

# **CHOICE BASED LETTING (CBL)**

## **HOW TO USE THE CBL SYSTEM**

**A new system to help people on Cork City Council's Social Housing  
Support waiting list express interest in Council Accommodation**



**Comhairle Cathrach Chorcaí  
Cork City Council**

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**Web: [cbl.corkcity.ie](http://cbl.corkcity.ie)**

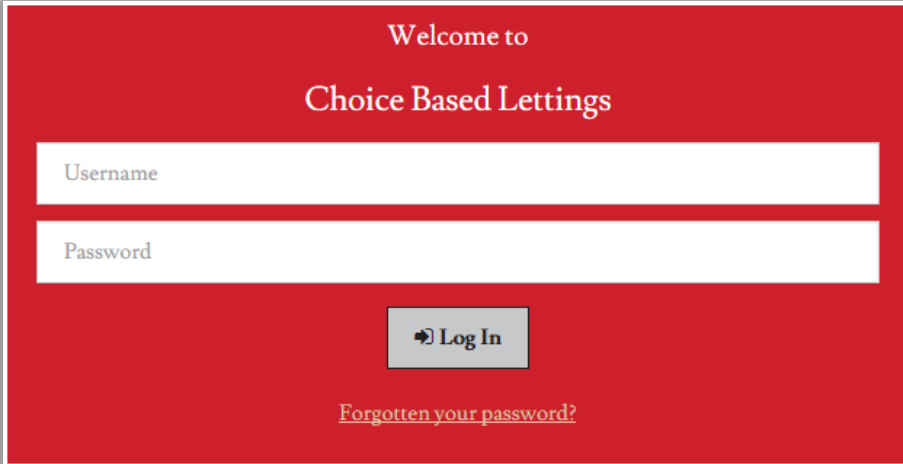
## INTRODUCTION

The Choice Based Lettings system allows you express your interest in renting a suitable CBL property in your preferred area. A 'suitable' property is one that you have chosen and that matches your housing needs. Preferred areas can cover up to three areas: Northside, City Centre and Southside.

## LOG IN PROCEDURE

Once you have completed the First Log In procedure, every time you wish to use the CBL System:


1. Open the CBL website on your browser.
2. Type in [cbl.corkcity.ie](http://cbl.corkcity.ie)
3. When presented with the Log In form, type in your User Name (as outlined above) with your current Password, and click the button .



The screenshot shows a red login form titled "Welcome to Choice Based Lettings". It contains two input fields: "Username" and "Password". Below the fields is a "Log In" button with a right-pointing arrow icon. At the bottom of the form, there is a link that says "Forgotten your password?".

**Note - If you make a mistake inputting these details the System will issue an error message telling you that you have entered an incorrect user name and password.**

## LOG OUT

Click the "Log Off" button . This is located in the top right corner of the screen.

The System then logs you out of the System and navigates you back to the Log In screen.

**Note: Sample properties are used here for the purposes of demonstration.**

### AVAILABLE PROPERTIES LIST



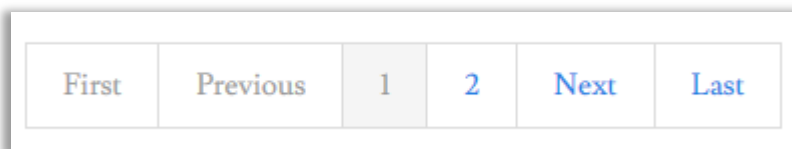
Click on the House icon.

You will see a list of 'Available Properties', see sample here.




	Available Properties	Submitted Properties	Properties Update
	<b>Results : 6</b> <small>Please note the System displays only Properties within your Area of Choice</small>		
	 123 Pine Street Southside Turners Cross ZXC1234	<b>Apartment</b> 2 bed Top floor	<input checked="" type="checkbox"/> Bath <input checked="" type="checkbox"/> Driveway <input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Shower <input checked="" type="checkbox"/> Gas
	 18 Christchurch, Mount Merrion, Cork Northside Mayfield A25 F8E4	<b>House</b> 1 bed Detached	<input checked="" type="checkbox"/> Bath <input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Gas
	 20 Christchurch, Mount Merrion, Cork Northside Tivoli A25 F8E4	<b>House</b> 1 bed Detached	<input checked="" type="checkbox"/> Bath <input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Gas

To jump to another page you must click the next page button or select the page number from the list at the bottom of the screen.



