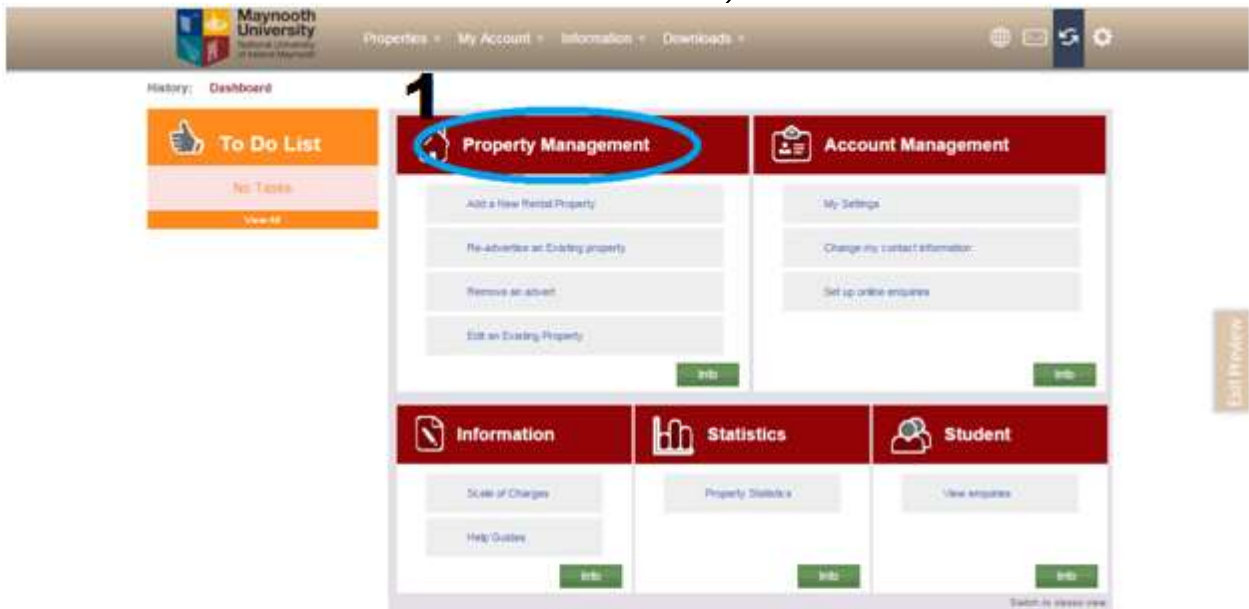# Landlord User Guide

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

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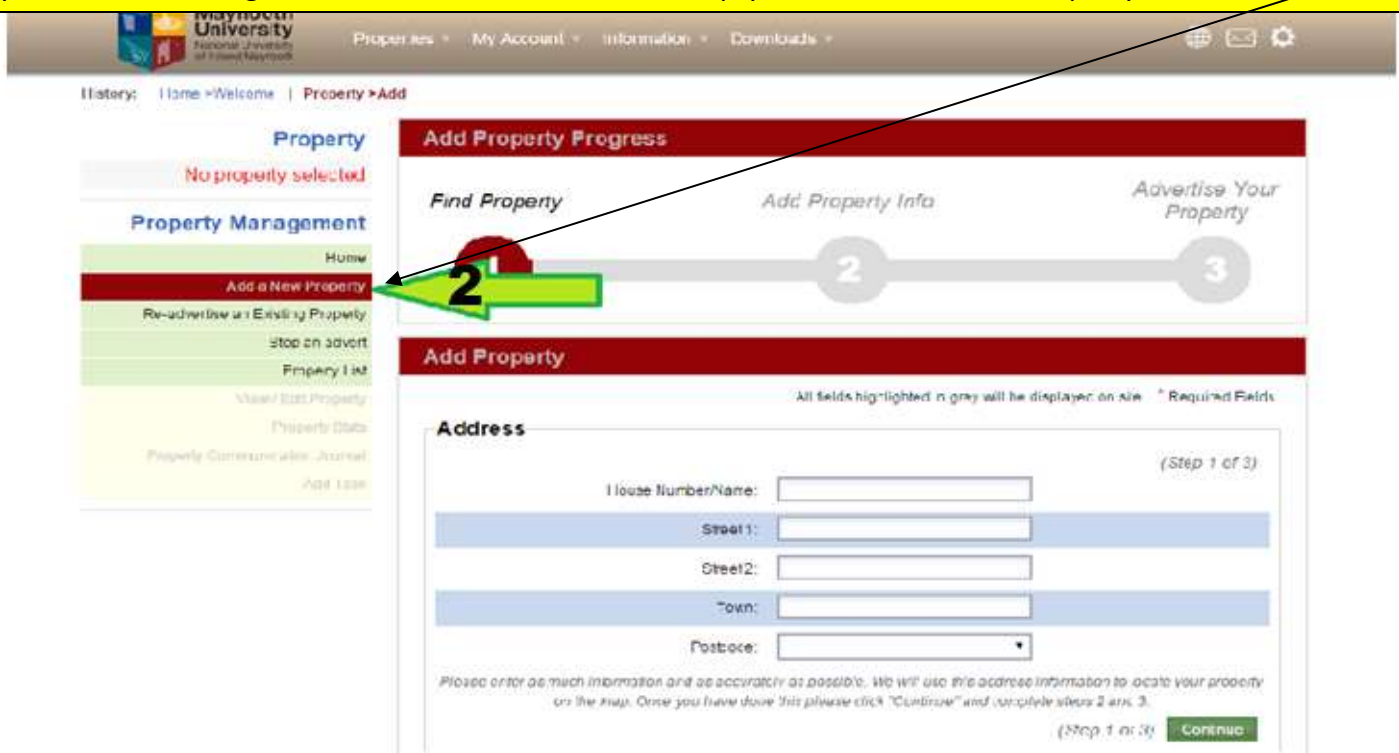
Fill out the form and enter the address of the property, a postcode is not necessary. Click on the continue button to move to the next section.

