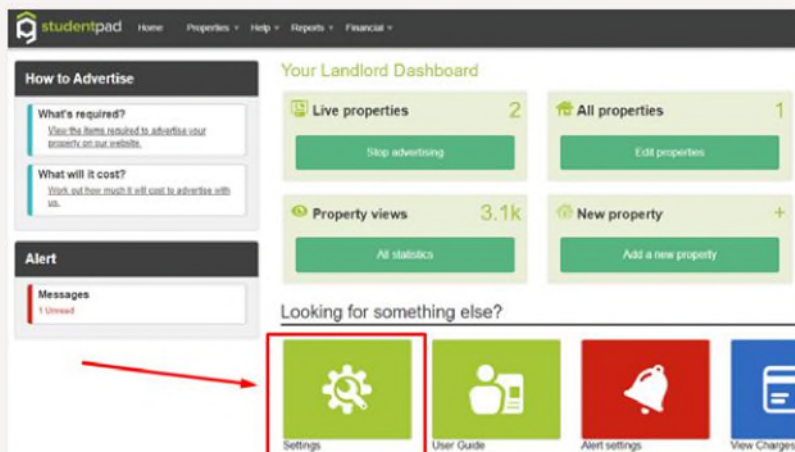


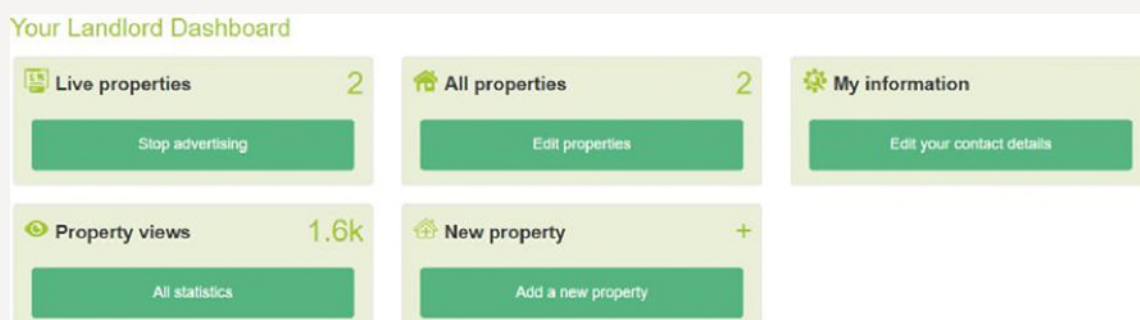
# RE-ADVERTISING YOUR PROPERTY WITH WARWICK STUDENTPAD

## THESE STEPS OUTLINE THE EASIEST WAY TO RE-ADVERTISE AN EXISTING PROPERTY WITH WARWICK STUDENTPAD:

1. Click [here](#) to access your account. Please read the [Landlord T&Cs](#) in the Landlord Guidance Documents section.
2. From your dashboard, under "Looking for something else?", please click **'Settings'**, then **'My Settings'**, to ensure all of your details are up to date. Make sure to save any changes, then click the Warwick Studentpad logo at the top left to return to your dashboard.



3. Click **'edit properties'** under the **'All properties'** tab, **DO NOT** click 'Advertise property'.



- Click on the property you wish to advertise for the forthcoming rental period.

Image	Reference	Address
	LSHP50448	1 Test Liverpool L1 1AA
	LSHP9280123	2 Test Liverpool L2 2AA

- Please go through each section of the property tab in detail to ensure you have selected the appropriate tick boxes and all details accurately reflect your property (options available will differ based on property type).

**5.1** Please ensure the **'Property Description'** section has up to date information.

Facilities

Suitable For

Children <input type="checkbox"/>	Couples <input type="checkbox"/>	Family <input type="checkbox"/>	Guide Dogs <input type="checkbox"/>
Non Smokers <input type="checkbox"/>	Pets <input type="checkbox"/>	Postgraduates <input checked="" type="checkbox"/>	Smokers <input type="checkbox"/>
Summer Lettings <input type="checkbox"/>	Undergraduates <input checked="" type="checkbox"/>		

**5.2** Read our guidance document [How to write a property description](#) to help you.

**5.3** Ensure you select the appropriate options within **'Suitable For'**, particularly as students will use these filters when searching the website.

**5.4** Within **'Safety & Security'**, please check the property provision is accurate.

Safety & Security

Burglar Alarm <input type="checkbox"/>	Carbon Monoxide Alarm <input checked="" type="checkbox"/>	CCTV <input type="checkbox"/>	Fire Alarm System <input type="checkbox"/>
Fire Extinguisher <input checked="" type="checkbox"/>	Heat Detectors <input checked="" type="checkbox"/>	Key Code Entry System <input type="checkbox"/>	Key Safe <input type="checkbox"/>
Smoke Alarm(s) <input checked="" type="checkbox"/>			

- Next is **'Photos'**. Here you can add or amend your photos. Please see our [Guidance for Property Images](#) For **'Videos/Walkthroughs'** you can also click onto the information icon for help with uploading a video as you cannot upload the file directly. Currently accepted formats are **YouTube, Vimeo, Spinatic, Revr and Matterport**. For security reasons please avoid filming door numbers and using the full property address as the video title.

