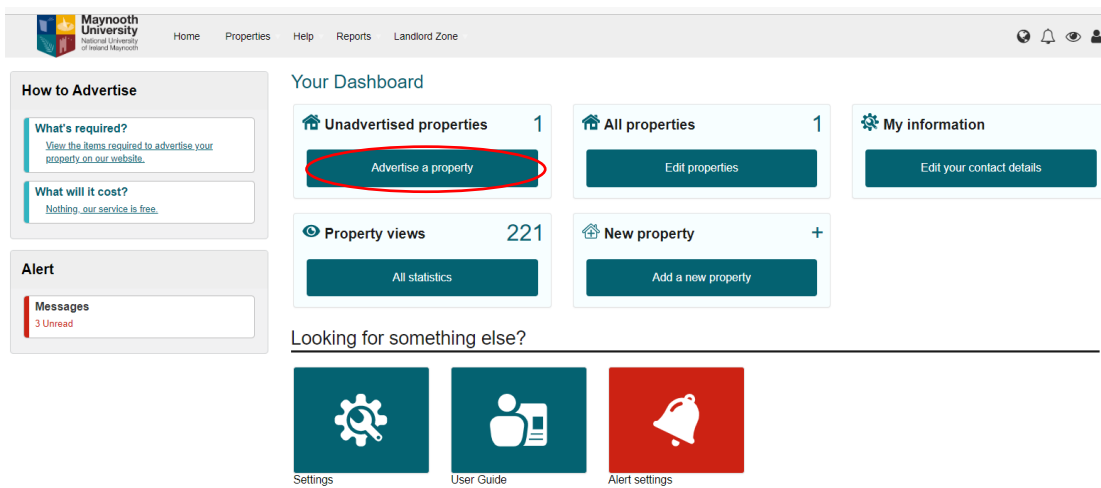## Landlord Guide – Creating a New Advert on Studentpad

Creating your First Advert for your Accommodation

1) Once you have created your Property Profile, you need to create an advert for the current advertising period (see our website for advertising guidelines: https://www.maynoothuniversity.ie/student-services/homefinder/landlord-info).

   Click on **Next - Advertise Your Property**

2) Alternatively, you can click on the menu button on Your Dashboard (highlighted below) to create a new advert.

3) You will see two tabs at the top of screen with **Adverts** selected.

4) Complete the sections of your advert as shown in the examples below.

   Step 1:
   Your Property Profile will have the total number of rooms in your house. The advert should state only those rooms available to rent.

Step 2:

Enter in a rent amount for each available room (if different rates). Ensure you choose the correct period for payment e.g. per week from the drop-down menu.

Did you know on average bedroom properties in rent for € per person per month

How much is the rent? **[?]** *

€	100	Single en-suite	Per Room (per week)	⌄	🗑
€	500	Double for single occupancy	Per Person (per month)	⌄	🗑
€	800	Double for couples	Per Person (per month)	⌄	🗑

+Add rent amount(s)

Step 3:

Enter in a security deposit amount, if you taking a deposit.

N.B. Only one amount can be added here, so we would suggest entering the highest amount and discuss this then later with your tenant.

Add your deposit amounts

Security Deposit From € | 800 | **[?]**

Frequency | Per Room ⌄

Step 4:

Enter in the relevant details below. You must also select the number of days the accommodation is available for or we cannot approve your advert. You can offer 5 or 7 days accommodation and review this then once you meet prospective tenants. Please also select what the rent includes e.g. bills. We would suggest including this in the total rent to help students budget their money and not have unexpected costs.

Do you issue receipts	Yes ⌄
Rent allowance accepted	No ⌄
What does your rent include?	☐ 5 days accommodation ✕ ☐ 7 days accommodation ✕ 🗑 Bins ✕
	🌐 Wi-Fi ✕ 💧 Water ✕ 🖥 TV Licence ✕ 🖥 Cable/Sky/Freeview ✕

Step 5:

