

## Bidding Tips

### Advice for bidding with silver priority

If you're homeless and have silver priority, you're classed as a Starter. You should bid for

- Starter / Mover properties
- Starter only properties

Do not bid for Mover only properties. If you bid for Mover only properties, your bids will not count.

### Your points

You have silver (homeless) priority. This adds 40,000 points to your Edindex application. You'll also get one point each day you continue to be homeless. Every property advertised has its own shortlist, ranked in order of the bidders with the most points. You are likely to be higher up the list for properties with a lower number of bids. Check the [Key to Choice website](#) to see how many bids have been made for each property. There is a Supply & Demand tool which shows how many properties are owned by CEC or RSLs in each area.

### PRS and MMR

Private rentals in Edinburgh can be expensive but you should explore what is available to maximise your options.

You may also qualify for a Mid-Market Rent depending on your income.

Don't hesitate to contact our specialist Private Rented Team who can look at your income and determine what you can qualify for. Email your proof of income to

[Homelessness.PRS@edinburgh.gov.uk](mailto:Homelessness.PRS@edinburgh.gov.uk)

### Ground floor, adapted and alarmed housing

You may only be considered for the following homes if you have been assessed as needing one:

- ground floor property without steps
- level access or wet floor shower
- community alarm

If you have certain mobility or support needs, speak to your Housing Officer. You might need an assessment from the HART service. If you have a specialist report, let your Housing Officer know. If you don't we can refer you to Social Care Direct who can carry out an assessment for you.

### Sheltered and amenity housing

Remember to check age criteria for properties you bid for. If you are:

- under 60 – don't bid for sheltered housing as this is for people over 60
- between 50 and 60 – avoid sheltered housing, but consider amenity housing for people over 50 or 60 (check the advert)
- under 50 – avoid sheltered housing and amenity housing

## What size?

If you are a single person or a couple you can bid for:

- 1 bedroom or studio
- 1 bedroom and 2 bedroom properties with City of Edinburgh Council
- 1 bedroom properties with Housing Associations
- 2 bedroom properties with Housing Associations if you can evidence a need for a second room (for example, if you have proof you have access to children)

Bear in mind that if you get a 2 bedroom home, it will cost more to heat, light and furnish. If you are under pension age and you claim benefits, you will only get enough Housing Costs to pay rent on a 1 bedroom home. You will be expected to pay for the shortfall yourself or apply for a Discretionary Housing Payment

## Location, Location, Location

Edinburgh Council home. These areas are:

- Ratho
- Dalmeny
- Kirkliston
- Newbridge
- Ratho Station
- South Queensferry.

You will only get an offer in these areas if you already live, work, give or get support, have childcare or children in full-time education there and can give evidence of this. If you want to live in these areas, you should bid for Housing Association homes as they don't have local connection policies.

## Keeping in Touch

It's your responsibility to keep in touch with HP&HOT. Let us know if you change your phone number, email address or mailing address.

If you're bidding with silver priority and we don't have your correct contact details, you may lose out on an offer of housing. If you don't respond to an offer for this reason, we may consider we have discharged our duty to you and you may lose your priority.

If you use a mailing address, check regularly to see if you have any letters from the Council or a Housing Association.

## One Offer Policy

The Council has accepted a duty to house you, and give you advice on how to bid for properties.

But you will only get ONE offer of housing with Silver Priority – so don't bid on anything you will not accept. If you refuse or fail to respond to the offer, we will discharge our duties towards you and you will lose your priority.

## Future Options

You may find your new home doesn't meet all of your households' needs, and you may wish to think about moving again in future. You can submit a new Edindex form and bid as a "Mover" where some properties are specifically advertised for those in permanent accommodation. You can also register with House Exchange and swap with another tenant

## Bidding Management Notifications

Silver Priority gives you a boost to your points on Edindex to help you get an offer. There are Silver Priority Rules you should follow.

You must make sure you:

- Place 3 bids every week
- Bid for the right size and type of house for your households' needs
- Aim to bid realistically i.e. avoiding new build properties, city centre areas (where possible)

HP&HOT will check your bids and give you time to improve. If your bids are not in line with the guidance, you will receive notifications and ultimately we may bid on your behalf to meet our legal duties to you. The below flowchart shows you the steps we will take.

## Signing up for a Tenancy

If you are signing up for an offer of housing, you will need to take some ID to the sign up. Acceptable ID will be:

- Birth certificate
- Passport
- Driving licence
- Residency card

You will also need proof of income.

- DWP letter
- Bank/post office statements
- Wage slips
- Pension statements

If you don't have any of these available, this may delay or prevent you from securing your offer.