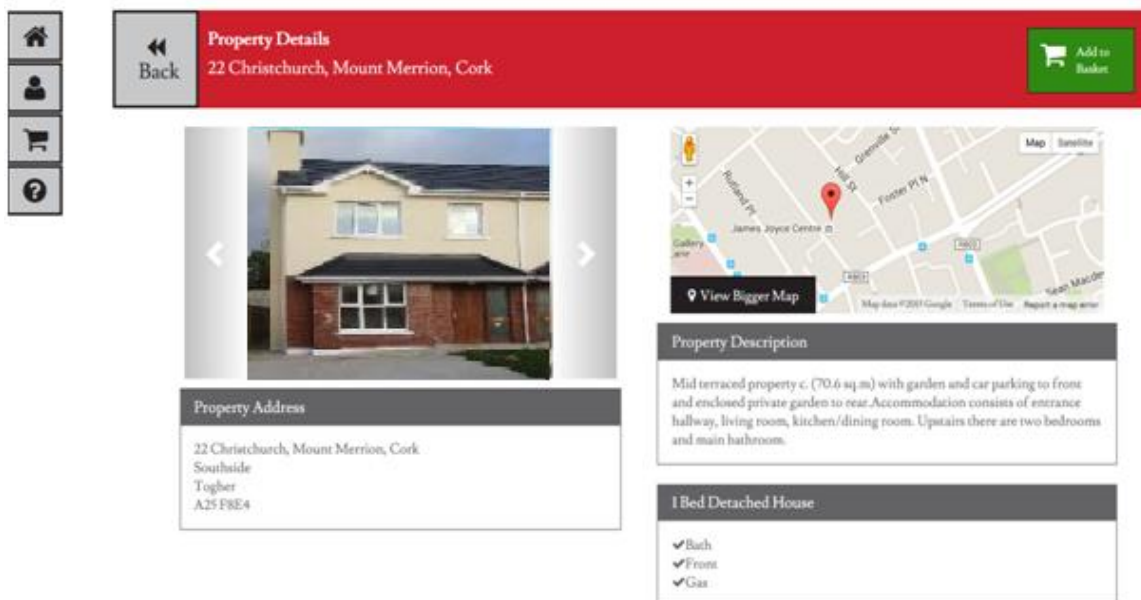
## PROPERTY DETAILS


You can view details of a property on the Available Properties list by clicking the “More Details” button  to the right of the property details.



This results in the System displaying the following details of the Property:

- Area of Choice
- Area of City
- Street name with house number and apartment number (if applicable)
- Eircode (if available)
- Number of bedrooms
- Whether it is an Apartment or a House
- The Type of Apartment or House (e.g. detached, semi-detached, etc.)
- Property Features
- Additional Information text
- Description of the Property (if provided)
- Property photos will also be displayed (if provided)

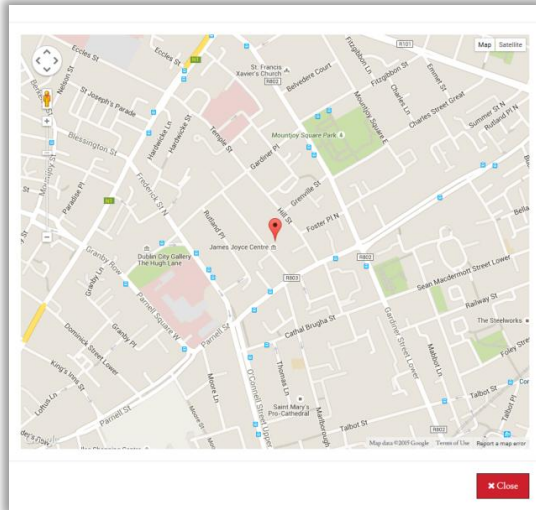


To return to the Properties List you can click the “Back” button  on the top left hand corner.

