

User Guide for New landlords

Registration on Studentpad

Go to the following link:

<https://control.studentpad.com/register/Gloucestershire>,

Read the Terms and if you are happy to accept press 'Submit.'

The next page will ask you to enter Your Details. This includes your title, name and company name (if applicable.) Once entered, select 'Next.'

You now need to enter you email and desired password (the password must be longer than 4 characters, contain 1 capital letter and 1 number.) Once entered, select 'Next.'

You now need to enter your business/home address (this address will NOT be displayed on the website.) Simply start typing your postcode and the system will help find your full address. Now provide the relevant phone number(s) and select 'Next.'

You can now select whether you want to receive enquiries online along with confirming how you heard about this service. Select 'Next' and you have successfully registered your details with University of Gloucestershire.

You are now in your personal Control Site.

Please make a note of your reference number: GLO****

What you need to do next?

- Please make a note of this address: <https://control.studentpad.com/>. This is where you login to the system.
- You now need to start adding your rental property details, upload photographs and create adverts.
- Check your settings to make sure you receive only the email notifications you want.

Use any of the large green buttons on this page to complete the relevant tasks.

Add a Property

Select the 'Add a Property' box.

Simple start typing your postcode and the system will help find your full address of the student property you want to register. Now click 'Continue.'

studentpad
University of Gloucestershire

Terms & Conditions

1. This page contains the terms and conditions on which Studentpad advertises properties on its website studentpad.co.uk (the Site).
2. Studentpad.co.uk is a site operated by Studentpad Limited. Our main trading address is The Old Flying Club, Office Suite 30, Skilling Lane, Brough, East Yorkshire HU15 1EN. Our VAT number is 647269006.
3. The information on the Site constitutes an invitation to you to offer details of your property to Studentpad to be advertised on the Site. No contract shall arise between you and Studentpad until Studentpad has accepted your offer by proceeding with the advertisement of your property.
4. No such offer shall be accepted until Studentpad has received from you the fee, in cleared funds, relevant to your chosen advertising option.
5. You warrant to Studentpad that:
 - The property complies with all relevant regulations and guidance for such property as set out in the Housing Act 2004 (as amended) including but not limited to the Housing Health and Safety Rating System (England) Regulations 2005 (as amended) and any other applicable legislation.

Accept Terms

SUBMIT

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Details Account Address Create

Please enter your details *Required Fields

Title:

First Name: *

Last Name: *

Company Name:

NEXT

Already registered? [Login here](#)

Welcome to your control site

You have successfully registered your details with University of Gloucestershire

Please make a note of your reference number: GLO****

What happens next?

- Please make a note of this address: <https://control.studentpad.com/>. This is where you login to the system.
- You need to start adding your rental property details, upload photographs and create adverts.
- Check your settings to make sure you receive only the email notifications you want.

Use any of the buttons below as a shortcut to the relevant area.

Add a Property Settings User Guide

Add Property Progress

Find Property Add Property Info Advertise Your Property

1 2 3

Add Property

Address

Find Address (Step 1 of 3)

*Please Note: Simply start typing any known part of the address and the system will attempt to find your property. Once located click on the correct property to populate the form. Once you have done this please click "Continue" (Step 1 of 3)

The next page is where you provide details of your student property. This includes:

Address:

Confirming the house number

Location (Cheltenham or Gloucester)

Main Details:

Accommodation Type (House, flat, etc.)

Living Arrangement (Lodgings or Shared/Whole Property)

Total number of bedrooms in the property

Main Description (where you provide full details about the property, this information will display on the property details page)

Number of floors in the property

No of Floors Includes Basement/Loft

Owner(s): This is where you can add details of other property owners, if you are the sole property owner, you can leave the area blank. Please remember that there must not be any fees past to the students should you be using an agent. Students should only be paying their rent and deposit.

Photographs: This is the area where you can add photos of the property. Click the 'Upload Photos' button to upload photos from your computer (hold shift whilst selecting to upload multiple photos.) We strongly recommend you upload photos and it really helps to advertise your property.

Videos / Walkthroughs: You also have the option to embed a YouTube or Vimeo video URL link of your property (optional.)

Shared & Private Facilities: click the relevant boxes of what's facilities feature in your property.

Other Facilities: please type any other facilities that are not included in the previous section.

Safety & Security: click the relevant boxes of what's featured in your property.

Suitable For: Select which types you'd be happy to rent to.

Heating: Confirm what's in your property.

Certification:

Landlords are unable to edit this section of the site. Please email your certificates to accommodation@glos.ac.uk with your property address for the Housing Support Team to add them on for you.

Please note that no advert will go live unless all certificates are current and correct and payment has been received.

Tenancy Agreement: Please confirm the type of Tenancy the students will be signing up to.

Furnishings Comply With Fire Safety Regulations: confirm all your furniture complies.

Insurance Certificate: confirm that you have a valid Insurance Certificate for the property.

Agent/Landlord Notes (optional): N.B. These notes are private and for your reference only.

Once complete, click 'Next.'

Adding an Advert

Advert Detail: Here you can add details of what you want to advertise to the students. 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 a new certificate is not received prior to this date your advert will automatically be deactivated.

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

The screenshot shows a web form titled "Advert Detail" for adding a new advertisement. The form is structured as follows:

- Header:** "Advert Detail" and "Advert".
- Form Fields:**
 - "How many rooms are available to rent?": A text input field.
 - "All months are calendar month": A checkbox.
 - "Do you offer a price per person?": A section with two rows. Each row has a "From" and "To" column, and a "Week £" and "Month £" input field.
 - "Do you charge a deposit?": A section with an "Amount £" input field and a "From" to "To" range.
 - "Do you require a guarantor?": A dropdown menu with "Please Select" as the current selection.
 - "What does your rent include?": A section with four checkboxes: "Water", "Gas", "Electricity", and "Internet".
 - "Contract Length (weeks)": A text input field.
 - "Contract Type": A dropdown menu with "Not Selected" as the current selection.
 - "Catering": A dropdown menu with "Not Selected" as the current selection.
 - "Available From": A date input field with a calendar icon.
 - "I would like my advert to run from": A date input field with a calendar icon.
 - "The end date is added by the administrator": A text label.
 - "Display on website": A section with "Yes", "No", and "Off" radio buttons.
- Footer:** A green "Add" button.