

You will need to create an account for Milton Keynes City Council housing online before you can apply to join the housing register.



Velcome to the Milton Keynes City Council Housing Self-Service Platform	
lease sign in below, or if this is your first time, follow the link to create an account	
Login to your account	If you have already registered for housing
Username/Email Address	online, log in using your registered details.
Enter your email address here	
Forgot username?	
Password	Use this option if Milton Keynes City
Enter your password Show	Council is your landlord.
Forgot password?	
Log In to your account	
Create account - current MK City Council tenants ONLY	Use this option if Milton Keynes City
Create account - other	 council is <u>NOT</u> your landlord.

Click on **'Start your housing application here'** to begin your housing application.

You can return to your summary page at any time, by pressing the summary page button.

You can log out of your account at any time, by pressing the log out button.

Summary Page Logout		
My Summary		
Hello and welcome to your Summary Page		
To make a new application click on Start your application		
Otherwise, you can: Click on My Saved and Submitted Applications to continue of Click on My Verified Application to check on the progress of t		iments here)
.	C.	
My Account	Update My Contact Details	Manage My Documents
Start your Housing Application here	My Saved and Submitted Applications	My Verified Application



Complete the eligibility checker. To start this, click on 'Start my eligibility checker.'



Please use the drop-down box to select the **Housing application eligibility checker** and then click **next**.

Summary Page	Logout	
		Housing Register Eligibility Checker
		Please select the housing application eligibility checker below. This will determine if you are eligible to apply for the housing register.
		Please Solicit Please Solicit Please Solicit Housers Application Eligibility Checker
		Cancel Next

You will now be asked the eligibility questions. Each question will have an answer column with a drop-down box. You will need to choose one answer from the drop-down box for each question. Once you have selected your answer, please press **Next** question.

You can cancel the eligibility checker at any time, by pressing the Cancel button. This will take you back to start my eligibility checker.

Summary Page	Logout		
		Eligibility Questions	
		You can click on Cancel to restart eligibility checker or Next Question to progress	
		Question	Answer
		Are you or a joint applicant subject to immigration control? *	Yes V Please Select
		Cancel	No Next Question



You will see this screen once you have completed the eligibility checker. Please click on **'review answers'** to continue. You also have the option to choose to cancel to stop the process and this will take you back to the eligibility checker.

Summary Page	Logout	
		Eligibility Questions
		You can click on Cancel to restart eligibility checker or Next Question to progress
		You have now completed the eligibility questions, you can click on 'Review Answers' to continue or 'Cancel' to restart.
		Cancel Review Answers

A review of your answers from the eligibility checker will be displayed. If you are happy with your answers, please click '**submit answers'** to continue. You can click 'cancel' to stop the process and this will take you back to the eligibility checker.

You will also see a pop-up message to prompt you to check your answers before submitting.

Eligibility Checker Su - Please review the answers you have entered:	
This is a summary of the answers you have provided. Take a minute to check these through. If any of the information you have provided is incorrect this could affect the outcome, so please select 'Cai If you want to proceed click on 'Submit Answers' The results will take a few minutes to process.	cef and restart the eligibility checker if you need to make a change.
Question	Answer
Are you or a joint applicant subject to immigration control?	Yes
Are you eligible for welfare benefits?	Yes
Have you lived continuously in Millon Keynes for the last 3 years?	No
Do you have a continuous connection to Milton Keynes?	No
Do you meet an exemption to our local connection criteria?	Yes, fleeing domestic abuse
Are you or anyone on your application a homeowner?	Yes
Do either of the below apply to you or your household member?	Yes, property value is in negative equity
Do you or anyone in your household have savings above £15,000?	Yes
Is this application for Extra Care housing?	Yes
Is your combined household yearly income above £64,201?	No



If you are ineligible to join the housing register, you will see an explanation of the outcome. There will be no drop-down under actions, as you are ineligible to progress any further. If you wish to request a review of the ineligible outcome, please see the information at the bottom of your screen, as highlighted below.

