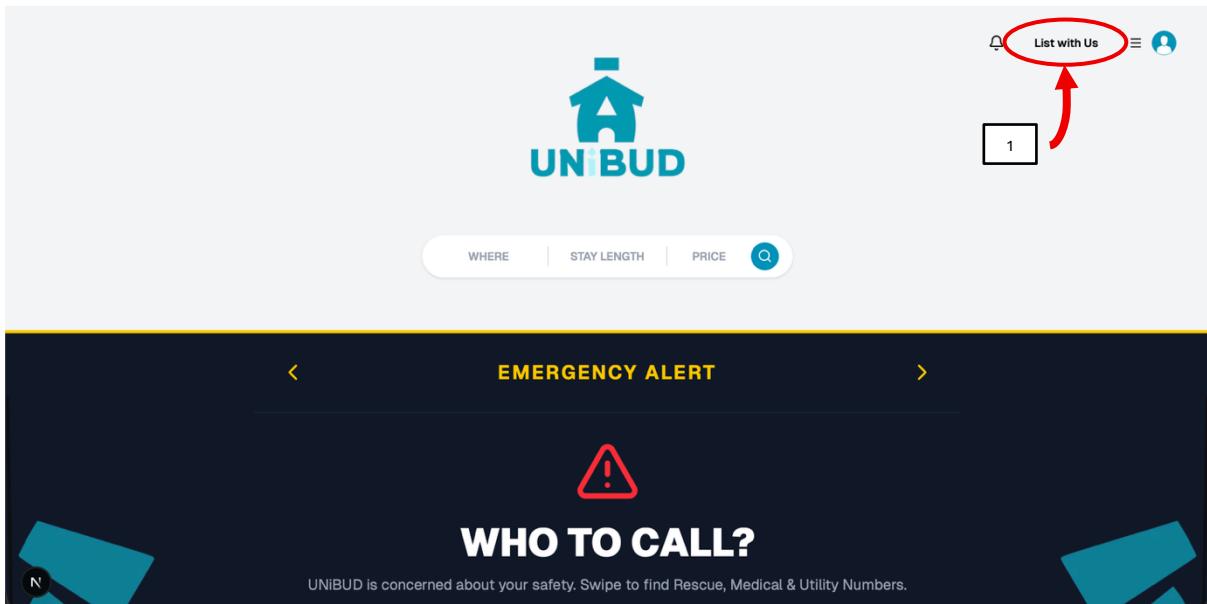


LANDLORD GUIDEBOOK

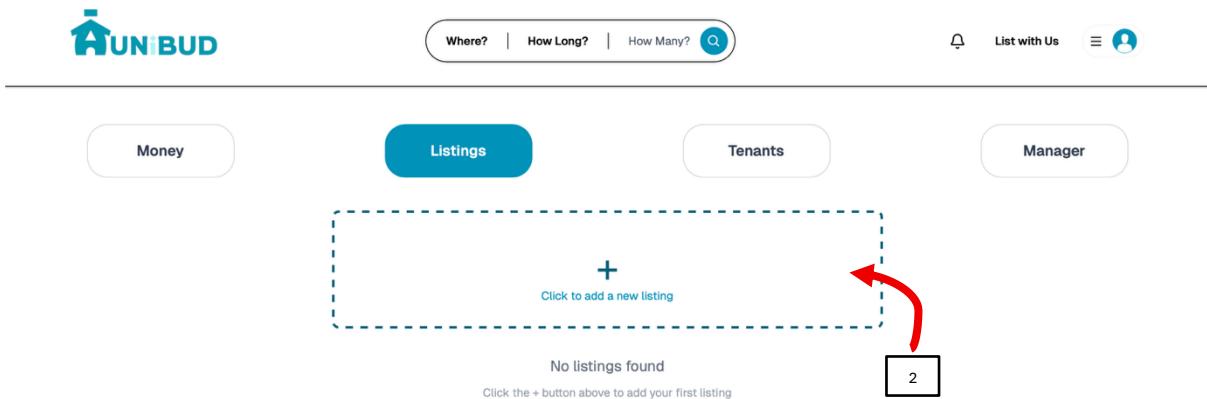
HOW TO LIST A PROPERTY



[UNiBUD](#)



1 Click "List with Us" on top of the screen.



2 Click on the above area with + button to open the listing form.

Listing Form (8 steps)