Maynooth University
National University of Ireland Maynooth

Properties ▾   My Account ▾   Information   Downloads ▾

History: Home >Welcome | Property >Add

Property

No property selected

Property Management

Home
Add a New Property
Re-advertise an Existing Property
Stop an advert
Property List
View / Edit Property
Property Stats
Property Communication Journal
Add Task

Add Property Progress

Find Property   Add Property Info   Advertise Your Property

1   2   3

Add Property

All fields highlighted in grey will be displayed on site   * Required Fields

Address

House Number/Name: [   ]

Street 1: [   ]

Street 2: [   ]

Town: [   ]

Postcode: [▼]

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.

(Step 1 of 3)   Continue

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

Property   **Adverts**

Mr J Smith (NUIA831)

* Required Fields

Address

Agent / Landlord: Mr J Smith (NUIA831)

House Number/Name   [house number]

Street 1   [street]

Street 2   [street]

Town   [town]

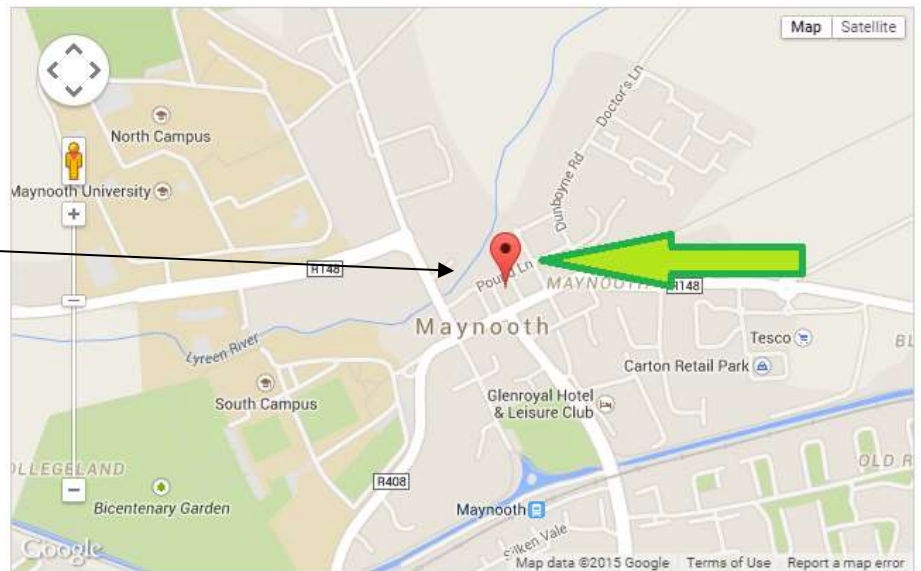Postcode: [   ]

Area   [Please Select   ▼]

Back to top

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.

Map | Satellite

North Campus

Maynooth University

Maynooth

Tesco

Carton Retail Park

Glenroyal Hotel & Leisure Club

South Campus

COLLEGELAND

Bicentenary Garden

Maynooth

Google   Map data ©2015 Google   Terms of Use   Report a map error

Main Details   Hide

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

Accommodation Type: *   Please Select ▼

Living Arrangement: Please Select ▼

Total number of bedrooms: *

Main Description

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.

[?]

Back to top

Photographs

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

Upload Photos

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.

no image

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

Bathroom ☑

Double Glazing ☐

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.

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.