unary Page	Logaut							
		Housing Applic	cation - E	Eligibility Check				
			Please see below for the outcome of your eligibility deck. If you are homeless or all role of becoming homeless, please complete our online housing concerns form to find usual help and support we can provide by following this link. URICC Homelessness Advoce					
		Start My Eligibility Check						
		Eligibility Outcome				Status	Actions	
		INELIGIBLE DUE TO NO LOCAL CONNECTION	meeting the local To find further info MRICC Housing A Other options ava	are not eligible to join the housing register s connection criteria or any exceptions as set remation you can access the policy on our ve locations Policy Document liable to you are private rented accommodation bousing associations that have their own as	out in our housing allocations scheme policy absite ion, completing a mutual exchange or	Eigblity Assessed	Actione -	
		INELIGIBLE DUE TO HOME OWNERSHIP	Home owner, mou There are a small see the oriteria in MRCC Housing A	ming the value of your home exceeds our sa	cept an application from a homeowner, please s 4.16 here.	Eligibility Assessed	Actions -	
		INELIGIBLE DUE TO EXCEEDING SAVINGS THRESHOLD	exceeding the say To find further info MKCC Housing A	are not eligible to join the housing register s ings threshold of £16,000, imition you can access the policy on our ve locations Policy Document labele to you are private reread accommodat rement schemes.	ibste	Eligibility Assessed	Actions -	
		INELIGIBLE DUE TO EXCEEDING INCOME THRESHOLD	annual household To find further info MKCC Housing A	are not eligible to join the housing register s income exceeding (54.200, mation you can access the policy on our ve locations Policy Document fable to you are private rented accommodat rement schemes.	ibste	Elgibility Assessed	Actions -	
	How to request a	 Two are ranke a funder sequencies to the howard photochronic scheme if you have a change to your concurnations. You also have a right to a review of the insighter account, please. These is provide the ranket of the insight of the i						
	review	Please notable in your email the reason for your houring application. The ineligible outcome you have received including a score mbd of the outcome. Please state also also you are received in scores of the sources and why you for that for incorrect for your specific corumitance. Please also note you can find out about eligibility criteria to join the houring register in our houring allocations scheme policy on our veelable, table here.						
		We exist to defend the right to a s	safe home	We help people find a way forward	Supporting people affecte exploitation	ed by displacer	ment and	
		SHELTER		Citizens advice				

If you are eligible, you can choose from the actions drop down box **'Create new housing application.'**

Housing Application - Eligibility Check. Please see below for the outcome of your eligibility check. If you are homeless or at risk of becoming homeless, please complete our online housing concerns form to find out what help and support we can provide by following this link: MCCC Homelessness Advice Estart My Eligibility Check. Eligibility Outcome Starts Actions Vou are eligible to apply for the housing register. ELIGIBLE TO COMPLETE A HOUSING APPLICATION You are eligible to uppositive due to the right of this message under Actions. Start My Eligibility check. To do so, please cicks on the link to the right of this message under Actions. Supplication Starts are cicks on the link to the right of this message under Actions. Wou will aliab be required to upposit survey or use lines to provide person and address of use are sof questions. Starts Application Form	Summary Page Logout						
and support we can provide by following this link: MKCC Homelessness Advice Start My Eligibility Check Eligibility Outcome Status Actions You are eligible to apply for the housing register. To do so, please cick on the link to the right of this message under Actions. You will be taken to the application areing ou will have to provide person and address de als Eligibility Assessed Actions - You will be taken to the application areing ou will have to provide person and address de als Eligibility		Housing Applicati	on - Eligibility Check				
Eligibility Outcome Status Actions You are eligible to apply for the housing register. To do so, please click on the link to the right of this message under Actions. To do so, please click on the link to the right of this message under Actions. Eligibility Curcle are eligible to apply for the housing register. To do so, please click on the link to the right of this message under Actions. To do so, please click on the link to the right of this message under Actions. Eligibility Actions - Assessed							
You are eligible to apply for the housing register. ELIGIBLE TO COMPLETE A HOUSING APPLICATION To do so, please click on the link to the right of this message under Actions. You will be taken to the application mether you will have to provide person and address de Assessed als Eligibility Assessed		Start My Eligibility Check					
To do so, please click on the link to the right of this message under Actions. ELIGIBLE TO COMPLETE A HOUSING APPLICATION before answering a series of questions. APPLICATION before answering a series of questions. Assessed Assessed	Eligibility Outcome			Status Actions			
You are able to Save and Return to your application at any point.			To do so, please click on the link to the right of this message under Actions. You will be taken to the application where you will have to provide person and address de before answering a series of questions. You will also be required to upload supporting documents.	Assessed Actions •			



