



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

6. Step 4 – Click on the **'Adverts'** tab. To create a new advert click **'New advert'** button (located top right above the list of expired adverts) 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:	<input type="text" value="Not Selected"/>	
Admin Fee:	£ <input type="text"/>	
Summer Concession:	<input type="text" value="N/A"/>	
Available From *	<input type="text" value="01/07/2017"/>	
I would like my advert to run from *	<input type="text" value="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"/>	

An alternative, and slightly quicker method is to click on the top advert to load the advert details, then click **'Copy advert'**. All previous details will be copied to a new advert, and all you need to change are the available from and advert run from dates and update other details (if required), then click **'Add'** at the bottom

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