



Guides for Providers Registering with Studentpad

How to add your property



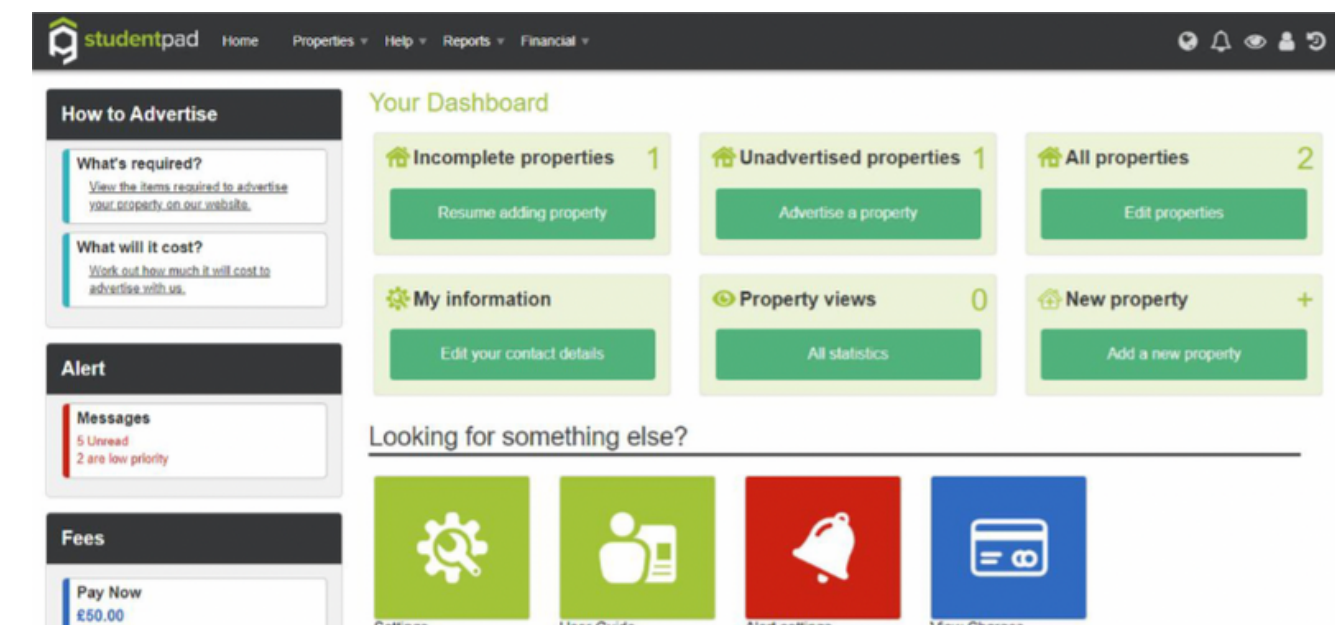
Add your property

It is easy and straight forward to add your property. In order to make it as easy as possible, it is a good idea to have access to the latest photos, floor plans and safety certificates for your property.

Once you've registered, you'll see a screen offering you the chance to manually create your first property, to do so simply follow the prompts on the screen.

Tip - Want to add your property later? The easiest way to do that is, when you log back into Studentpad, click on the logo at the top left of the screen, this will take you to your dashboard, from here, simply continue where you left off and follow the on-screen guidance:

Tip – Want to add another property? Select add a *new property* from your dashboard.



Adding Your Property

Enter your postcode and then select the address of the property.

Select **Next** button

In the section that appears next, select all of the options that apply to your property, add number of bedrooms, and complete the property description.

Auto save - As you fill in details of your property, those details will be automatically saved as you go. You will see a green tick to show it has saved

Top Tip

The property description is a great place to promote why a student should choose your property over others. You can also include any special offers in there.

Facilities

In this section, select the facilities your property provides, it is important to be exact to ensure you promote your property fully to students

The **sustainable living** section helps students see what is available in your property, it's a great idea to keep this section up to date.