To continue with your application please read the information and then click on **'next.'** If you click on 'go back' you will return to the summary page.

nmary Page Logout								
e Home	Introduction	People Details	Application Questions	Declaration				
Welcome to Milton Keynes City Council's Housing Application Form								
Please Read Below:								
In order to apply to be on the housing register, you will need to complete a housing application.								
If you are completing an application on behalf of someone else, the housing online account needs to be in their name. You also need to download the third party consent form which you need to complete and upload along with your other documents. Click here Please do not complete a form on someone else's behalf from your Housing Online account.								
Once you have submitted your form, you will get your housing application number.								
					Go Back Next			

You will see the information screen. Please read and click **'next'** to continue. Clicking back, takes you back to the previous page.

Summary Page	Logout								
	Home	Introduction	People Details	Application Questions	Declaration				
		Information you will need to complete your application							
		If applicable, immigration status of the Your full address details for at least the Names, date of betth & address for an The form should take approx. 30 minutes Please make sure you read the quest Any questions marked with a RED ASTE If you do not answer them then you will r	y people who will be moving with you s to complete. When you are filling in the form, yo ons carefully as it is very important that you a IRISK (*) next to them must be answered.	u have the option to save and complete it over multiple newer correctly and as accurately as possible. In prompted to give an answer before you can move for					
		Please click next to begin the application							
					Back Next				

You have now reached the people summary. Please click on **'add person'** to create the main applicant first.

Summary Page Logout								
Home	Introduction	People Details	Application Questions	Declaration				
	People Summary							
	On this page you will need to add your details and those of anyone who are going to be rehoused with you. Click on the 'Add Person' button to add your details first, then click it again to add anyone else who is going to be moving with you. A RED circle with a WHITE EXCLAMATION MARK in the 'Status' column, means that there is information missing for that person and this will need to be entered before you can progress the form any further. Click on the 'Update Applicant Information' button for each person to update their details.							
	A GREEN circle with a WHITE TICK in the 'Status' column, means that you have provided all required information for each person. Click on 'Go to Questions' to progress to the next screen							
	Full Name NI Num	iber DOB Main Applicar	Go Back Cancel & Exit Save & Exit	it Add Person Go To Questions				
		and bob man Approx	a ann chhainn grann					



Please complete the questions as indicated. All questions with a red asterisk are mandatory. Please ensure you have one person in your application as the main applicant.

You will need to add a new person for anyone who is to be moving with you.

Those over 18 years old will need a national insurance number.

Home	Introduction	Enter Person Details	C Declaration
	People Summary	×	
	On this page you will need to add your details Click on the 'Add Person' button to add your of A RED circle with a WHITE EXCLAMATION I progress the form any further. Click on the 'U A GREEN circle with a WHITE TICK in the 'S Click on 'Go to Questions' to progress to the r Logged in as Mrs Anne Test2021	Title * Please Select v Forename *	need to be entered before you can
	Full Name NI Num Mrs Anne Test2021 NI 1234:	DOB * What is your gender? * Prease Select H you are OVER 18 then you MUST provide a valid NI NUMBER. This is optional for other members of the household NI Number Are you the Main Applicant? *	Add Person Go To Questions Sete Applicant Information -

Once you have added all those moving with you, please select **'update applicant information'** for each household member and update addresses.

You will need to supply 3-year history as a minimum.

Summary Page Logout						
Home	Introduction	People D) Details	Applicatio) n Questions	Declaration
	People Summar	У				
	On this page you will need to add your de Click on the 'Add Person' button to add yo				moving with you.	
	A RED circle with a WHITE EXCLAMATI progress the form any further. Click on the					this will need to be entered before you can
	A GREEN circle with a WHITE TICK in th	e 'Status' column, means that	you have provided	all required information	for each person.	
	Click on 'Go to Questions' to progress to	the next screen				
	Logged in as Mrs Anne Test2021					
				Go Back Cano	el & Exit Save 8	Exit Add Person Go To Question
	Full Name NI	lumber DOB	Main Applicant	Joint Applicant	Status	
	Mrs Anne Test2021 NI1	23456C 10/02/1957	Y	N	⑪	Update Applicant Information +
						Update Addresses 0



Please click **'Add address'** and supply a minimum of a 3-year history. For each new address click 'Add Address'

Summary Page	Logout	
		Address Details
		Address details recorded for Mrs Anne Test2021 Piesse note you must supply a minimum of 3 years of address history up to and including your current address.
		Address Start Date End Date

Please fill in as directed. Once completed and submitted, click on **'Return to people summary'** and repeat for each household member.

