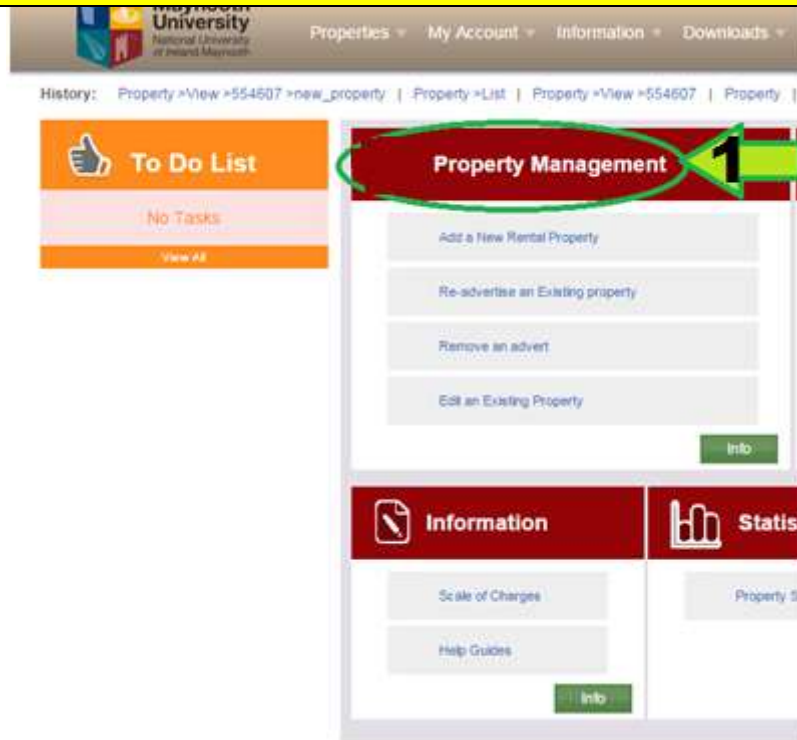
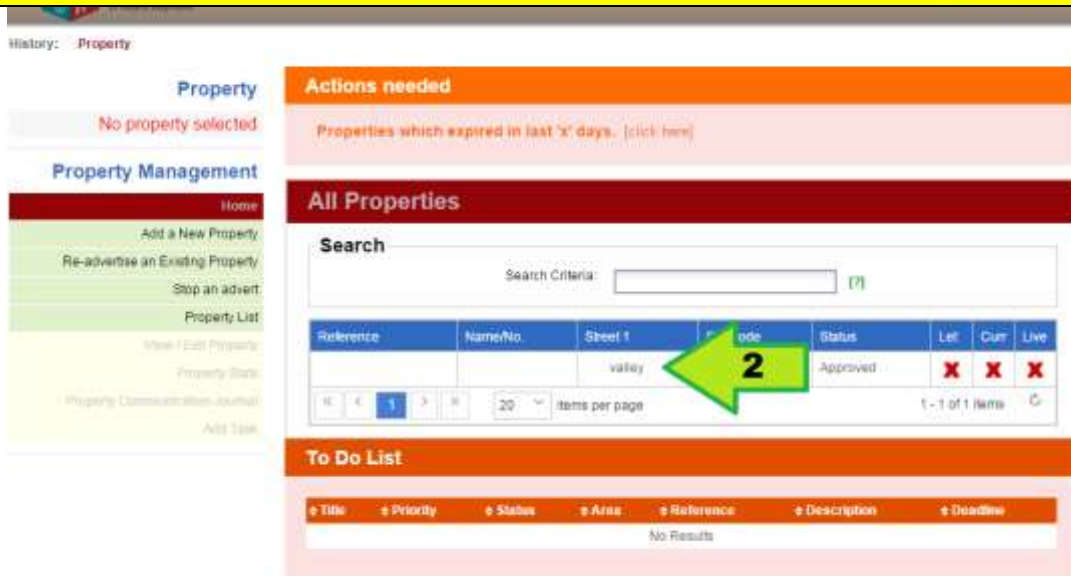


Adding an advert for your property

1. Login to your studentpad account and click on the property management tab.



2. On the properties screen click on the property you wish to add an advert for.



3. Click on the Adverts section of the page.



4. Enter in the number of rooms you are renting and the price.

Please note that if you have different types of rooms with different prices you can have an advert for each room with a different price. For the room types enter the single, single en suite, double, double en suite etc. You also can choose to have a whole house price.

5. Enter your advert details

Please remember to select the correct dates for when you want to advert to run from and for when your property/room is available from.

6. Please note that the advert end date will be entered by the university. You will receive a reminder weekly email to ask if you wish to continue the advert.

7. If you have different types of rooms or rooms that have a different rental price they should be advertised in a separate advert. To do this click on the advert tab again and then click on add a new advert option. (On the top right-hand corner of the page).

8. When you are finished filling out your details click the green "Add" button on the bottom of the page.