

A step by step guide to registering with HomeHunt

Step 1 - Get ready!

Make sure you have the following to hand:

- Your National Insurance number
- Your address history (five years)
- Income and employment details
- Information on any medical conditions or disabilities

● Step 2 – Login

- Go to **www.gentoogroup.com/homehunt**
- Click on the HomeHunt link

When you login, please remember to use an updated web browser, for example Google Chrome or Safari.

The screenshot shows the HomeHunt website's login interface. At the top, there is a purple navigation bar with the HomeHunt logo and links for 'What is HomeHunt?', 'Apply', 'Search', and 'Blog'. Below the navigation bar, a light purple banner reads 'Welcome to HomeHunt' and 'Save searches, create alerts, contact landlords and apply for homes with HomeHunt'. The main content area features two buttons: 'Create an account' (purple) and 'Login' (white). The login form includes an 'Email/username:' label and a text input field, a 'Password:' label and a text input field, and a 'Login' button. Below the login button are links for 'Forgot your password?' and 'or', and a blue button for 'Login with Facebook'. Three callout boxes provide instructions: a blue circle points to the email/username field with the text 'Enter your existing CBL reference number'; an orange circle points to the password field with the text 'Enter your password which is your date of birth (format DDMMYYYY)'; and a green circle points to the login button with the text 'Click login'.

After following the above steps you will be taken to a new application form.

Step 3 – Complete main and joint applicant details

- Please provide personal details for the lead/main applicant

Please note: Some sections have already been populated with information from your existing application. However, please check all of your information is up to date and amend where necessary.

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Section 1 - Applicant information

Please provide personal details for the lead applicant in the application below. If your application is a joint application, please click 'Add Joint Applicant' and provide personal details for the joint applicant.

If a field is marked with an asterisk () it means that you need to provide this information before you can continue with the form.

← Close

Applicant details

First Name(s) *	Title *
<input type="text"/>	<input type="text"/>
Middle Name(s)	Gender *
<input type="text"/>	<input type="text"/>
Surname *	<input checked="" type="checkbox"/> I don't have an email address
<input type="text"/>	Email Address *
Previous Name(s)	<input type="text"/>
<input type="text"/>	Confirm Email Address *
	<input type="text"/>
	Date of Birth *
	<input type="text" value="1"/> <input type="text" value="Jan"/> <input type="text" value="1990"/>

If your application is a joint application, please ensure you click 'Add Joint Applicant' and provide details

Step 4 – Add an email address

By providing your email address you can get regular emails about new properties that suit your needs, this is based on your saved property search information.

3. Once completed click **Next**

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Section 1 - Applicant information

Please provide personal details for the lead applicant. If your application is a joint application, please click 'Add Joint Applicant' and provide personal details for each applicant.

If a field is marked with an asterisk () it means that this field is mandatory. Please provide this information before you can continue with the form.

← Close

Applicant details

First Name(s) *

Middle Name(s)

Surname *

Previous Name(s)

Gender *

I don't have an email address

Email Address *

Confirm Email Address *

1. Untick 'I don't have an email address'

2. Enter your email address

Step 5 - Choose your landlord

Section 2 - Landlord selection

If a field is marked with an asterisk () it means that you need to provide this information before you can continue with the form.

← Close

Landlord

Do you want to register now with a specific landlord? *

Yes No

Landlord choice

Aspire Housing

City West Housing Trust

Coastline Housing

Gentoo

Select **Gentoo**

and then click **Next**

gentoo

Step 6 - Complete application form

The additional questions you are required to answer will help us to assess your housing needs.

Please note: Some sections have already been populated with information from your existing application. However, please check all of your information is up to date and amend where necessary.

Please complete all sections

The screenshot displays a web application interface for 'Section 3 - Eligibility'. On the left, a vertical navigation menu lists various sections: Applicant information, Landlord selection, Eligibility (highlighted in orange), Your Personal Details, Your Current Address, Present Home, Other Household Members, Housing History, Your Current Circumstances, Support, Mobility or Medical Needs, Income and Employment, Your Future Home Requirements, Communication, Additional Information, Equality & Inclusion, Data Protection, Equalities Commitment, and Declaration. The main content area is titled 'Section 3 - Eligibility' and includes a note: '*If a field is marked with an asterisk (*) it means that you need to provide this information before you can continue with the form.' Below this, there is a 'Close' button and a 'Eligibility' header. The form contains several questions with radio button options: 'Are you a British Citizen?*' (Yes selected), 'Have you lived outside the UK, Channel Islands, Republic of Ireland or the Isle of Man during the last 5 years?*' (No selected), and 'Are you (please tick any that apply)?' with checkboxes for 'An asylum seeker' and 'A refugee'.

Step 7 - Submit application

You will be notified when we confirm a 'go live' date for the new system. This will be within the next 6-8 weeks. You will then be able to start searching and bidding for a new home.

Important While we carry out this important re-registration process please continue to bid for a home using Choice Based Lettings. We will update our website to let you know when you can start using the new HomeHunt system.

The screenshot shows the HomeHunt website interface. At the top, there is a navigation bar with the HomeHunt logo and links for 'My application', 'My account', 'Search', 'Blog', and 'Logout'. On the left side, there is a vertical menu of application sections, with 'Declaration' highlighted in orange. The main content area is titled 'Section 18 - Declaration' and includes a disclaimer: '*If a field is marked with an asterisk (*) it means that you need to provide this information before you can continue with the form.' Below this, there is a 'Declaration' section with a text box containing a declaration statement. A 'Close' button is visible. The form includes a 'Do you agree?' field with a checkmark icon, a 'Signature' field with a question mark icon, and a 'Signed date' field with dropdown menus for day (23), month (Jan), and year (2017). At the bottom of the form, there are 'Back' and 'Next' buttons. A red speech bubble callout points to the 'Next' button, containing the text: 'Now that you have completed and signed your application form this will now be forwarded to our registration team'.

Once processed you will receive a letter confirming which band you have been placed in.

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