Videos / Walkthroughs

Please click the [?] icon for more information on each item

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Copy and paste the embed code or link to your video in the box. You can then click 'Preview' to check it looks right.

0. Ensure all certificates are up to date. Any certificates that have expired will also be shown in the status box to the left of the screen. Please upload any new certificates next to the relevant section. If your HMO requires a licence, please ensure you have provided your HMO licence (or application proof).

Please ensure certificate expiry fields are up to date.

**Please save changes.**

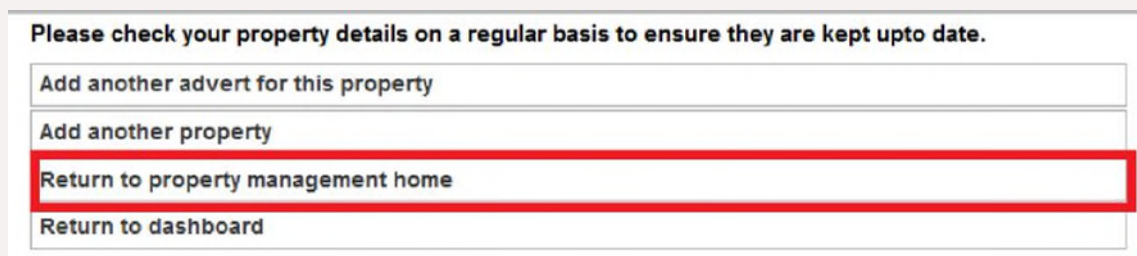
7. Click on the **'Adverts'** tab, then click the dark green **'Add New Advert(s)'** button to create a new advert:



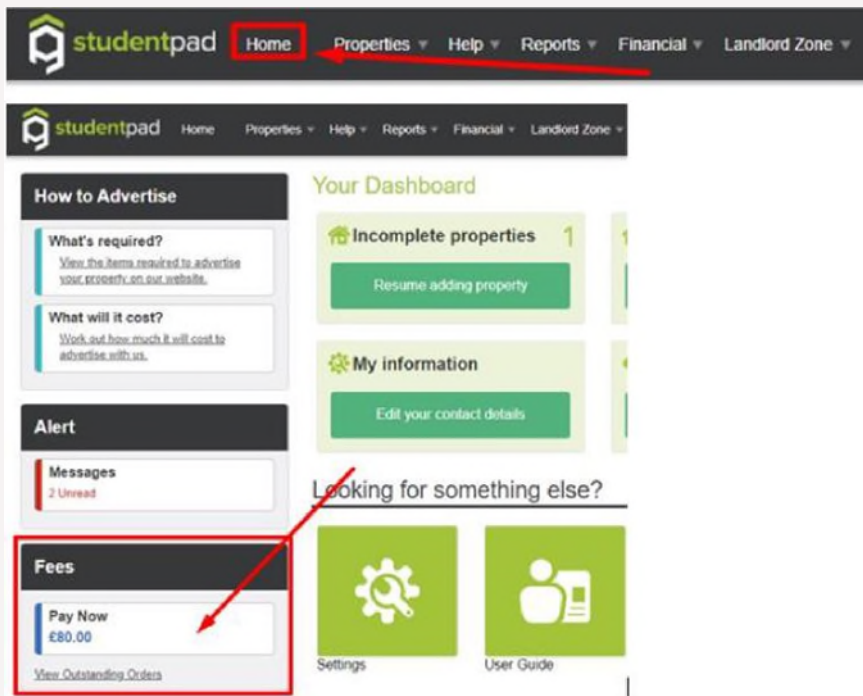
You will now see a blank advert form that you need to complete. Here you can enter the number of rooms that are available in your property, you can enter a range of pricing for different bedroom types and contract lengths, you can enter your security deposit amount and any utilities included in your rent and finally enter the date your property will be available to new tenants and set the date you would like your advert to run from 01/10/2023.

Ensure that the **'Display on website'** option is set to **"Yes"** and if you wish to add a **'Covid Flexible Booking Policy'**, please activate this feature. Finally, click on the **'Add'** button at the bottom to submit your advert. **Please note, this will finalise the creation of your new advert (no past/existing advert data will be affected).**

8. A pop-up window will appear explaining what to do next and to ensure that all relevant documentation (such as certificates and proof of identity / licenses) is provided to us.
9. Click 'Return to property management home' on the pop up to go back to your property list. **Repeat the above steps for every property that you wish to re-advertise.**



11. You can choose to create additional adverts and make payment later, once the advert(s) has been approved. When you come back to make payment, simply log into your account, click on the '**Home**' link at the top of the screen to go to the dashboard view and then on the left side of the screen is a 'Fees' section that will display the outstanding amount for you to pay. Simply click on '**Pay now**' and proceed to make payment:



12. An administrator at Warwick Studentpad will review your property and advert once all correct documentation has been provided to us when you submit for approval. Once approved an order will be generated for you to pay. When payment is received, your advert will be made live on the website where students will be able to view it via the search and submit enquiries to you.
1. Please note Large Providers would need to go through our Purchase Order procedure for payment. Please contact: [warwickstudentpad@warwick.ac.uk](mailto:warwickstudentpad@warwick.ac.uk) for details.

If you have any queries, please do not hesitate to contact us: [warwickstudentpad@warwick.ac.uk](mailto:warwickstudentpad@warwick.ac.uk)