

Landlord User Guide

A guide to using the Studentpad software for Landlords.

ADDING A NEW PROPERTY

1. If you want to add a new property to your account click on the property manager tab

The screenshot shows the Maynooth University dashboard. At the top, there is a navigation bar with links for Properties, My Account, Information, and Downloads. Below the navigation bar is a main menu area. On the left, there is a 'To Do List' section with 'No Tasks' and a 'View All' button. In the center, there is a large 'Property Management' section with a blue oval around it. This section contains four buttons: 'Add a New Rent Property', 'Re-advertise an Existing property', 'Remove an advert', and 'Edit an Existing Property'. To the right of this is an 'Account Management' section with three buttons: 'My Settings', 'Change my contact information', and 'Set up online enquiries'. Below these sections are three more: 'Information' (with 'Scale of Charges' and 'Help Guides'), 'Statistics' (with 'Property Statistics'), and 'Student' (with 'View Requests'). Each section has a green 'Info' button at the bottom right. A vertical orange sidebar on the right is labeled 'ESTATEAGERS'. At the bottom of the page, there is a footer with the 'studentpad' logo, copyright information, and a link to 'Original Login: Residence Office - In Quick View'.

2. Here on the properties tab you can see any existing properties you have added to your account. If it is your first time using this section of the site it will be empty. Select "Add a New Property".

The screenshot shows the 'Add Property Progress' page. At the top, there is a navigation bar with links for Properties, My Account, Information, and Downloads. Below the navigation bar is a sidebar on the left with sections for 'Property Management' (containing 'Add a New Property', 'Re-advertise an Existing Property', 'Stop an advert', 'Property List', 'View/Edit Property', 'Properties Data', 'Property Communication Journal', and 'Post Logon'), 'Information' (containing 'How to...', 'Help Guides', 'Helpdesk', 'FAQ', 'Contact Us', 'Privacy Policy', 'Terms & Conditions', 'Cookie Policy', 'Sitemap', 'Logon', 'Logout', and 'Help'), and 'Downloads' (containing 'How to...', 'Help Guides', 'Helpdesk', 'FAQ', 'Contact Us', 'Privacy Policy', 'Terms & Conditions', 'Cookie Policy', 'Sitemap', 'Logon', 'Logout', and 'Help'). The main content area is titled 'Add Property Progress' and shows a three-step process: 'Find Property' (selected), 'Add Property Info', and 'Advertise Your Property'. Step 1, 'Find Property', has a green arrow pointing to it with the number '2'. Step 2, 'Add Property Info', has a grey circle with the number '3'. Step 3, 'Advertise Your Property', has a grey circle with the number '4'. Below this, there is a 'Find Property' section with fields for 'Address' (House Number/Name, Street 1, Street 2, Town, Postcode) and a note: 'All fields highlighted in grey will be displayed on site * Required Fields'. At the bottom, there is a note: 'Please enter as much information and as accurately as possible. We will use this address information to locate your property on the map. Once you have done this please click "Continue" and complete steps 2 and 3.' There are 'Step 1 of 3' and 'Continue' buttons at the bottom right.

Fill out the form and enter the address of the property, a postcode is not necessary. Click on the continue button to move to the next section.