Milton Keynes City Council	Add Address
Summary Page Logout	If your address begins with a Flat Number in the format Flat Number XX then please click on the Enter Address Manually button to add the address
Address Details	×
Address details recorded for Mrs Anne Test2 Please note you must supply a minimum of 3	
Address 21 Marjoram Place Conniburrow Milton Keyr	Date you started living at this address? * • • • • • • • • • • • • • • • • • •
10 Kersey Stantonbury Mitton Keynes MK14	Date you stopped living at this address (if applicable)
	Cancel Submit
	Logged in as Mrs Anne Test2021

Once you have a green tick under status for all household members, click 'go to questions.'

Introduction	6	~				
introduction	People	Details	Applicatio	On Questions	Declaration	
People Summary	/					
On this page you will need to add your deta Click on the 'Add Person' button to add you				moving with you.		
A RED circle with a WHITE EXCLAMATION progress the form any further. Click on the "					d this will need to be entered before yo	ou can
A GREEN circle with a WHITE TICK in the	Status' column, means th	at you have provided	all required information	for each person.		
Click on 'Go to Questions' to progress to the	next screen					
Logged in as Mrs Anne Test2021						
			Go Back Cano	el & Exit Save	& Exit Add Person Go To	Questions
Full Name NI Nu	mber DOB	Main Applicant	Joint Applicant	Status		
Mrs Anne Test2021 NI123	456C 10/02/1957	Y	N		Update Applicant Information	•



You have now reached the application questions. 'Go back' takes you to the previous screen. 'Cancel and exit' will log you out and answers will not be saved. 'Save changes and exit' will allow you to return to the application and finish later.

You must answer all the questions with red asterisk and there are some ② buttons to help you along the way. Click **'Next question'** to move through the questions.

Summary Page Logo	ut			
Home	Introduction	People Details	Application Questions	Declaration
Applicat	ion Questions			
Please answer the fo	llowing questions		Go Back Cancel & Exit	Save Changes & Exit Next Question
Current Circu	Imstances			
Does anybody in t	he household have links to UK arm	ed forces? *		
⊖ Yes				
○ No				
				Back To Top

You will reach a page asking you to confirm that you have uploaded all the required supporting documents. You will need to select '**Go Back'** at this point.

Home	Introduction	People Details	Application Questions	Declaration
Applicatio	n Questions			
Please answer the follow	ing questions		Go Back Cancel &	Exit Save Changes & Exit Next Question
Supporting Doc	uments			
		f your application. If you have	n't done this yet, please click on `Go	Back' to take you to the previous page and then
You need to upload su				
select 'Save Changes			ted Applications' and under Actions,	
select 'Save Changes a	all of the required documents,	access 'My Saved and Submit please confirm by answering t		
select 'Save Changes	all of the required documents,			
select 'Save Changes of If you have uploaded a 1. ID for all those on th Please Select	all of the required documents, he application? * 😧 ~		he questions below:	



Once you have selected to go back, you will then need to select 'Save changes & Exit.'

nary Page Logout					
Home	Introduction	People Details	Application Questions	Declaration	
Applicatio	on Questions				
Please answer the follow	ving questions		Go Back Cancel & E	xit Save Changes & Exit	Next Question
Criminal Convi	ction Declaration				
	er of your household have any o isclose anything that is deemed		nspent under the Rehabilitation of Off	enders Act 1974?	
⊖ Yes					
○ No					

You can then upload the required documents by selecting 'Upload Documents'

nmary Page	
Hous	sing Application Form: Save Confirmation
Your Housi	ng Application Number is: 446676
You should r	make a separate note of the application number as it will be needed in any future correspondence
	saved your application to upload your documents then use the link at the bottom of the page to Upload documents take you to your Summary Page where you can locate your applications, click on the Actions button and follow the Upload Documents menu item.
	Back to My Summary
Upload o	documents

