User Guide – Existing Landlords Creating New Advert

If you have previously registered with us, your property will already on StudentPad. You simply need to login by going to the following link:

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

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

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

The next page will feature details about the specific property. This is way you can add details and photos of your property.

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



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Street 2		
Town	Chelenham,	
Postcode	OL42 NUW	
Area	Chalternam	

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				New Advert	
Dates	Rooms Available	Rent Includes	Rent	Status	
25/10/2016 - 25/10/2016	3	Gas Electricity Water	£100.00 per person per week	Expired	

ty <u>Adverts</u> Stats

Now select the green 'New Advert' button. You can now add your advert details, this includes:

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

Your advert will run for one month after which you need to repost it.

Once you've completed your new advert, it will automatically be sent to the Accommodation Service who will review it. Please note that to be able to advertise your property you must update any expired certificates .

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