Address

Find Address: *

1 Haydon Close
Willerby
HULL
HU10 6AB
UNITED KINGDOM

Next - Add main details

Main Details

Area: Please Select

Accommodation Type: House

Living Arrangement: Shared/Whole Property [?]

Total number of bedrooms: 000 [?]

Number of Floors in Property: 000 [?]

Heating: Click here to select...

Property Description [?]

Paragraphs: 0, Words: 0, Characters: 0

Preview Advert Save for later Next >

Facilities

Suitable For

Couples Postgraduates Undergraduates Staff

Family Disabled

Number of Facilities

Bathrooms Showers En-Suite Toilets

Parking Spaces Double Room

Shared Facilities

Washing Machine Microwave Shower Double Glazing

Fridge Freezer Lounge Telephone Broadband Internet

Dishwasher Parking Bicycle Storage Gym

Common Room Airport pick up Onsite Management Onsite Maintenance

Games Area Cafe Vending Machine Outdoor Area

Accessible Rooms

Sustainable Living

Smart Meter Renewable Energy for Electricity Renewable Energy for Heating Energy Efficient Domestic Appliances

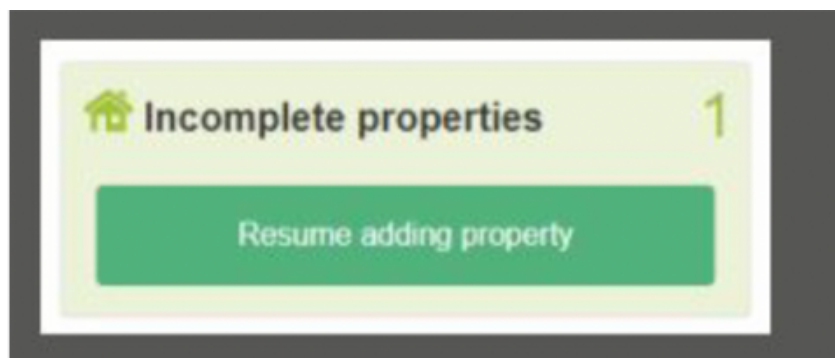
Energy Efficient Boiler Solar Panels Room Thermostat Heating Timer and/or Programmer

Insulation Double Glazed Windows Energy Efficient Light Bulbs Low Flow Shower

Compost Bin Internal Recycle Bin

Top Tip

If you choose "Save for Later" you can come back and finish creating your property later by going to your dashboard and clicking on the "Resume adding property" link shown in the screenshot below



Photos & Floorplan

You will now progress to a section of the form that allows you to upload photos of your property and edit them as you wish.

You can drag and drop the photo to the top left corner to ensure the most appealing photo showcases the property

