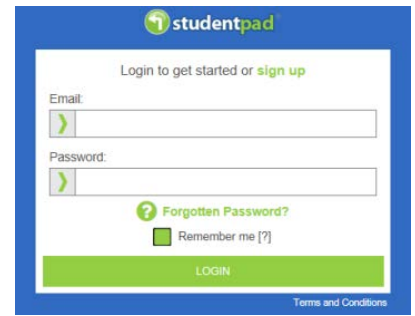


## User Guide for existing landlords to create new adverts

If you have previously registered with us, your property is already on StudentPad.

You simply need to login by going to the following link:

<https://control.studentpad.com/Property/> and enter your previously provided email and login details.



The login form features the StudentPad logo at the top. Below it, there are two input fields for 'Email:' and 'Password:', each with a green arrow icon to its left. A green link for 'Forgotten Password?' is positioned below the password field, along with a 'Remember me [?]' checkbox. A prominent green 'LOGIN' button is at the bottom, with a 'Terms and Conditions' link in smaller text to its right.

You will now see your 'My Properties' page. This will feature all the houses you've registered.



The 'My Properties' table has columns for 'Image', 'Reference', 'Address', and 'Status'. The first row shows a property with reference 'GLOS020005' and address '2 New Barn Close, Cheltenham, GLO52 5JW', with a status of 'Expired'.

Select and click the specific property you want to create a new advert for (the box will blue.)



The 'To Do List' table has columns for 'Title', 'Priority', 'Status', 'Area', 'Reference', 'Description', and 'Deadline'. It currently shows 'No Results'.

The next page will feature details about the specific property. This is way you can add details, photos or even a video of your property.



The property details page has three tabs: 'Property', 'Adverts', and 'Stats'. The 'Property' tab is currently selected, and the page is labeled '1 of 1'.

To create a new advert for this property click the green 'Adverts' button in between the 'Property' and 'Stats' tabs.



The 'Address' form includes fields for 'Agent/Landlord: Student / (GLOS02)', 'House Number/Name: 2', 'Street 1: New Barn Close', 'Street 2:', 'Town: Cheltenham', 'Postcode: GLO52 5JW', and 'Area: Cheltenham'.

Now select the green 'New Advert' button.

You can now add your advert details, this includes:

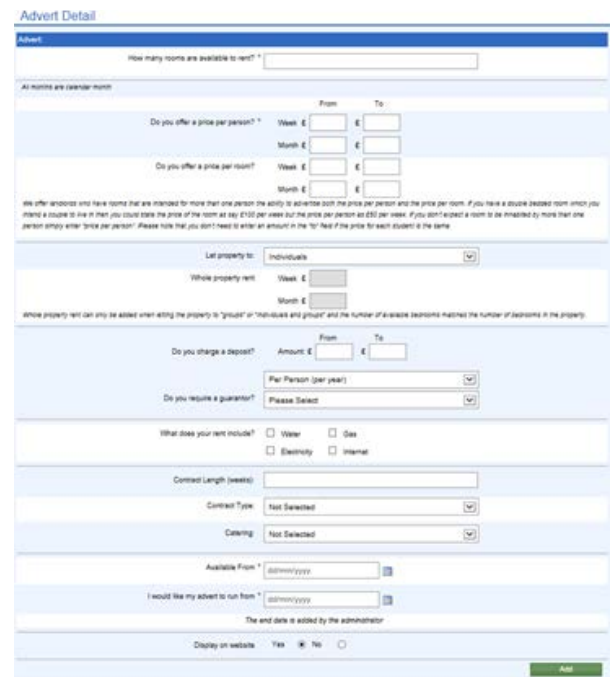
How many bedrooms you have available, the rent price per week, deposit amount, what's included in the rent, the contract length and type when the contract is available from/to.

Your advert end date will be set as your gas certificate expiry date. If we do not receive a new certificate before this date your advert will be deactivated.

Once you've completed your new advert, the Housing Support Team will review it. Please note that to be able to advertise your property you must send any expired certificates by email to [accommodation@glos.ac.uk](mailto:accommodation@glos.ac.uk) along with paying the annual £70 registration fee per property (see your registration letter for instructions.) Also note that any new properties will require an inspection. A member of the Housing Support Team will be in contact to arrange this.



The 'Adverts' table has columns for 'Dates', 'Rooms Available', 'Rent Includes', 'Rent', and 'Status'. The first row shows dates '25/10/2016 - 25/10/2016', 3 rooms available, rent including Gas, Electricity, and Water, a rent of £100.00 per person per week, and a status of 'Expired'.



The 'Advert Detail' form includes fields for 'How many rooms are available to rent?', 'Do you offer a price per person?' (with weekly and monthly options), 'Do you offer a price per room?' (with weekly and monthly options), 'List property to' (Individuals), 'Whole property rent' (with weekly and monthly options), 'Do you charge a deposit?' (with amount and per person per year options), 'Do you require a guarantor?' (Please Select), 'What does your rent include?' (Water, Gas, Electricity, Internet checkboxes), 'Contract Length (weeks)', 'Contract Type' (Not Selected), 'Catering' (Not Selected), 'Available From' and 'I would like my advert to run from' (both with date pickers), and a 'Display on website' checkbox (Yes/No).