IMPORTANT INFORMATION
PLEASE READ

Before placing a Bid:

YOU MUST:

• Read the full property description on the Home Connections website before placing a bid, as the consequences of refusing a property without checking the information will affect your housing application. *See below section ‘Accept Refuse’

ALSO CHECK:

• Can you afford the rent?
• Is it lifted or has stairs?
• Does it meet your health needs?
• Location of property
• Distance from schools and transport links

Use TFL.gov.uk or Google Maps to check distances

*If you refuse the property being offered, the law allows us to end our housing duty. This means you will not be allowed to remain in your temporary accommodation and you will have to make your own housing arrangements. The Council will request an Eviction Order.

Pay your rent as arrears could lead to your bidding account being suspended, preventing you from placing future bids.
Did you know: Housing Benefit & Universal Credit does not cover water and heating charges. Ensure you can afford these additional costs.

We cannot cover every aspect in this guide. To find out more about Enfield Council’s Allocations Scheme, please visit www.enfield.gov.uk.
Search: Housing Allocation Scheme

It is important to keep us updated of any changes to your contact details, including mobile numbers & email addresses in case you are successful with a bid. Email HSGallocations@enfield.gov.uk
HOW TO PLACE A BID

- **Important** – Make sure you have read and understood all of the information before placing a bid.
- Go to [www.homeconnections.org.uk](http://www.homeconnections.org.uk)
- Select ‘Enfield Council’
- Click on ‘Login’
- Within ‘Registered Users Login Here’ enter your User ID and Password and Click ‘Login’
- Click on ‘See All Properties’ to view available properties
- This page will automatically be filtered to display the Number of Bedrooms you are entitled to. If your circumstances have changed because someone has moved out, or you have had another child, you must notify housing.assessment.team@enfield.gov.uk so that we can update the information we hold for you.
- Scroll down to view available properties. You MUST click on ‘Full Property Info’ to check additional information such as landlord, preference group, property type, floor level, rent.
- Only if you are interested in the property must you select ‘Click here to Bid’ as if you are offered the property, you MUST be prepared to accept it. See Accept/Refusals on reverse.
- If you place a bid and then change your mind, you can only withdraw a bid BEFORE the bidding ends. If you withdraw AFTER the bid cycle ends, this will count as your 1 and only offer.

To withdraw a bid:
- Select ‘Return to My Details’
- Click on ‘Withdraw Bid’
- Click on ‘Click here to Withdraw Bid’

To check if the bid has been withdrawn: email HSGAllocations@enfield.gov.uk before the bidding closes.

**Additional Information:**

- You can bid on properties advertised to any Preference Group but remember first priority will be given to the Group stated in the advert.
- Estimate bid Position is NOT a final position and should not be used as a guide to see where you are, as further shortlisting will then take place. If you are successfully shortlisted you will be contacted by email or post within 7 working days.
- The bidding cycle normally runs from Tuesday midnight to Sunday Midnight.
- It is not first come, first serve. You have until the bid closes to place a bid.
- You can bid on a council owned property (not RSL) which is 1 bedroom smaller than your actual need, but remember that you may be overcrowding yourself and will not qualify for a transfer to a larger property at a later date.
- Unlike Council owned stock, RSL’s do not allow overcrowding. Pay attention to maximum number of person permitted in the property.
- The majority of council properties tend to be located in Edmonton, Ponders End, Enfield Highway, Enfield Freezywater, Enfield Lock.
- You can place up to a maximum of 3 bids per week, but you do not have to if there are no suited properties.
- Maisonettes and houses with a garden will be given to families with children under the age of 15.