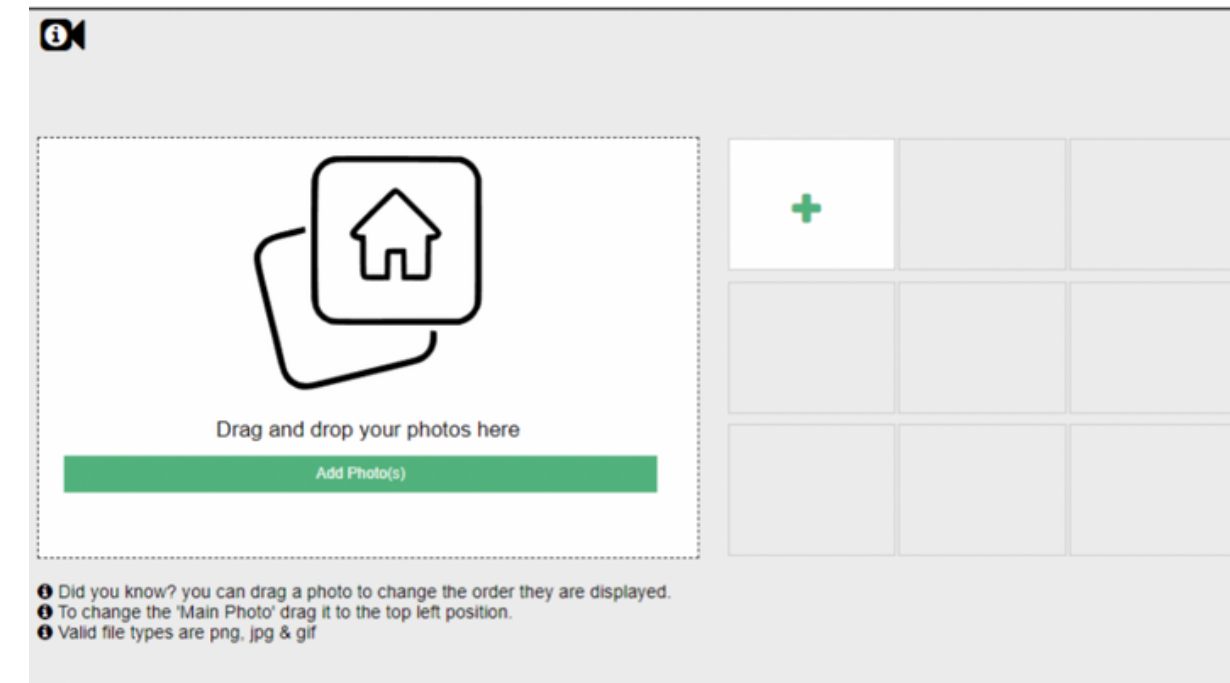
Top Tip

Where possible you should upload images in landscape orientation for the best viewing results.

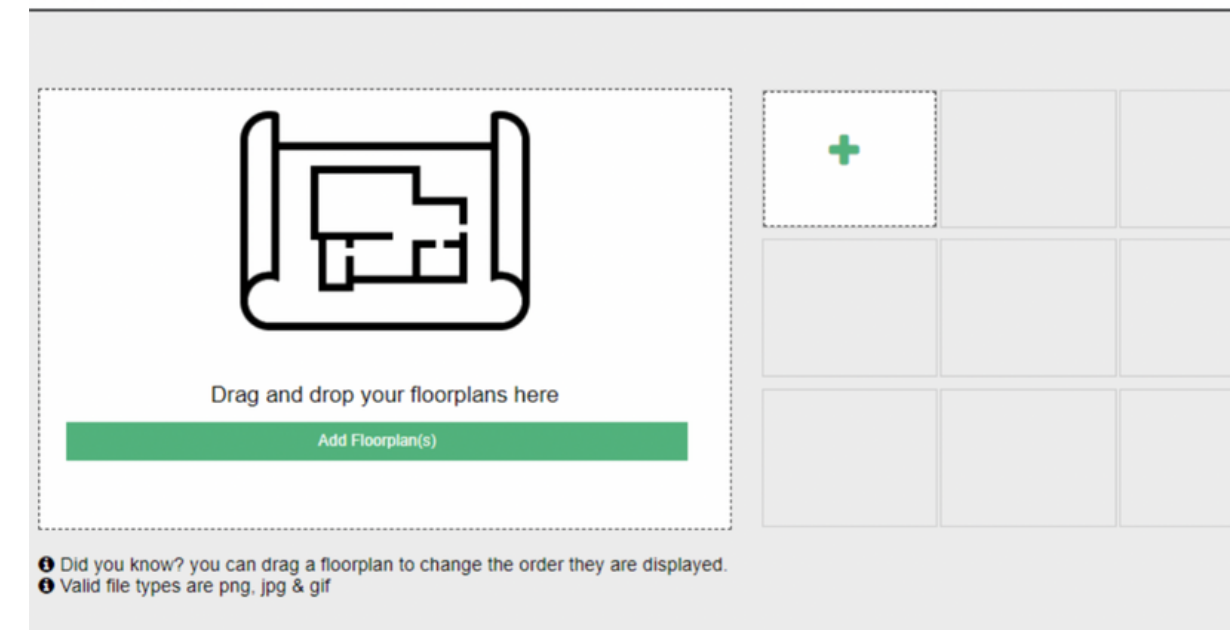
If you upload photos in portrait orientation an amber warning triangle will appear over your image to make you aware of this.

