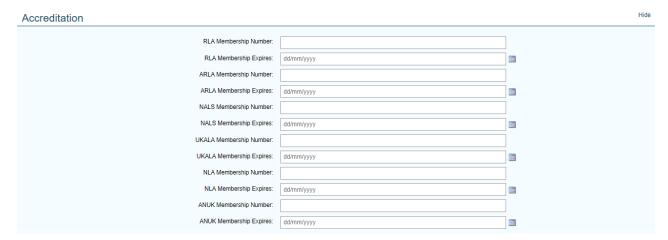


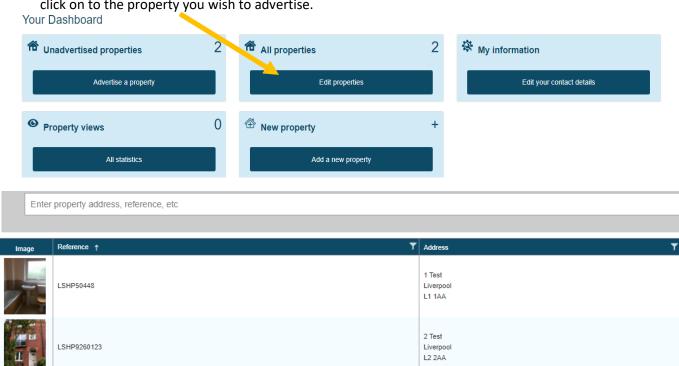
## Re-advertising your property with Liverpool Student Homes

- 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.



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.





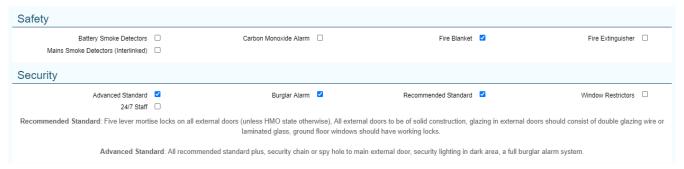
## Re-advertising your property with Liverpool Student Homes

**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.

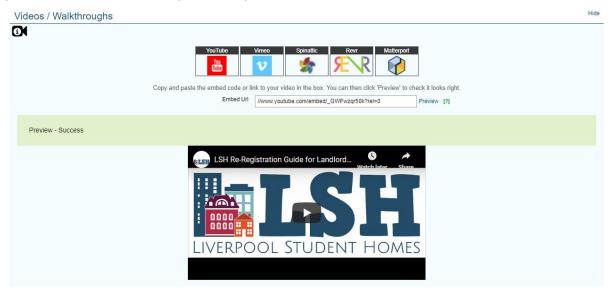
Suitable For				
Coupl	les 🗹	Disabled <	Family	International Students
Pe	ets 🗆	Postgraduates <	Short Term Stays <	Undergraduates <

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.



**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.





## Re-advertising your property with Liverpool Student Homes

**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 <a href="LSH@Liverpool.ac.uk">LSH@Liverpool.ac.uk</a>. 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. Hide Certificates **1** All date fields below are intentionally greved out, as all certificates require vetting. Once vetted, these dates will be updated by LSH Property Licensed Yes v [?] **1** € Licence Expires 17/04/2020 Does the property have gas? Yes الله على ¥ [?] Gas Certificate Expires This is entered by an administrator Electrical Certificate Present Yes ££ Electrical Certificate Expires This is entered by an administrator EPC Required Yes Potential Energy Efficiency 100 Energy Efficiency 100 Potential Environmental Impact 100 Environmental Impact EPC Reference 0101-0101-0101-0101 ££ 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.



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 enter 01/12/2023 in the 'I would like my advert to run from' field. 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.