## PROPERTY MAP

When viewing the Property Details you can also see the Property's location on the map.

If you find the map too small, click the link to open the map in another window.



You can view the Property using Google Street View – to do so drag and drop the Street View icon near the Property location on the map.

## TO ADD A PROPERTY TO THE PROPERTY BASKET

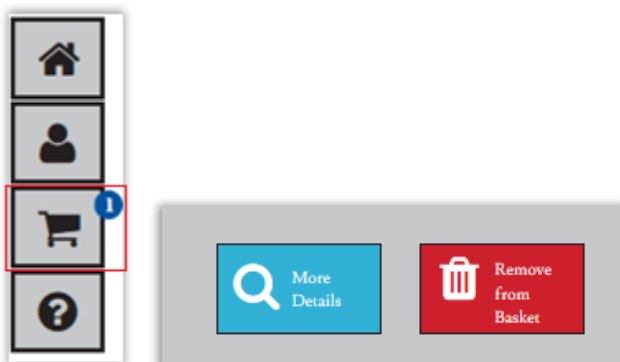
When viewing Property details you are able to add the Property to the Properties Basket.

Click the “Add to Basket” button




You will note that the System displays the Basket picture clearly to indicate how many properties are in the property basket link. The fact that the property has been added to the basket will also be reflected in the Properties list.

**Note:** When Properties are in the Property Basket the expression of interest has **not** yet been submitted by you. This is a holding area only.



## HOW TO VIEW THE PROPERTIES BASKET

When there is at least one Property in the 'Property Basket', you are able to view its contents.

Click the "Properties Basket" button .




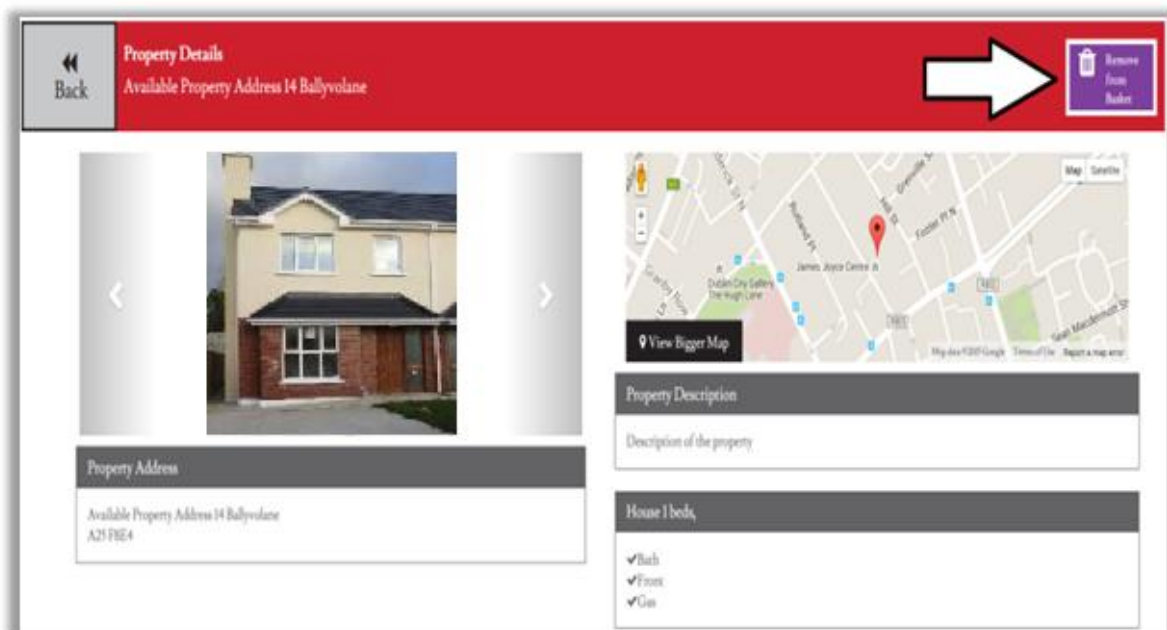
The System then displays all Properties that have been added to the Property Basket as a list.