If you upload images that are low resolution, a red warning triangle will appear over the relevant photo to make you aware.

Valid file types are png, jpg & gif.



Floor Plans



Video Tour

Clicking the **"Next"** button will take you to a section where you can add a link from a supported video hosting site such as youtube.com or a site that allows users to interactively "tour" your property like matterport.com

Certificates

The next section of the form allows you to upload copies of certificates such as **Gas Safety** or **EPC** and enter expiry dates for these certificates. Once this section is complete, you can click the button at the bottom of the screen to proceed and create your advert.

You can view a certificate once it has been uploaded, if required. Only some certificates are mandatory and these will be highlighted.

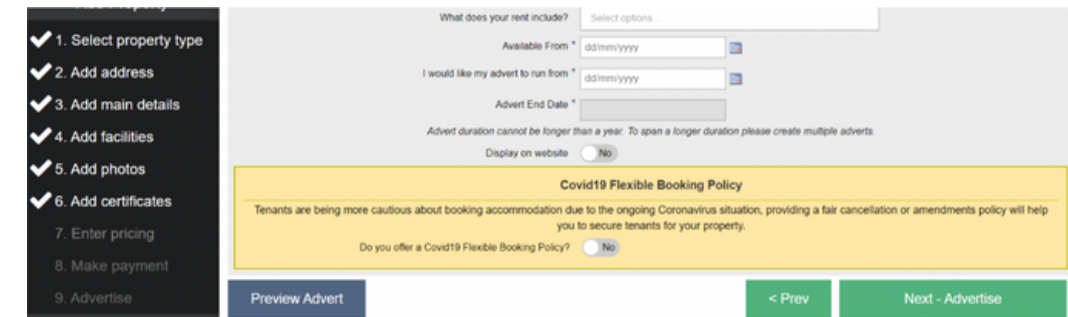
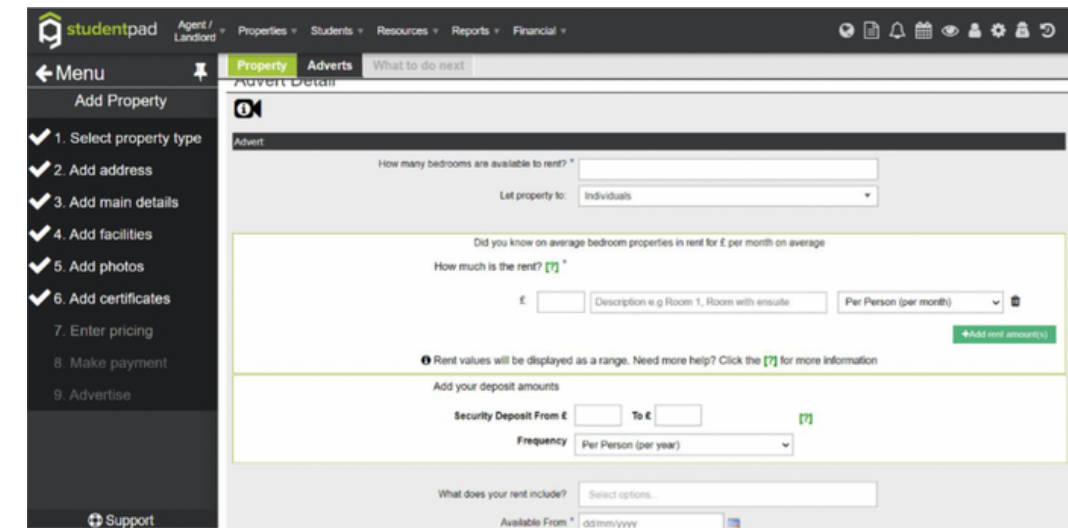
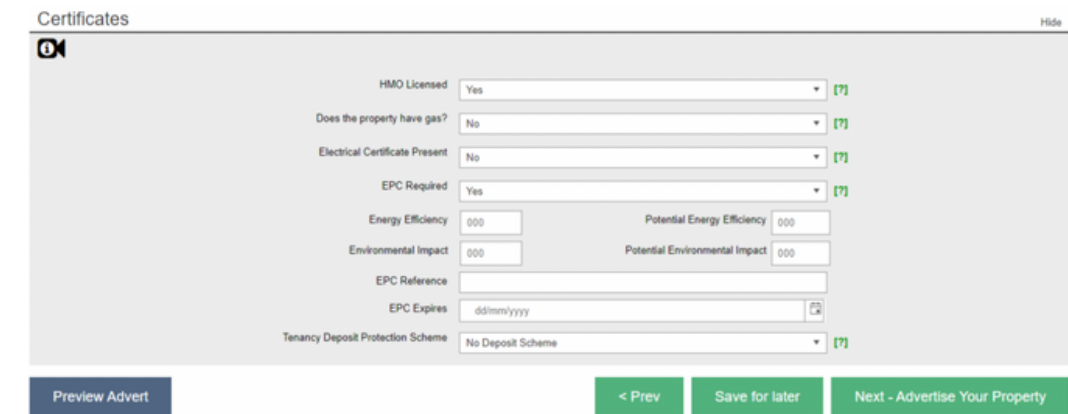
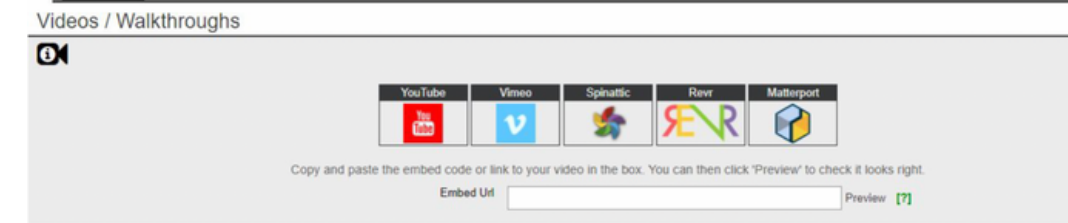
Top Tip

