

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

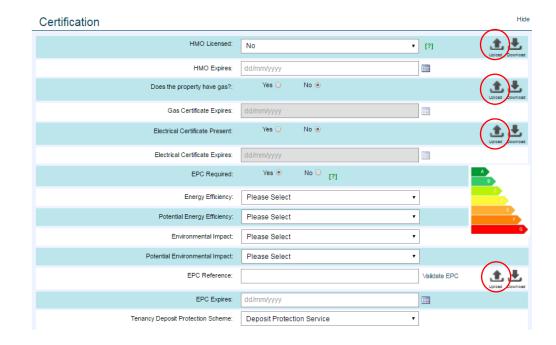
To re-advertise an existing property with LSH for the upcoming 2018-2019 registration period, please follow these steps:

- 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).

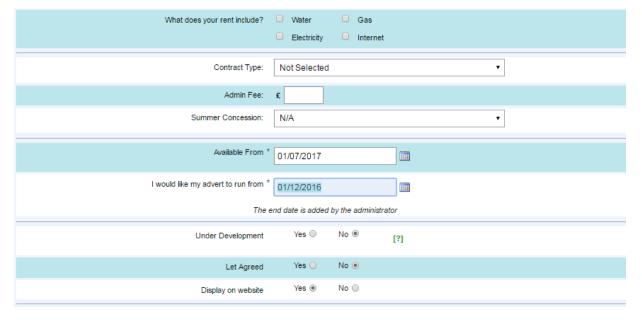
## Property Overview - Liverpool Student Homes

Live	Not Live	Total
0	1	1
My Properties		
Add a new rental property		
View/Change my properties	<b>—</b>	
Re-advertise an existing property		

- 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.



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.



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.