Select the contract type and Catering option (normally Self Catering is chosen, as students need to have access to a kitchen)
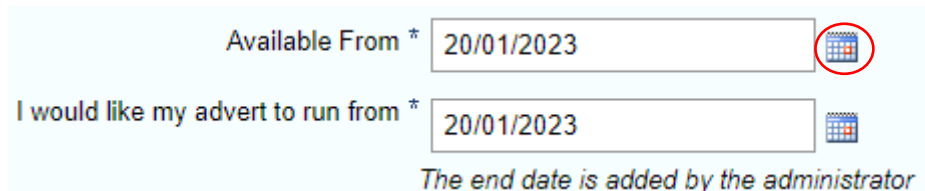
Do you issue receipts	Yes ⌄		Catering:	Not Selected
Rent allowance accepted	No ⌄			Not Selected
What does your rent include?	☐ 5 days accommodation ✕ ☐ 7 days accommodation ✕ 🗑 Bins ✕	able From *	Bed & Breakfast
	🌐 Wi-Fi ✕ 💧 Water ✕ 🖥 TV Licence ✕ 🖥 Cable/Sky/Freeview ✕	⤳ run from *	Bed, Breakfast, Evening Meal +Light Supper
Contract Length (weeks):	Semester 2		Full Board
Contract Type:	Not Selected ▼	7	Room Only
Catering:	Not Selected		Self Catering
	Academic Year	ing Terms	
Available From *	Summer Let		
ould like my advert to run from *	Semester 1		
	Semester 2		

Step 6:

Using the calendar, select the date when the accommodation is available and from when you would like your advert to run.

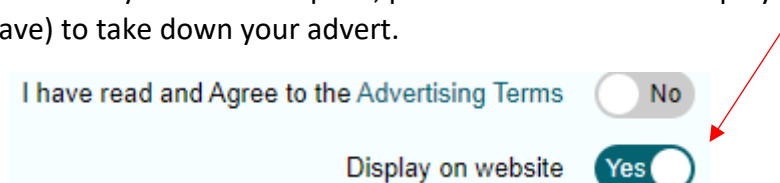*N.B. <u>We</u> add the end date of the advert as per advertising periods (see point 1)*

Available From *	20/01/2023
I would like my advert to run from *	20/01/2023

The end date is added by the administrator

Step 7:

You must then agree to the Advertising Terms and click Display on website. If you find a tenant before your advert expires, please switch OFF the Display on website (and click Save) to take down your advert.
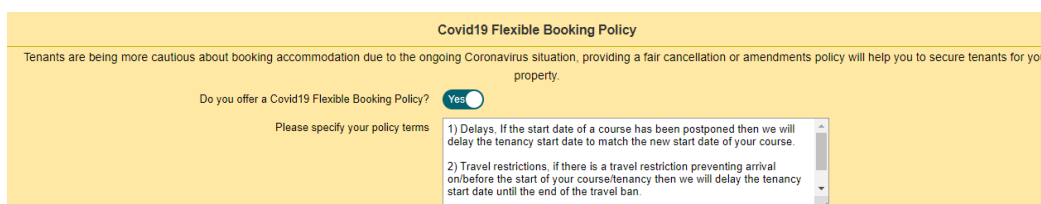
I have read and Agree to the Advertising Terms   No

Display on website   Yes

Step 8:

The Covid19 Flexible Booking Policy was added during this period and is probably no longer relevant. There is sample text available, if you wish to use this facility.

Covid19 Flexible Booking Policy

Tenants are being more cautious about booking accommodation due to the ongoing Coronavirus situation, providing a fair cancellation or amendments policy will help you to secure tenants for your property.

Do you offer a Covid19 Flexible Booking Policy?   Yes

Please specify your policy terms

1) Delays, If the start date of a course has been postponed then we will delay the tenancy start date to match the new start date of your course.

2) Travel restrictions, if there is a travel restriction preventing arrival on/before the start of your course/tenancy then we will delay the tenancy start date until the end of the travel ban.

Step 9:

Click on **Next - Advertise** to advertise your property. You will see your advert is pending approval, as all new adverts and further edits need to be approved by the team.

Advert Detail

Advert: 21107373 (Advert awaiting approval)

We run our eye over adverts to check for any obvious discrepancies such as missing the period of days available.

N.B. The terms and conditions of <u>all</u> information in your account including the Property and Advert details is the landlords responsibility to check for correctness.

Step 10:

Once approved, you will receive an email to alert you of this.