



Important information on Bidding and Nominations Bidding and Nominations Do's and Don'ts

Do's ...

- Only bid on properties that are suitable and in a right location for you.
- Ensure your housing jigsaw portal is always up to date as incorrect information could result in a nomination being unsuccessful.
- Ensure that all members of the household you are currently living with are on your Jigsaw portal, even if they are not moving with you.
- Check your Jigsaw Portal regularly as we will use this to let you know of important updates including if you have been nominated for a property and if any information required from you.
- If we have nominated you for a property, keep us updated on the progress, as we will not consider you for any other properties while the nomination is outstanding.
- Register with all local housing associations to be able to see all available properties in the area as we only have a small percentage.
- If when bidding on a property, you are asked to provide further information related to your connection to an area, ensure you add as much information as possible, if you don't, you may not be considered for the property.

Don'ts...

- Refuse nomination without carefully considering everything - if you turn down three nominations, you will be removed from the housing list for a minimum of 12 months.
- Bid on properties that are not suitable for you - you will only be removed from the housing list if you have not bid in over 12 months.
- Ignore messages in your jigsaw portal. If documents are outstanding for more than 28 days, your housing application may be closed automatically.
- Contact us to chase the progress of a nomination, once we have nominated you the landlord will contact you direct and follow their own process.
- Assume you will be contacted by the landlord immediately after the nomination as often the current tenant may still be there and works needed before it is available for viewing.

Things to know

- If you bid on more than one property in the same week and are picked for nomination, you will only be nominated for one property, and you will not be able to state a preference.
- Some properties we advertise will also be advertised by Homes Plus. In these cases, we have priority over Homes Plus's list - so ensure you have also bid on Jigsaw.
- All new properties advertised each week will be live on the Jigsaw portal at 8am on a Wednesday and will close at 12 noon the following Tuesday.
- We reserve the right to withdraw any property advert at any time, in the event that there is an urgent need to allocate the property elsewhere.



Links to other Housing Associations in the area

Homes Plus

Bromford

Midland
Heart

Sanctuary

Wrekin

Walsall
Housing
Group

Green
Square
Accord

If you have any questions or need help you can email us at homes@sstaffs.gov.uk