

# ABOUT THE WEBSITE AND HOW TO LOG-ON



Did you know that the North Staffordshire Landlord Accreditation Scheme has its own website that can be found at [www.landlordaccreditation.co.uk](http://www.landlordaccreditation.co.uk)

This website has been set up for Accredited and potential Accredited Landlords. As well as including information about the scheme, useful downloadable documents, details on how to apply, benefits of membership, the website also includes a searchable 'Property Shop'.

## MEMBERS ONLY AREAS

Landlords who are members of the Scheme also have access to additional information on the website including extra downloads, the full list of participating companies as well as being able to use the Property Shop facility.

To access the Members Only areas, you will need to input your username and password details onto the site, which are:-

Username : \_\_\_\_\_

Password: \_\_\_\_\_

These details are unique to you and no-one else has access to your personal web area.

## HELPING YOU TO ADVERTISE VACANT PROPERTIES

One of the benefits of being an Accredited Member of the North Staffordshire Landlord Accreditation Scheme is the **free** advertisement and promotion of your vacant properties.

The '**Property Shop**' page on the website allows Accredited Landlords to display photographs and descriptions of properties currently available to let. If you have access to the internet you will be able to advertise your vacant properties online (enclosed is a procedure on how to do this). All properties advertised online will automatically be included in the Stoke City Council Homeline magazine.

Please note, until you activate your property details on the website, no one else will be able to view them. **Remember:** to update your property information when the property has been let.

If you do not have access to the internet or have difficulty updating your property information, please contact the Scheme Administrator on 01782 232087 or 232271, who are happy to update your property information on your behalf.

If you would like to submit a news item or story that other landlords would find interesting please let us know or if you have any comments on the website's design or content then we would be very pleased to hear your views.

**If you experience any problems with the website please contact the Accreditation Team at Stoke-on-Trent City Council on 01782 232087 or 232271.**