STEP 1



What is your Address? *

Enter the property address

Enter the relevant city

Enter the postcode

What type of Property do you have? *

Select type of property

Who else will be living with your tenants? *

Select who will be living with tenants

What's the preferred gender of tenant? *

Select the gender of the tenants you want

Utilities paid by Owner

YES

YES – you pay the electricity/water bills

NO – tenant pays the electricity/water bills

STEP 2



Select how you want to rent your property (select all applicable options)? *



Entire Property



Entire Floors



Individual Rooms

See next page for
more details

[Back](#)

[Continue Later](#)

[Next](#)

ENTIRE PROPERTY – You wish to rent out your whole property (building) with us and expect the student to rent the whole property

ENTIRE FLOORS – You wish to rent out some (or all) of the floors of your property and expect the student to rent a full floor

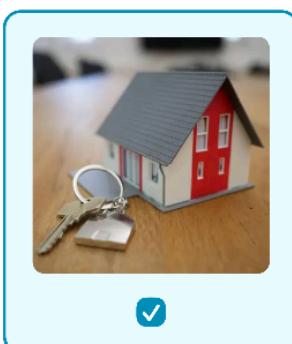
INDIVIDUAL ROOMS – You wish to rent out rooms individually and expect the student to rent the room only

STEP 2

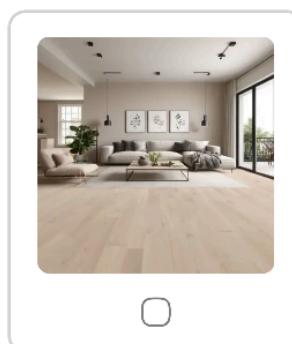
ENTIRE PROPERTY



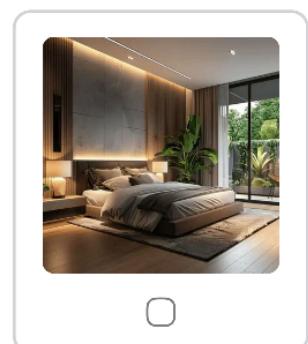
Select how you want to rent your property (select all applicable options)? *



Entire Property



Entire Floors



Individual Rooms

Price for Entire Property *

 ▼

Enter the price you want to rent the property

Minimum Contract Length (months) *

 ▼

Enter the minimum number of months you want the student to rent

Back

Continue Later

Next

Once completed click **Next**

STEP 3

IF YOU SELECTED “ENTIRE FLOOR”



Add floors to your property *

Floor 1

1
X

+

AFTER filling the details click the Floor Block



Enter the price you want to rent the floor



Enter the minimum number of months you want the student to rent



Back

Continue Later

Next

IF YOU SELECTED “INDIVIDUAL ROOMS”



Add floors to your property *

Floor 1

1
X

+

Click the Floor Block



Back

Continue Later

Next

STEP 4

IF YOU SELECTED “INDIVIDUAL ROOMS” **ONLY** FILL THE TWO DETAILS BELOW



Add Rooms to Floor 1 *

The screenshot shows a form for adding room details. A red box highlights the 'Room 1' block, with a red arrow pointing to it. The 'Room 1' block contains the text 'Room 1' and a 'Click to add room details' button. Below this, there are two input fields: 'Room 1 Price*' with a value of '0.00 LKR' and 'Min Contract Length*' with a value of 'Eg: 6 Months'. A red box highlights the 'Room 1 Price*' field, with a red arrow pointing to it. A red box highlights the 'Min Contract Length*' field, with a red arrow pointing to it. A callout box with a red border and a yellow arrow points to the 'Min Contract Length*' field, containing the text 'Enter the minimum number of months you want the student to rent'. A red box highlights the 'Enter the price you want to rent the' text, with a red arrow pointing to it. A yellow callout box with a yellow arrow points to the 'Some rooms are not fully configured.' message.

Room 1

Click to add room details

Room 1 Price* 0.00 LKR

Min Contract Length* Eg: 6 Months

Some rooms are not fully configured.

Enter the price you want to rent the

Enter the minimum number of months you want the student to rent

IF NOT



Add Rooms to Floor 1 *

The screenshot shows a form for adding room details. A red box highlights the 'Room 1' block, with a red arrow pointing to it. The 'Room 1' block contains the text 'Room 1' and a 'Click to add room details' button. A red box highlights the 'Room 1' block, with a red arrow pointing to it.

