## User Manual - New landlords

### Registration on Studentpad

Go to the following link:
http://www.stmarysstudentpad.co.uk/Landlords

Read the Terms and if you are happy to accept press 'Submit.'

On the next page you will be required to enter your details. This includes your title, name and company name (if applicable.) Once entered, select 'Next.'

You will now need to enter your email address and desired password (the password must be longer than 4 characters, contain 1 capital letter and 1 number.) Once entered, select 'Next.'

You now need to enter your business/home address (this address will NOT be displayed on the website.) Simply start typing your postcode and the system will help find your full address. Now provide the relevant phone number(s) and select 'Next.'

You can now select whether you want to receive enquiries online along with confirming how you heard about this service. Select 'Next' and you have successfully registered your details with St Mary's University.

You are now in your personal Control Site.

Please make a note of your reference number: STMA***

### What you need to do next?

•Please make a note of this address: https://control.studentpad.com/.
This is where you login to the system.
•You now need to start adding your rental property details, upload photographs and create adverts.
•Check your settings to make sure you receive only the email notifications you want.

Use any of the green buttons on this page to complete the relevant tasks.

### Add a Property

Select the 'Add a Property' box.

Simple start typing your postcode and the system will help find your full address of the student property you want to register. Now click 'Continue.'

The next page is where you provide details of your student property. This includes:

**Address:**
Confirming the house number

**Main Details:**
Accommodation Type (House, flat, etc.)
Living Arrangement (Lodgings or Shared/Whole Property)
Total number of bedrooms in the property
Main Description (where you provide full details about the property, this information will display on the property details page)
Number of floors in the property
No of Floors Includes Basement/Loft

**Owner(s):** This is where you can add details of other property owners, if you are the sole property owner, you can leave the area blank. Please remember that there must not be any fees past to the students should you be using an agent. Students should only be paying their rent and deposit.

**Photographs:** This is the area where you can add photos of the property. Click the 'Upload Photos' button to upload photos from your computer (hold shift whilst selecting to upload multiple photos.) We strongly recommend you upload photos and it really helps to advertise your property.

**Videos / Walkthroughs:** You also have the option to embed a YouTube or Vimeo video URL link of your property (optional.)

**Shared & Private Facilities:** Click the relevant boxes of what facilities feature in your property.

**Other Facilities:** Please type any other facilities that are not included in the previous section.

**Safety & Security:** Click the relevant boxes of what's featured in your property.

**Suitable For:** Select which types you'd be happy to rent to.

**Heating:** Confirm what's in your property.

**Certification:** Please email your certificates to accommodation@stmarys.ac.uk with your property address and the Accommodation Service can add these on for you.

Please note that no advert will go live unless all certificates have been received.

**Tenancy Agreement:** Please confirm the type of tenancy the students will be signing.

**Furnishings Comply With Fire Safety Regulations:** Confirm that all of your furniture complies with the necessary regulations.

**Insurance Certificate:** Confirm that you have a valid Insurance Certificate for the property.

**Agent/Landlord Notes** (optional): N.B. These notes are private and for your reference only.

Once complete, click 'Next.'

**Adding an Advert**

**Advert Detail:** Here you can add details if what you want to advertise to the students. This includes:

How many bedrooms you have available,
the rent price per week, deposit amount,
what's included in the rent,
the contract length and type
when the contract is available from/to.

Your advert end date will be set to run for one month, after which you will need to renew it.

Once you've completed this advert along with the registration process, the Accommodation Service will review the details.