

1. Click [here](#) to access your account. Please read the updated T&Cs and revised LSH Standards.
2. From your dashboard, click '**Settings**', then '**My Settings**' to ensure you have up to date details and communication preferences. Ensure your '**Accreditation**' section is up to date. If you have not already done so, you can upload your logo to be displayed on your adverts.

Accreditation

Hide

RLA Membership Number:	
RLA Membership Expires:	dd/mm/yyyy
ARLA Membership Number:	
ARLA Membership Expires:	dd/mm/yyyy
NALS Membership Number:	
NALS Membership Expires:	dd/mm/yyyy
UKALA Membership Number:	
UKALA Membership Expires:	dd/mm/yyyy
NLA Membership Number:	
NLA Membership Expires:	dd/mm/yyyy
ANUK Membership Number:	
ANUK Membership Expires:	dd/mm/yyyy

Please also click on to the '**Contacts**' tab to ensure your contact details are up to date, including for any different contact types if you display a website contact etc. Make sure to save any changes, then click the LSH logo at the top left to return to your dashboard.

3. Click '**Edit properties**' under the '**All Properties**' tab, **DO NOT** click 'Advertise a property'. Then click on to the property you wish to advertise.

Your Dashboard


Unadvertised properties 2

Advertise a property


All properties 2

Edit properties


My information

Edit your contact details


Property views 0

All statistics


New property +

Add a new property

Enter property address, reference, etc

Image	Reference ↑	Address
	LSHP50448	1 Test Liverpool L1 1AA
	LSHP9260123	2 Test Liverpool L2 2AA

4. Please go through each section of the property tab in detail to ensure you have selected all appropriate tick boxes and your details accurately reflect your property (options available will differ based on property type). Ensure you select the relevant options within **'Suitable For'**, particularly as students will use these filters when searching the website.

Suitable For

Couples ☒	Disabled ☒	Family ☐	International Students ☒
Pets ☐	Postgraduates ☒	Short Term Stays ☒	Undergraduates ☒

Within **'Safety'**, **fire blankets** are mandatory for all kitchens; properties with a gas supply must have **carbon monoxide alarms**; **battery smoke detectors** are suitable for properties on a single floor however properties with 2 or more floors must have **mains smoke detectors** in place.

For **'Security'**, **window restrictors** are mandatory. Properties with ground floor windows that can be easily accessed from the outside, must have window restrictors in place, unless otherwise advised by the local authority or fire authority. If you do not have restrictors and are not exempt, we will not be able to advertise your property unless you provide us with evidence that restrictors are installed.

Safety

Battery Smoke Detectors ☐	Carbon Monoxide Alarm ☐	Fire Blanket ☒	Fire Extinguisher ☐
Mains Smoke Detectors (Interlinked) ☐			

Security

Advanced Standard ☒	Burglar Alarm ☒	Recommended Standard ☒	Window Restrictors ☐
24/7 Staff ☐			

Recommended Standard: Five lever mortise locks on all external doors (unless HMO state otherwise). All external doors to be of solid construction, glazing in external doors should consist of double glazing wire or laminated glass, ground floor windows should have working locks.

Advanced Standard: All recommended standard plus, security chain or spy hole to main external door, security lighting in dark area, a full burglar alarm system.

5. **'Photos'** - Here you can add/amend your photos, and can click the information icon for a short video guide. For **'Videos/Walkthroughs'** the information icon helps with uploading a video as you cannot upload the file directly. When producing property videos (and other marketing materials), in line with advice from Merseyside Police care should be given where possible to avoid filming door numbers and not name video titles with full property address. Please also be mindful not to capture personal information of occupants in any videos.

Videos / Walkthroughs Hide



YouTube

Vimeo

Spinatic

Rwv

Matterport

Copy and paste the embed code or link to your video in the box. You can then click 'Preview' to check it looks right.

Embed Uri Preview 

Preview - Success



6. Ensure all certificates are up to date. Any expired certificates will be shown in a status box to the left of the screen. Please upload any new certificates next to the relevant section, or email to LSH@Liverpool.ac.uk. Make sure you have provided your Property License (or application proof from your Liverpool City Council LAR portal). **Certificate expiry dates cannot be updated.** LSH will vet new certificates and input new dates, at which point certificate expiry alerts will disappear.

All changes made on the property tab are saved automatically, you do not need to save them.

Certificates Hide

All date fields below are intentionally greyed out, as all certificates require vetting. Once vetted, these dates will be updated by LSH

Property Licensed	Yes	[?]	Add Download
Licence Expires	17/04/2020		
Does the property have gas?	Yes	[?]	Add Download
Gas Certificate Expires	dd/mm/yyyy	This is entered by an administrator	
Electrical Certificate Present	Yes	[?]	Add Download
Electrical Certificate Expires	dd/mm/yyyy	This is entered by an administrator	
EPC Required	Yes	[?]	
Energy Efficiency	100 A	Potential Energy Efficiency	100 A
Environmental Impact	100 A	Potential Environmental Impact	100 A
EPC Reference	0101-0101-0101-0101	Validate EPC	Add Download
EPC Expires	dd/mm/yyyy	This is entered by an administrator	
Tenancy Deposit Protection Scheme	Not Charging Deposit	[?]	

7. Click on the **'Adverts'** tab, then the blue **'Add New Advert(s)'** button. Once the advert template loads, please complete all fields on the page.

Property **Adverts** **Documents** **Stats**

NOT LIVE

Add New Advert(s)

Dates	Rooms Available	Rent Includes	Rent	Status
▶ 16/10/2019 - 15/10/2020	2	Gas Electricity Water	£325.00 per person per month £346.66 per person per month £75.00 per person per week £80.00 per person per week	Disabled
▶ 01/04/2017 - 30/11/2017	3		£75.00 per person per week £325.00 per person per month	Expired
▶ 21/02/2014 - 26/02/2014	3		£75.00 per person per week £325.00 per person per month	Expired
▶ 03/12/2012 - 30/11/2013	3		£75.00 per person per week £325.00 per person per month	Expired

You can add several rent levels for different room types or contract lengths, and all rents will display on your live advert. Ensure your guarantor preferences are correct, particularly as many students use this website filter if they can't provide a guarantor, or are using a guarantor insurance scheme and wish to see suitable properties. New fields have been added to allow you to also indicate your contract lengths and also indicate if your bills are capped (where rents are all inclusive).

Please set the date your property is available from, then in the **'I would like my advert to run from'** field enter the date you wish the advert to commence. Finally, click on the **'Add'** button at the bottom to submit your advert. **Please note, this will create a new advert and ensure that no past/existing advert data will be affected.**

8. Click **'Return to property management home'** on the pop up to go back to your property list.

Repeat the above steps for every property that you wish to advertise