View the video if you need more help
The next step is to Advertise your property, **you must complete this step** in order to advertise your property on Studentpad.

Adding Your Advert

The advert page allows you to create the property advert, including:

- the number of bedrooms that are available to rent in your property
- the price(s) to rent your accommodation/rooms
- any utilities included in your rent
- When the accommodation is available
- and when you want your advert to start.

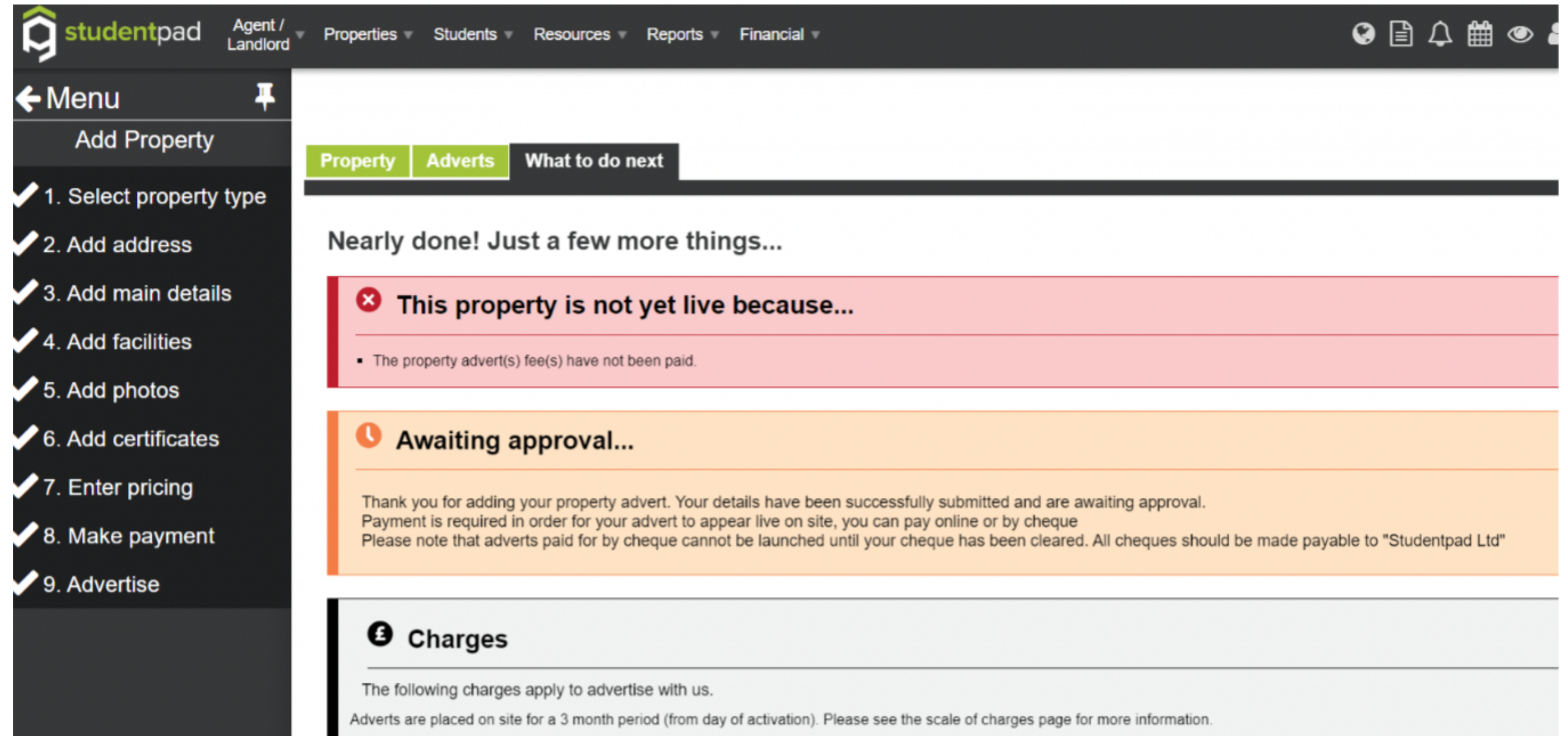


Once you've filled in these details, click the "**Next - Make Payment**" button. Upon clicking that button you will be taken to your "**order**" which will tell you how much is outstanding for you to pay so that your advert can go live.

Click "**Pay Now**" to be taken to PayPal.com where you can either log in if you have a PayPal account or you can continue as a guest and simply enter your debit or credit card details.

You may also reach the '**What to do next**' page. This could be because we are waiting for payment or a member of the team needs to 'vet' the property and check the certificates.

We will get onto this as soon as possible.



