button, the system checks to see if your details match those of an approved housing applicant or transfer tenant. If not, you will be alerted that you cannot progress further and you will need to make contact with the Council's Customer Services Department on 0761 10 2020 for help. If the details match, then you will be presented with the following screen, containing a list of the available properties :

Fáilte! Welcome

Applicant(s): Mr Joe Bloggs

Address: 1 CBL Road **For Demo Purposes only**, Trial Street Waterford

Click on an address below to see more information

Premises	Description	Area
20 The Crescent St John's Park	3 bedroomed terraced two-storey	Sacred Heart
121 The Drive Kilcaragh Park Ballygunner	1 bedroomed flat - ground floor	Dunmore Road
42 Pinewood Drive Kilmacomma	4 bedroomed semi-detached bungalow	Kilmacomma
317 Poulboy Kilgaine	2 bedroomed detached bungalow	Kilgaine
2279 Gliddane Beg Kilgobinet	2 bedroomed semi-detached bungalow	Kilgobinet
61 Abbeylands Ferrybank	2 bedroomed terraced two-storey	Ferrybank

Upon clicking on an address in the above list, the following screen is displayed, showing a picture of the property and it's location on a map :

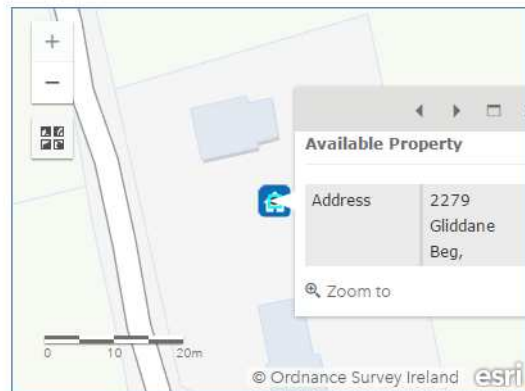
2279 Gliddane Beg Kilgobinet
2 bedroomed semi-detached bungalow

Available Image

Click the image to expand



Location on Map



[Click this to express an interest!](#)

[Back to the list](#)

[View larger map](#)

Upon clicking the image, a bigger image is displayed :



At this stage you can :

- view a larger map by clicking on that link
- Return to the list of premises *'Back to the list' button*
- **Express an interest in the premises by clicking the blue button**



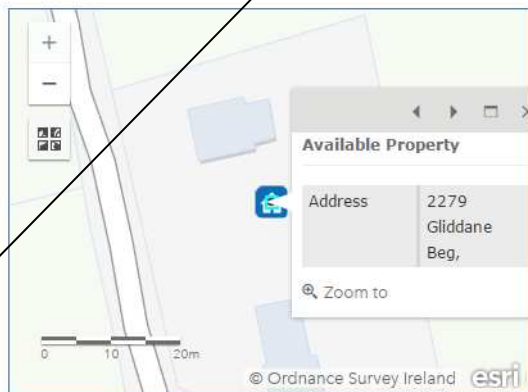
2279 Gliddane Beg Kilgobinet
2 bedroomed semi-detached bungalow

Available Image

Click the image to expand



Location on Map



[Click this to express an interest!](#)

[Back to the list](#)

[View larger map](#)

Upon expressing an interest, the following screen (re)appears



Fáilte! Welcome

Applicant(s): Mr Joe Bloggs

Address: 1 CBL Road **For Demo Purposes only**, Trial Street Waterford

Click on an address below to see more information

Premises	Description	Area
20 The Crescent St John's Park	3 bedroomed terraced two-storey	Sacred Heart
121 The Drive Kilcaragh Park Ballygunner	1 bedroomed flat - ground floor	Dunmore Road
42 Pinewood Drive Kilmacomma	4 bedroomed semi-detached bungalow	Kilmacomma
317 Poulboy Kilgaineey	2 bedroomed detached bungalow	Kilgaineey
2279 Gliddane Beg Kilgobinet	2 bedroomed semi-detached bungalow	Kilgobinet
61 Abbeylands Ferrybank	2 bedroomed terraced two-storey	Ferrybank

My choice(s) from the above list	
2279 Gliddane Beg Kilgobinet	<input type="button" value="Remove"/>

Success! The properties you have selected at left have now been submitted to the Council. To undo any, just hit the remove button.

Note: Should you refuse an offer of a property in which you have expressed an interest, you will not be entitled to make further expressions of interest on further Choice Based Letting properties for a period of one year.

Thus, one's choices appear in a box below the list of premises marked 'My choice(s) from the above list'. You may then :

- Add another property to your list
- Remove a property from your list
- or **do no more.**

Once a premises appears in 'My choice(s) from the above list' you have notified the Council of your interest. That interest is deleted on pressing the remove button.

Applicants attention is brought to the fact that if you refuse an offer of a house that you have expressed an interest in, then you will be prohibited from making further expressions of interest on a CBL property for a period of one year.

You may log in to the system anytime from 9 a.m. Friday mornings to 5 p.m. Thursday evenings and change what you have selected.

The system is available online from Friday 9am to Thursday 5pm . A new list will appear the following Friday and if there are no properties available, the website will state this.

For any further queries on the system, please contact the Council on 0761 10 20 20.