You will need to complete an income and expenditure form, click on **'Here'** as highlighted below, complete and save, so you can upload as a document. Return to your application. To upload documents, select Action and **'upload document.'**

					Comple	to Application
446677			09-SEP-2023	Saved	•	Actions
Application Reference	Involved Party Name(s)	Address	Submitted Date	Status	Comments	Actions
Once completed, upload the	o forms to support your application	on.				
to be able to discuss your a	oplication with the allocations tea	am then you will also need to com	plete our Third Party Consent form both o	f which car	n be found here	
You will also need to comple	ete our Income and Expenditur	re form and if you are completing t	he application on someone else's behalf, or	r if you wou	uld like someone	other than yo
 If applicable, proof of pre- 	gnancy or supporting medical ev	vidence				
 Income and expenditure 						
 ID for all household mem 	bers					
 3 months bank statement 	s for all accounts held					
(This does not include those	in temporary accommodation p	provided by MKCC)				
Eligibility and qualification	evidence required for CURR	ENT Milton Keynes City Council	SECURE Tenants only			
 Discharge paperwork from 	m Armed forces or service record	ds				
	h as a contact of employment, w					
 Evidence of a continuing 						
	-	nnection and birth certificates evid	encing the family relationship			
 Utility bill/ council tax sho 	wing your 3 year connection					
	e:					



To upload a document, select choose file and pick the file/picture you want to upload. Then on Document Type drop down, select the relevant option. In the comments put a description of the document, for example ' Bank statement current account – May'

Then select 'Upload'. Repeat this for each document.

Once all documents are uploaded, select 'Back.'

ummary Page	Logout	
Uplo	oad Documents and Files	
File types of	currently accepted are: PDF documents and either BMP, JPEG, JPG, JPE or PNG images/pictures and must be no bigger than 5 MB (5,000,000 b	ytes)
File Brows		
Please	e Select	
Commen	ats	
		Back Upload

This will take you back you your 'saved and submitted applications' page. Select Actions and click on 'Complete application'

Photograph of applicant(s), either passport sized photo or digital photo

Local Connection Evidence:

- · Utility bill/ council tax showing your 3 year connection · Utility bill/ council tax showing families 5 year address connection and birth certificates evidencing the family relationship
- Evidence of a continuing caring responsibility
 Proof of employment such as a contact of employment, wage slips, formal offer letter
- · Discharge paperwork from Armed forces or service records

Eligibility and qualification evidence required for CURRENT Milton Keynes City Council SECURE Tenants only

- (This does not include those in temporary accommodation provided by MKCC)
- · 3 months bank statements for all accounts held
- · ID for all household members
- Income and expenditure form
- If applicable, proof of pregnancy or supporting medical evidence

You will also need to complete our Income and Expenditure form and if you are completing the application on someone else's behalf, or if you would like someone other than yourself to be able to discuss your application with the allocations team then you will also need to complete our Third Party Consent form both of which can be found here

Once completed, upload the forms to support your application.

Application Reference	Involved Party Name(s)	Address		Submitted Date	Status	Comments	Actions
446677				09-SEP-2023	Saved		Actions +
							plete Application
			1-1			Uploa	ad Document



This takes you back to the people summary page, select 'Go to Questions'

None Introduction People Details Application Causators Declaration Home Application Causators Declaration Declaration
On this page you will need to add your details and those of anyone who are going to be rehoused with you. Click on the 'Add Person' button to add your details first, then click it again to add anyone else who is going to be moving with you. A RED circle with a WHITE EXCLAMATION MARK in the 'Status' column, means that there is information missing for that person and this will need to be entered before you can progress the form any further. Click on the 'Update Applicant Information' button for each person to update their details. A GREEN circle with a WHITE TICK in the 'Status' column, means that you have provided all required information for each person.
Click on the 'Add Person' button to add your details first, then click it again to add anyone else who is going to be moving with you. A RED circle with a WHITE EXCLAMATION MARK in the 'Status' column, means that there is information missing for that person and this will need to be entered before you can progress the form any further. Click on the 'Update Applicant Information' button for each person to update their details. A GREEN circle with a WHITE TICK in the 'Status' column, means that you have provided all required information for each person.
progress the form any further. Click on the 'Update Applicant Information' button for each person to update their details. A GREEN circle with a WHITE TICK in the 'Status' column, means that you have provided all required information for each person.
Click on 'Go to Questions' to progress to the part screen
oner on conte adeaterna to progresa to the next acteent
Logged in as Mrs Anne Test2021
Go Back Cancel & Exit Save & Exit Add Person Go To Questions
Full Name NI Number DOB Main Applicant Joint Applicant Status
Mrs Anne Test2021 N1123456C 10/02/1957 Y N 🤣 🔟 Update Applicant Information -

This will take you to the first questions page, use **'Next question'** until reach the 'Supporting documents page.'

