

These steps outline the easiest way to re-advertise an existing property with LSH:

1. Click [here](#) to access your account. Please read the updated T&Cs and revised LSH Standards.
2. From your dashboard, please click **'Settings'**, then **'My Settings'**, to ensure all of your details are up to date. Please ensure your **'Accreditation'** section is up to date (see below). If you have not already done so, you can upload your company logo to be displayed on your adverts. Make sure to save any changes, then click the LSH logo at the top left to return to your dashboard.

## Accreditation

Hide

RLA Membership Number:	<input type="text"/>
RLA Membership Expires:	<input type="text" value="dd/mm/yyyy"/>
ARLA Membership Number:	<input type="text"/>
ARLA Membership Expires:	<input type="text" value="dd/mm/yyyy"/>
NALS Membership Number:	<input type="text"/>
NALS Membership Expires:	<input type="text" value="dd/mm/yyyy"/>
UKALA Membership Number:	<input type="text"/>
UKALA Membership Expires:	<input type="text" value="dd/mm/yyyy"/>
NLA Membership Number:	<input type="text"/>
NLA Membership Expires:	<input type="text" value="dd/mm/yyyy"/>
ANUK Membership Number:	<input type="text"/>
ANUK Membership Expires:	<input type="text" value="dd/mm/yyyy"/>

3. Click **'Edit properties'** under the **'All Properties'** tab, **DO NOT** click **'Advertise a property'**.

## 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

4. Click on the property you wish to advertise for the forthcoming rental period.

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

◀ 1 ▶ 20 items per page

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

**Suitable For**

Children <input type="checkbox"/>	Couples <input type="checkbox"/>	Disabled <input checked="" type="checkbox"/>	Family <input checked="" type="checkbox"/>
Graduates <input checked="" type="checkbox"/>	International Students <input checked="" type="checkbox"/>	Pets <input type="checkbox"/>	Postgraduates <input checked="" type="checkbox"/>
Short Term Stays <input type="checkbox"/>	Smokers <input type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Undergraduates <input checked="" type="checkbox"/>

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 you have been otherwise advised by the local authority or fire authority. If you do not have restrictors in place 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 <input type="checkbox"/>	Carbon Monoxide Alarm <input type="checkbox"/>	Fire Blanket <input checked="" type="checkbox"/>	Fire Extinguisher <input type="checkbox"/>
Mains Smoke Detectors (Interlinked) <input type="checkbox"/>			

**Security**

Advanced Standard <input checked="" type="checkbox"/>	Burglar Alarm <input checked="" type="checkbox"/>	Recommended Standard <input checked="" type="checkbox"/>	Window Restrictors <input type="checkbox"/>
24/7 Staff <input type="checkbox"/>			

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.

6. Next is **'Photos'**. Here you can add or amend your photos. Please click onto the information icon for a short video guide to help you through this. For **'Videos/Walkthroughs'** you can also click onto the information icon for help with uploading a video as you cannot upload the file directly. Currently accepted formats are **YouTube, Vimeo, Spinatic, Revr and Matterport**. We remind you for security reasons to avoid filming door numbers and using the full property address as the video title. If you wish to use a professional service, see our [recommended contractor list](#).

Videos / Walkthroughs Hide



				
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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



7. Ensure all certificates are up to date. Any certificates that have expired will also be shown in the status box to the left of the screen. Please upload any new certificates next to the relevant section, or send these by email to [LSH@Liverpool.ac.uk](mailto:LSH@Liverpool.ac.uk). If your HMO property has 5 or more bedrooms, please ensure you have provided your HMO licence (or application proof).

You will note that for certificate expiry fields, you cannot update the dates. This is for vetting purposes, and dates will be updated by LSH. Certificate expiry alerts will only disappear once we have updated these date fields.

**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	[?]		

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

8. 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 set different rent levels for different room types or contract lengths. Ensure your guarantor details are correct, particularly as many students will use this website filter if they can't provide a guarantor, or are using a guarantor insurance scheme and wish to see suitable properties.

Please set the date your property is available from, then enter 01/12/2021 in the 'I would like my advert to run from' field. If you wish to add a 'Covid Flexible Booking Policy', please activate this feature. 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.**

9. 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.**