



THE LONDON BOROUGH

**The London Borough of Bromley**  
*Online Portal – Bidding Guide*

# How to use Bromley's Online Bidding System

Bromley operates a **bidding cycle** during which properties are advertised on the Bromley Housing Portal for applicants to bid on. The bidding cycle takes place **each week** starting at **6PM on Wednesday** and closing at **4PM the following Monday**.

When you are accepted onto the Housing Register, you will be able to view properties and place bids on them to register your interest. To do this:

1. Log into your Bromley Housing Portal account by clicking the  button in the top right corner of the website, then enter your **email address** and **password**
2. Once you are logged in, click the  button on the left-hand menu to view all properties on the bidding cycle

**Note:** If you are on a mobile phone or table, you may need to tap the hamburger menu button  to reveal the left-hand menu options.

3. On this page, you can see all the properties currently available, or you can narrow the search down by selecting some of the **area filters**, **property type filters** or **bedroom filters** by ticking the boxes you want and then clicking on the  button
4. Properties matching your **search filters** will appear in the **Search results** below

Note: In our borough there is a shortage of social housing, so you may not be able to find properties in your most desired areas. We recommend that you leave all the filters on and see all available properties to ensure that you can register your interest in suitable properties when they become available.

This will display a list of available properties to view

5. Click on the **View Details** button to see additional information regarding any property you are interested to bid on



Advert Ref: 10325

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## Key Points

- General needs accommodation
- Priority for this property will be given to those applicants who are in band EH or ER, followed by bands 1H or 1R, 2H or 2R, 3H or 3R
- 3 bedrooms (5 bedspaces)
- Ground floor
- Optivo
- House
- Garden
- Suitable for pets
- Gas Full C/H
- Garage

Property located on a quiet residential street, close to local bus stops.



£175 Weekly

Bidding deadline: 09/12/2019, 16:00

Local Information

View Map

Place Bid

Some properties have restriction or preference criteria that mean you must meet the requirements to bid on the property. If you don't meet the requirements, you will see the message '**You do not meet the requirements to bid on this property**'. You will also see this message if you attempt to place a bid on a property with **fewer bedrooms and bedspaces** than your household requires. Please refer to your **Housing Register decision letter** to see what your bedroom requirements are.

Take note of any priority groups listed for the property. If you do not meet the criteria for the priority group listed within the advert, then your bid will be ranked behind those bids which do.

You can view more information on the location of this property by using the **Local Information** button on this page.

## 6. Click **Place Bid**

You will be made aware that your bid has been placed. You can also withdraw a bid if you no longer want to place a bid on it by clicking the **Withdraw Bid** button.

**Note:** You can only bid on **two properties per bidding cycle**, and you can only withdraw a bid during an **active bidding cycle**. You cannot withdraw a bid once the bidding cycle has closed.

## How to see previous bids

### 1. Click **My Bids** on the Online Portal **menu**.

This will display the 20 most recent properties which you have placed a bid on and your current bidding or offer status for that property.

**Note:** Once you have placed a bid for a property, you cannot see your specific bid position for properties as this function is not available in our current bidding system. If your bid is successful, the Housing Solutions team and the Housing Provider will contact you with further details.