On each drop down, select the relevant answer and once all completed, select 'Next Question.'

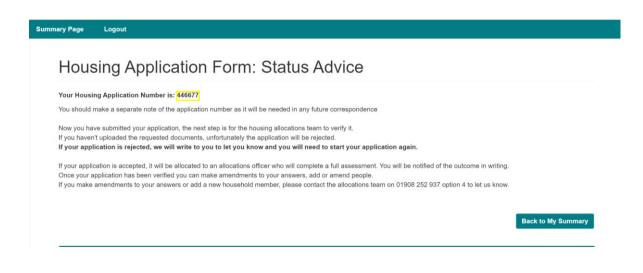
	Introduction	People Details	Application Questions	Declaration
Applicati	on Questions			
Please answer the fol	lowing questions		Go Back Cancel &	Exit Save Changes & Exit Next Question
Supporting D	ocuments			
	supporting documents as part o			Back' to take you to the previous page and then
You need to upload select 'Save Chang	supporting documents as part o es and Exit' button. You can then	access 'My Saved and Submi	ted Applications' and under Actions	
You need to upload select 'Save Chang If you have uploade	supporting documents as part o	access 'My Saved and Submi	ted Applications' and under Actions	
You need to upload select 'Save Chang If you have uploade	supporting documents as part of es and Exit' button. You can then ad all of the required documents,	access 'My Saved and Submi	ted Applications' and under Actions	
You need to upload select 'Save Chang If you have uploadd 1. ID for all those o Please Select	I supporting documents as part of es and Exit' button. You can then ad all of the required documents, n the application? * ? ~	access 'My Saved and Submi	ted Applications' and under Actions	
You need to upload select 'Save Chang If you have uploadd 1. ID for all those o Please Select	supporting documents as part of es and Exit' button. You can then ad all of the required documents,	access 'My Saved and Submi	ted Applications' and under Actions	
You need to upload select 'Save Chang If you have uploade 1. ID for all those o Please Select 2. The last 3 month Please Select	I supporting documents as part of es and Exit' button. You can then ad all of the required documents, n the application? * ? ~	access 'My Saved and Submi	ted Applications' and under Actions	



Once you have completed all the questions, you will see the consent and declaration page. Please read, tick yes and click **'submit application and exit.'**

Housing Application Form Declaration and Consent	
To COMPLETE YOUR APPLICATION you must read and agree to the declaration below and then click on the Submit Application & Exit button at the bottom of the page.	
REMEMBER TO: Retain your application reference number that will be provided for your records	
Why does Milton Keynes City Council need information about you and what do we use your information for? You can find all of this information on our Data Protection and Privacy Notice here	
 Customer Declaration and Consent: I declare that the information I have given is correct and complete I undertake to inform Milton Keynes City Council of any changes in my circumstances as soon as they take place I undertake to inform Milton Keynes City Council of any changes in my circumstances as soon as they take place I undertake to inform Milton Keynes City Council of any changes in my circumstances as soon as they take place I undertake to inform Milton Keynes City Council to the disclosed to other parts of Milton Keynes City Council and other organisations, including the police and probation authorities for verifica assessment and nomination purposes I give permission for Milton Keynes City Council to contact any social worker, probation officer, community psychiatric nurse, or other similar worker to discuss my application to assess my housing need I give permission for Milton Keynes City Council to make any enquiries necessary to verify and/or assess my housing registration application 	ation,
Please confirm that you accept our declaration *	
Ge Back Cancel & Exit Submit Application a	& Exi

Please take note of the highlighted application number, you will need this for future reference.



The housing allocations team will now look to verify your application.

If your application is rejected, we contact you to let you know.

If your application is accepted, it will be allocated to an allocations officer who will complete a full assessment. You will be notified of the outcome in writing.