**Note:** The System also displays a button that allows you to remove the Property from the Basket.


## HOW TO REMOVE PROPERTIES FROM THE PROPERTY BASKET

After you have added a Property to the Basket, you can remove a Property from the Basket.

To remove a property from the basket, click on the 'Remove from Basket' button .

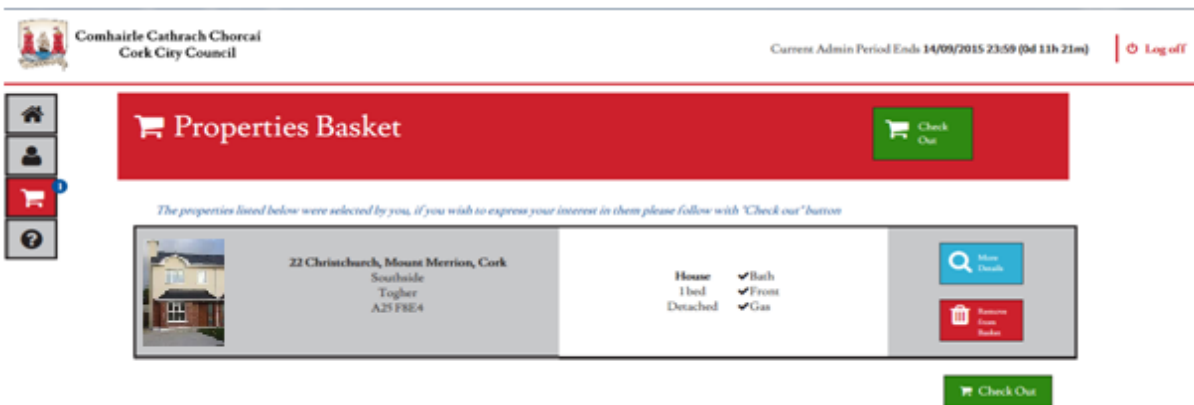


## HOW TO CHECK OUT/SUBMIT PROPERTIES FROM THE PROPERTY BASKET

When you decide on the properties for which you would like to express your interest, click on the 'Property Basket' button 

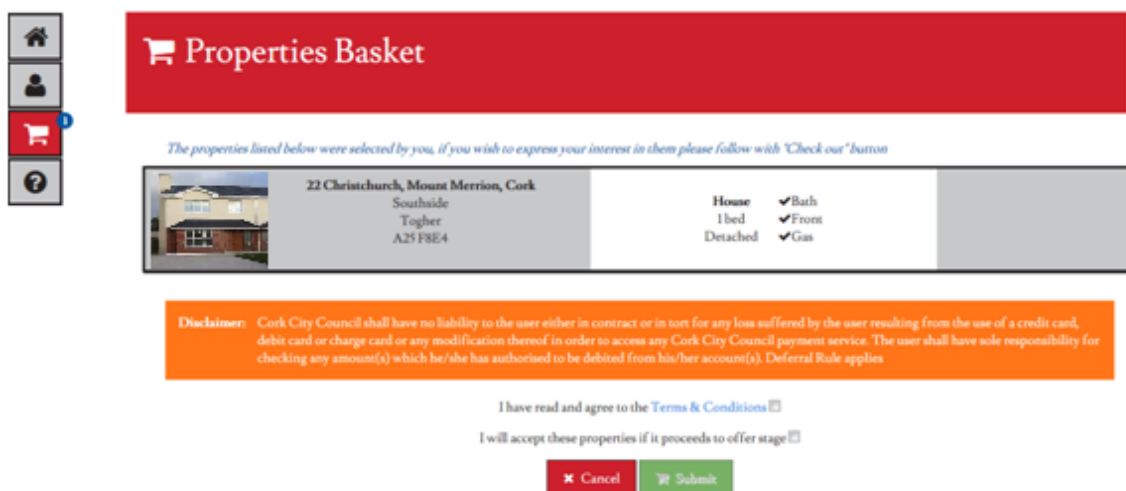



You will see the following screen:



Click on the 'Check Out' button' 

You will see the following screen:



You will need to read the Terms and Conditions and tick the checkbox to agree with two conditions before you click the 'Submit' button .

