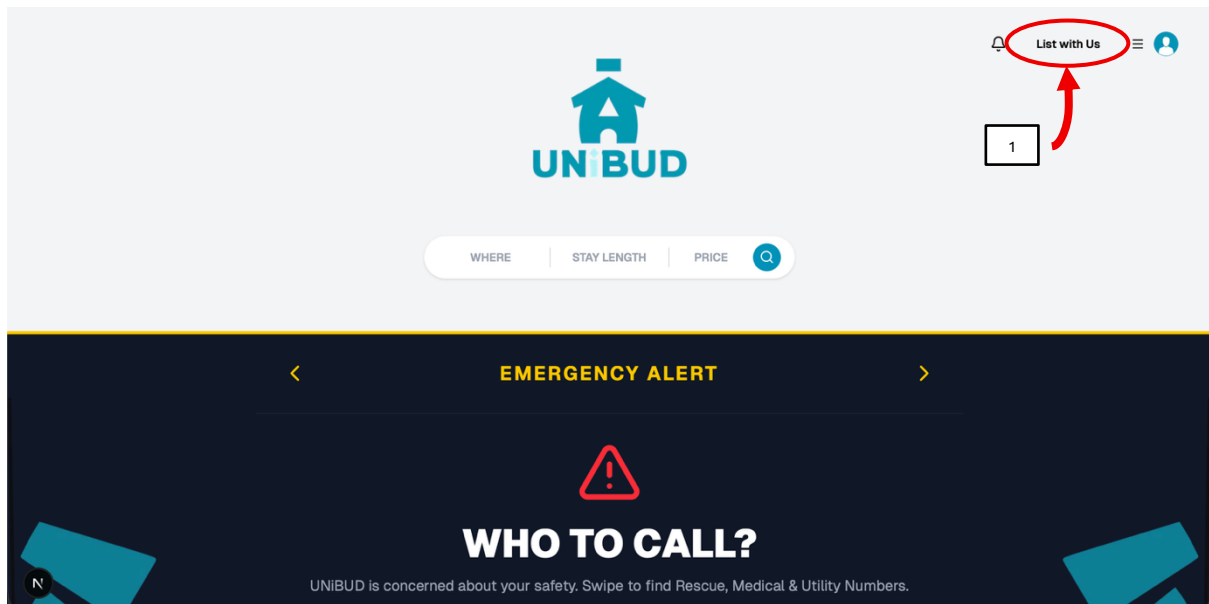


# LANDLORD GUIDEBOOK

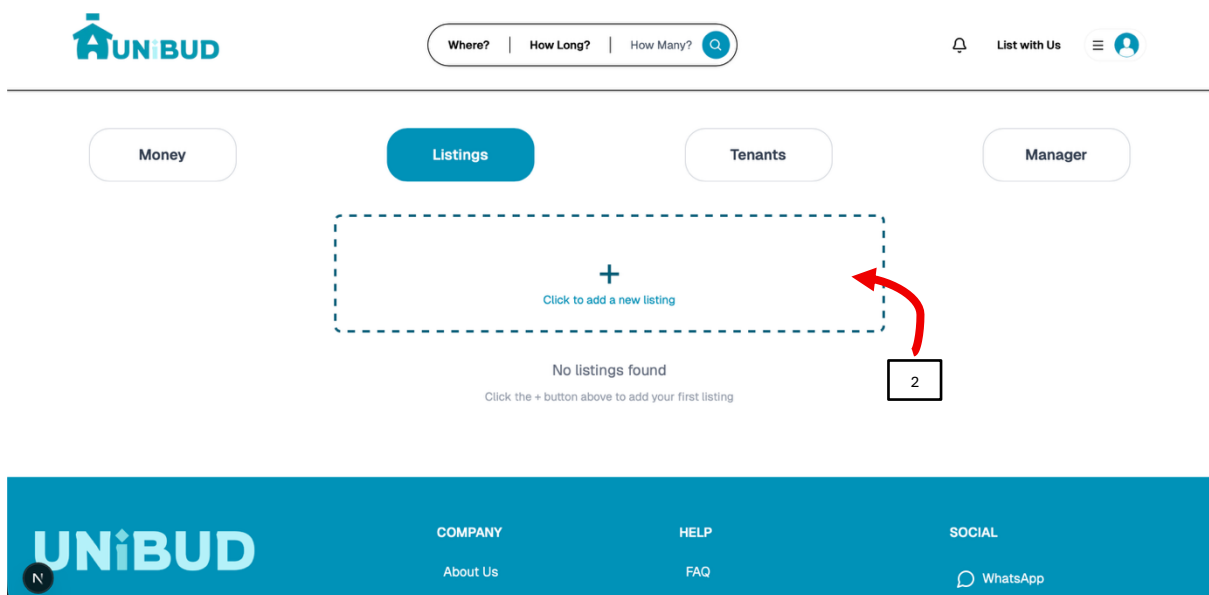
## HOW TO LIST A PROPERTY



[UNiBUD](http://UNiBUD.lk)



