



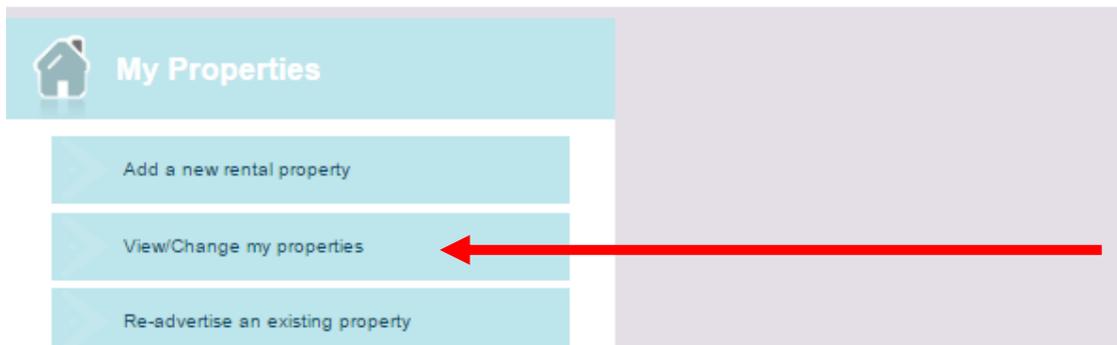
Re-advertising your property with Liverpool Student Homes 2018-19

To re-advertise an existing property with LSH for the upcoming 2018-2019 registration period, please follow these steps:

1. Login to your landlord account on the LSH website using your **LSHA** login details or email address.
2. From your landlord dashboard, click '**View/Change my properties**' under the '**My Properties**' tab (see below).

Property Overview - Liverpool Student Homes

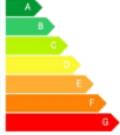
Live	Not Live	Total
0	1	1



3. Step 1 – Choose the property you wish to advertise for the 2018-2019 rental period.
4. Step 2 – Make any changes to your property description ensuring all extra amenities are detailed and upload property photographs. Make sure changes are saved before vacating this page by clicking on '**Save property**'.
5. Step 3 – If you have expired certificates, please upload current certificates by clicking the '**Upload**' arrow button next to the relevant field (see below).

Please note, certificate expiry dates cannot be manually entered by landlords. These will be amended by the LSH office upon receipt of the relevant certificates.

Certification Hide

HMO Licensed:	No	[?]	 
HMO Expires:	dd/mm/yyyy		
Does the property have gas?:	Yes <input type="radio"/> No <input checked="" type="radio"/>		 
Gas Certificate Expires:	dd/mm/yyyy		
Electrical Certificate Present:	Yes <input type="radio"/> No <input checked="" type="radio"/>		 
Electrical Certificate Expires:	dd/mm/yyyy		
EPC Required:	Yes <input checked="" type="radio"/> No <input type="radio"/>	[?]	
Energy Efficiency:	Please Select		
Potential Energy Efficiency:	Please Select		
Environmental Impact:	Please Select		
Potential Environmental Impact:	Please Select		
EPC Reference:		Validate EPC	 
EPC Expires:	dd/mm/yyyy		
Tenancy Deposit Protection Scheme:	Deposit Protection Service		

6. Step 4 – Click on the **‘Adverts’** tab. To create a new advert click **‘New advert’** button and update information about the rent, bills, deposits and tenancy start dates. As all properties for the 2018-2019 rental period will go live on the LSH website on December 1st 2017, please enter 01/12/2017 in the **‘I would like my advert to run from’** field (see below). To complete the process, please click on the **‘Add’** button. *Please note, this will create a new advert and ensure that no past/existing adverts will be affected.*

What does your rent include?	<input type="checkbox"/> Water	<input type="checkbox"/> Gas
	<input type="checkbox"/> Electricity	<input type="checkbox"/> Internet
Contract Type:	Not Selected	
Admin Fee:	£	
Summer Concession:	N/A	
Available From *	01/07/2017	
I would like my advert to run from *	01/12/2016	
	<i>The end date is added by the administrator</i>	
Under Development	Yes <input type="radio"/> No <input checked="" type="radio"/>	[?]
Let Agreed	Yes <input type="radio"/> No <input checked="" type="radio"/>	
Display on website	Yes <input checked="" type="radio"/> No <input type="radio"/>	

Repeat this process for every property that you wish to advertise.