Room 1

Click to add room details

STEP 5



Floor 1 : Room 1

<p>The number of beds in the room</p>	<p>Bathroom</p>	<p>Number of Beds</p>	<p>Shared <input type="radio"/></p>	<p>Select if the student must share bathroom or not</p>
<p>Minimum number of months a student has to rent the bed</p>	<p>Per Bed Price</p>	<p>0.00 LKR</p>	<p>Price per bed when renting out individual beds</p>	
	<p>Minimum Contract Length (months)</p>	<p>Eg: 6 Months</p>		
	<p>Is this room available to be rented out?</p>	<p><input checked="" type="checkbox"/></p>	<p>Whether the room is already rented out or not.</p>	

Back **Done**

Red arrows point from the text boxes on the left to the corresponding input fields and checkboxes on the right. Red boxes highlight the 'Shared' radio button, the price field, and the availability checkbox.

Once STEP 5 is done, click DONE.

It goes back to STEP 4. Click DONE once you are done adding all the rooms in your floor.

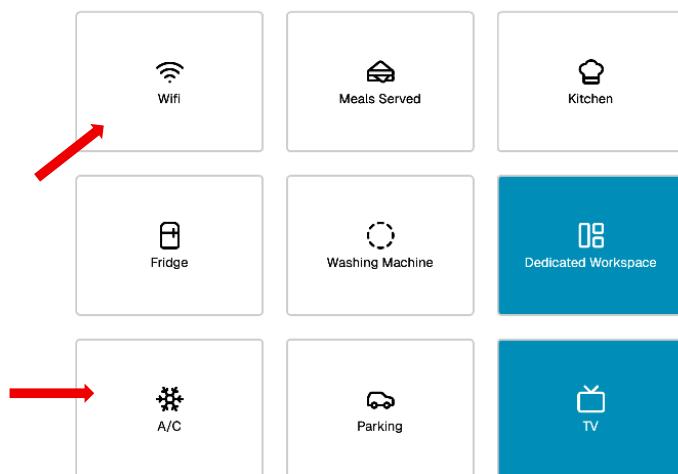
It goes back to STEP 3. Click NEXT once you are done adding all the floors in your property.

STEP 6

FROM STEP 3 -> STEP 6



What Facilities do you offer?



[Back](#) [Continue Later](#) [Next](#)

Select NONE or ANY of the facilities that are available in the property.

Click NEXT.

STEP 7



Upload Property Photos

Cover Photo *

Drag & drop / click to upload

+

Upload the photo you want as the COVER of your property in our website

Floor Common Areas (Optional)

Up to 2 photos per floor

Floor 1

Drag & drop / click to upload

+

Upload if you have any pictures relevant to the floors (corridors, sitting areas, balconies)

Room Photos *

3-5 photos per room (minimum 3 required)

Floor 1 - Room 1

Shared Bathroom • 2 Bed(s)

Drag & drop / click to upload

+

* At least 3 photos required

Upload three photos per each room you listed before. Upload only RELEVANT and CLEAR images so students can see the room clearly.

Property Photos (Optional)

Up to 3 photos per category

Exterior

Drag & drop / click to upload



Upload if you have any exterior photos such as parking space, garden, outside study areas (max. 3)

Amenities

Drag & drop / click to upload



Upload if you have any amenities such as wi-fi, tv rooms (max. 3)

Common Areas

Drag & drop / click to upload



Upload if you have any common areas for the students like studying areas (max. 3)

Highlight

Drag & drop / click to upload



Upload any image you want to highlight about your property (max. 3)

Other

Drag & drop / click to upload



Upload any relevant image to your property (max. 3)

[Back](#)

[Continue Later](#)

[Next](#)

Click Next

STEP 8 (FINAL STEP)



Property Description (Optional)

Enter your description here...

0/2000 characters

Enter a description about your property so students can read and get a quick idea about it.

I confirm that all the information provided is accurate and complete to the best of my knowledge. *

I acknowledge that the provided information may be shared for rental purposes. *

Confirm the validity of the information by checking the two boxes.

Back

Submit

Submit

CONGRATULATIONS!!! You've successfully listed your property with UNiBUD