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? \*

Flat, Building Number (if applicable)

Property Name (if applicable)

Address Line 1

Enter the property address

Address Line 2

City

Enter the relevant city

Enter the postcode

Postcode

What type of Property do you have? \*

Home

Apartment/Flat

Annexe

Select type of property

Who else will be living with your tenants? \*

Me/My Family

Professionals

Students Only

Select who will be living with tenants

What's the preferred gender of tenant? \*

Female Only

Male Only

Mixed Gender

Select the gender of the tenants you want

Utilities paid by Owner



YES – you pay the electricity/water bills

NO – tenant pays the electricity/water bills

Back

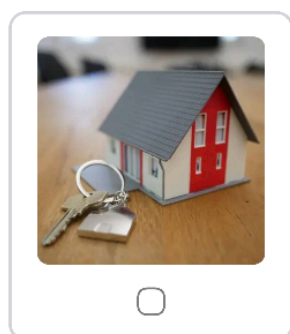
Continue Later

Next

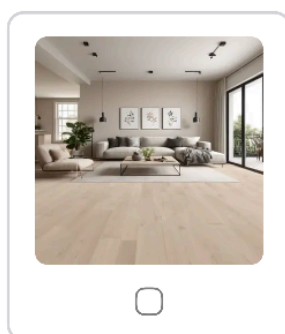
## STEP 2



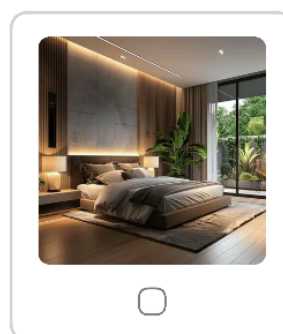
Select how you want to rent your property (select all applicable options)? \*



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

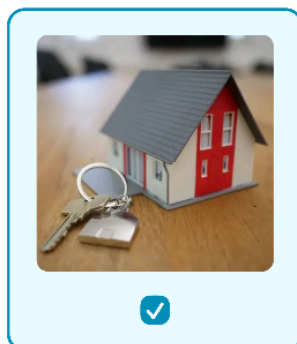
**INDIVIDUAL ROOMS** – You wish to rent out rooms individually and expect the student to rent the room only

## STEP 2

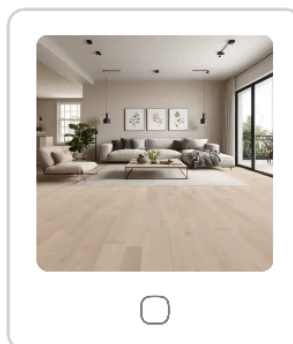
### ENTIRE PROPERTY



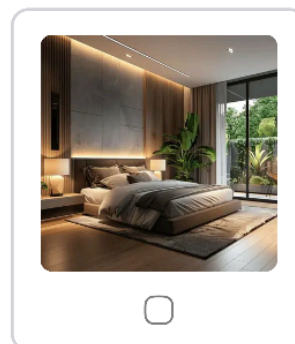
Select how you want to rent your property (select all applicable options)? \*



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 \*

AFTER filling the details click the Floor Block

**Floor 1**

Floor 1 Price\* 0.00 LKR

Min Contract Length\* Eg: 6 Months

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 \*

Click the Floor Block

**Floor 1**

Back Continue Later Next

## STEP 4

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

1 — 2 — 3 — 4 — 5 — 6 — 7 — 8

Add Rooms to Floor 1 \*

Room 1

Click to add room details

Click the Room Block

Room 1 Price\* 0.00 LKR

Min Contract Length\* Eg: 6 Months

Enter the price you want to rent the

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

Some rooms are not fully configured.

IF NOT

1 — 2 — 3 — 4 — 5 — 6 — 7 — 8

Add Rooms to Floor 1 \*

Room 1

Click to add room details

Click the Room Block

## STEP 5

1 - 2 - 3 - 4 - 5 - 6 - 7 - 8

Floor 1 : Room 1

**Bathroom**

☐ Shared

**Number of Beds**

**Per Bed Price**

**Minimum Contract Length (months)**

**Is this room available to be rented out?**

☒

**Back** **Done**

The number of beds in the room

Minimum number of months a student has to rent the bed

Select if the student must share bathroom or not

Price per bed when renting out individual beds

Whether the room is already rented out or not. Remove the "check" mark if it's unavailable. You can list down unavailable ones with us too!

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

1

2

3

4


5


6


7


8


What Facilities do you offer?


  
Wifi


  
Meals Served


  
Kitchen


  
Fridge

  
Washing Machine

  
Dedicated Workspace

  
A/C

  
Parking

  
TV

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



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

#### Amenities



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

#### Common Areas



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

#### Highlight



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

#### Other



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**