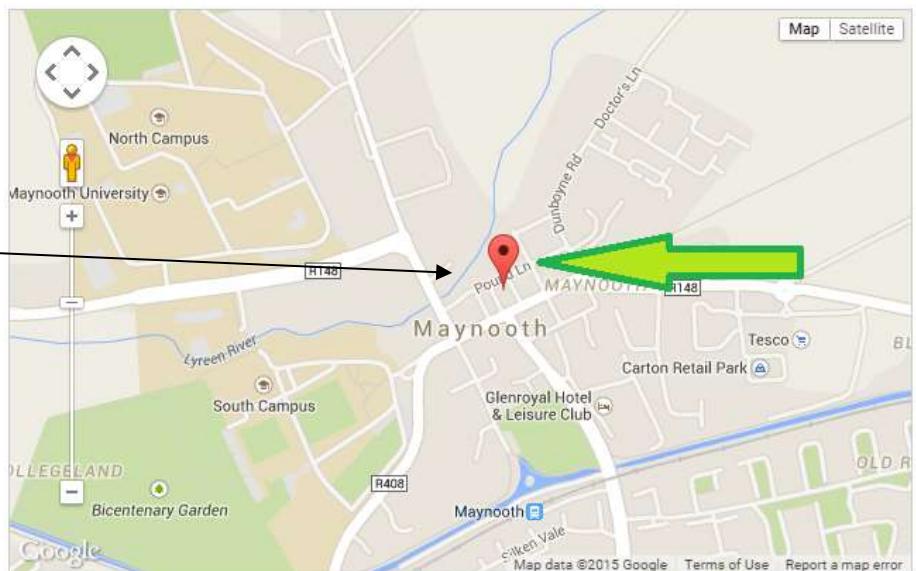
The screenshot shows the 'Add Property Progress' page with three steps: 'Find Property' (Step 1), 'Add Property Info' (Step 2), and 'Advertise Your Property' (Step 3). Step 1 is highlighted with a red circle and the number '1'. Step 2 is highlighted with a grey circle and the number '2'. Step 3 is highlighted with a grey circle and the number '3'. Below this is the 'Add Property' page. The 'Address' section contains fields for House Number/Name, Street 1, Street 2, Town, and Postcode. Each field has a green arrow pointing to it from the left. A note above the fields says: 'All fields highlighted in grey will be displayed on site * Required Fields'. Below the fields is a note: 'Please enter as much information and as accurately as possible. We will use this address information to locate your property on the map. Once you have done this please click "Continue" and complete steps 2 and 3.' At the bottom right are buttons for '(Step 1 of 3)' and 'Continue'.

On the next screen please select the area your property lies in. Students often search by area

The screenshot shows the 'Address' section of the 'Add Property' page. It includes fields for Agent / Landlord (Mr J Smith (NUIA831)), House Number/Name (house number), Street 1 (street), Street 2 (street), Town (town), Postcode, and Area (dropdown menu labeled 'Please Select'). A large green arrow points to the 'Area' dropdown menu. A note at the top right says: '* Required Fields'.

Map Location

To adjust the location of your property, click and drag the red marker to the correct location. If the red marker is not visible, click on the map to add a marker and then drag it to the correct location.



Now you can select the accommodation type and the living arrangement you are offering.

Main Details

If you are not sure about any of the options presented in the drop down menus click on the green question mark beside the dropdown box for an explanation.

Accommodation Type: * Please Select

Living Arrangement: Please Select

Total number of bedrooms: *

Main Description

[?]

Back to top

Photographs

To put photos of your property on the website click on the upload photos button and then select the photos you wish to upload that are stored on your computer.

Click the button to upload a photo, hold shift whilst selecting to upload multiple photos.

Upload Photos

no image

Click a thumbnail to view and edit the photograph details or set as the main photograph.

Next select the facilities that your property provides. Go through each available facility and click the box on any selection that applies to your property.

- Bathroom
- Double Glazing
- Laundry Facilities
- Pay as you Go Electric
- Sitting Room/Lounge
- Wi-Fi

When you're done filling out the information about your property, click "Next" on the bottom of the page.

Next

Lastly under advert tab fill in (Rent Prices, Duration of stay, Deposits etc)

Adverts

Advert:

How many rooms are available to rent? *



Room Type(s)



Please specify the room or room types available. E.g. Single Room, Twin Room etc.

All months are calendar month

Do you offer a price per person? Week € 420



Month € 420



Do you offer a price per room? Week € 420



Month € 420



Let property to: Individuals



Whole property rent Week €



Month €



Whole property rent can only be added when letting the property to "groups" or "individuals and groups" and the number of available bedrooms matches the number of bedrooms in the property.

Do you issue receipts No



Rent allowance accepted No



Do you charge a deposit?

Amount €

Per Person



ETC....

Once you have filled out the remaining details about your property, click "Add" on the bottom of the page. You have now added the property however, students cannot see your property until you add an advert with the price etc. If you need help with adding an advert we have a user guide or you can contact the Accommodation Office at 01 708 3322/homefinder.service@nuim.ie.