The screenshot shows the Studentpad web interface. The top navigation bar includes the Studentpad logo, 'Agent / Landlord', and dropdown menus for 'Properties', 'Students', 'Resources', 'Reports', and 'Financial'. A left-hand menu is visible with a 'Menu' header and a list of steps: 'Add Property', '1. Select property type', '2. Add address', '3. Add main details', '4. Add facilities', '5. Add photos', '6. Add certificates', '7. Enter pricing', '8. Make payment', and '9. Advertise'. The main content area has three tabs: 'Property', 'Adverts', and 'What to do next'. The 'What to do next' tab is active and displays a red error message: 'This property is not yet live because...' with a sub-message: 'The property advert(s) fee(s) have not been paid.' Below this is an orange message: 'Awaiting approval...' with a sub-message: 'Thank you for adding your property advert. Your details have been successfully submitted and are awaiting approval. Payment is required in order for your advert to appear live on site, you can pay online or by cheque. Please note that adverts paid for by cheque cannot be launched until your cheque has been cleared. All cheques should be made payable to "Studentpad Ltd"'. At the bottom, there is a grey section titled 'Charges' with a sub-message: 'The following charges apply to advertise with us. Adverts are placed on site for a 3 month period (from day of activation). Please see the scale of charges page for more information.'



THANKS FOR YOUR TIME!

**The UK's #1 Off-Campus Student
Accommodation Website!**