**PLEASE NOTE:**


- 1) THAT ONCE YOU CLICK 'SUBMIT' BUTTON, THE PROPERTIES OR PROPERTIES FOR WHICH YOU HAVE EXPRESSED AN INTEREST WILL SHOW IN THE 'SUBMITTED' PROPERTIES FIELD.
- 2) ONCE AN EXPRESSION OF INTEREST IS SUBMITTED ON A PROPERTY, IT CANNOT BE REMOVED OR REVERSED. YOU SHOULD THEREFORE BE SURE THAT YOU WANT TO EXPRESS INTEREST IN THE PROPERTY BEFORE CLICKING ON 'SUBMIT'.
- 3) IF THERE ARE PROPERTIES IN YOUR PROPERTY BASKET WHICH YOU HAVE NOT SUBMITTED AND THE CBL ADMINISTRATION PERIOD HAS ENDED, THEY WILL BE REMOVED FROM YOUR PROPERTY BASKET AUTOMATICALLY.

**VIEW RECEIPT**

Once you have successfully submitted a property or properties, you will be presented with the following screen:

Receipt

You have successfully expressed interest in the following properties

22 Christchurch, Mount Merrion, Cork Southside Togher A25 F8E4	House 1 bed Detached	✓Bath ✓Front ✓Gas	
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You can continue to search for properties by going back to available Properties list or finish by Logging Out

 [Back to Properties List](#)

 [Log out](#)



## VIEW SUBMITTED PROPERTIES

You are able to view the list of Properties that you have expressed interest in during the current CBL Admin Period.

Open the Selected Properties tab and there you can view the list of all Properties that you have added to the cart and then submitted.







The Properties are displayed with the most recently submitted at the top and it is still possible to view their details.



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Current Admin Period Ends 08/10/2015 23:59 (0d 13h 50m)

Log off

Available Properties	Submitted Properties	Properties Update
<b>Results : 6</b> <small>Please note the System displays only Properties within your Area of Choice</small>		
 <p><b>123 Pine Street</b> Southside Turners Cross ZXCI234</p>	<p><b>Apartment</b> 2 bed Top floor</p> <ul style="list-style-type: none"> <li>✓Bath</li> <li>✓Driveway</li> <li>✓Front</li> <li>✓Shower</li> <li>✓Gas</li> </ul>	
 <p><b>18 Christchurch, Mount Merrion, Cork</b> Northside Mayfield A25 F8E4</p>	<p><b>House</b> 1 bed Detached</p> <ul style="list-style-type: none"> <li>✓Bath</li> <li>✓Front</li> <li>✓Gas</li> </ul>	
 <p><b>20 Christchurch, Mount Merrion, Cork</b> Northside Tivoli A25 F8E4</p>	<p><b>House</b> 1 bed Detached</p> <ul style="list-style-type: none"> <li>✓Bath</li> <li>✓Front</li> <li>✓Gas</li> </ul>	

## VIEW UPDATES FEED

You can view an update on Properties that have been advertised on the CBL website.

This will confirm that the property was allocated and the range of expressions of interest received on it.

Applicants should keep checking the Property Feedback feature to get information on properties as an update may take up to 12 weeks before appearing.

**Note: Only the successful Applicant is contacted in the event of an offer.**

Available Properties	Submitted Properties	Properties Update
<b>Results : 1</b> <small>Please note the System displays only Properties within your Area of Choice</small>		
 <p><b>Available Property Address 14 Ballyvolane</b> Northside Ballyvolane A25 F8E4</p>	<p><b>House</b> 1 bed Detached</p> <ul style="list-style-type: none"> <li>✓Bath</li> <li>✓Front</li> <li>✓Gas</li> </ul>	<p><b>Allocated</b> 27/08/2015 0 Expressions Of Interest</p>