



Landlord Accreditation Website



Introduction

The Landlord Accreditation Scheme North Staffordshire has its own website that can be found at www.landlordaccreditation.co.uk

This booklet explains to you how to log on and advertise your vacant properties using the Property Shop area of the website

The website has been setup to provide information about the scheme and has many useful functions, see list below.

Useful Functions

- Property shop, where members can advertise their properties
- Video embed code linked to property details, this allows short films of the property to be loaded to the site
- Google map link to property details
- Space to upload 4 photographs per property
- Forgotten password prompt to members login
- Facebook Account
- Directory page of members names
- Useful downloadable documents
- Useful links page
- List of participating companies offering discounts and special deals for accredited landlords
- Information for tenants, including a wanted property section where tenants post details of the property/area they are looking for
- Events Diary
- News updates
- Search for wanted properties submitted by tenants



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.

1. In your browser type in the Landlord Accreditation website address www.landlordaccreditation.co.uk

The home page will appear as below



2. Under Members Login, type in your "Username" and "Password" and click on Login. Your Username (Log-in) and Password are provided in this leaflet. If you cannot remember these details please use the forgotten password button or contact us on 01782 232271.

You are now in the Members Only area and the following webpage will appear.



3. To advertise properties click on **Properties Portfolio** listed under Quick Links. The following screen will appear which will list all of the properties you have registered with the Landlord Accreditation Scheme.



Please note that by default all properties are 'Offline' and will not be available for prospective tenants to view on the website until you reset them as 'Online'

4. To advertise a property as available to let or to update its details click on the relevant property address, the following screen will appear.

Update Your Property At 17 Wheeler Road

Follow Us
Become a Friend
اروسيا كئف
Members List
News
Participating Companies
Downloads
Events Diary
Site Map
Adobe Reader
Properties Portfolio
Logout

Logout

Online? No

Upload Picture

LA5logo.gif

Date Entered: 06/02/2014
Last Update: 06/02/2014

* Mandatory fields

Property Address/Contact

Building No/Name* 17

Street Name* Wheeler Road

Address Line 2* Longton

Town* Longton

City* Stoke on Trent

Postcode* - used to link to Google maps ST1 1AA

Contact Name

Contact Tel

Email

About the Property

Available Date* DD 02 MM 06 YYYY 201- Current Available Date: 02/06/2014

Weekly Rent (£) 0

Rent Type per property

Number of Bedrooms 1

Content Type Furnished

Tenant Type Any

Property Type Bungalow

Description

Video Embed - please set width to 350px and height to 237px

Facilities

Gas Central Heating No Double Glazing No Microwave No

5. Try to add as much information about your property as possible. Use the drop-down menus to tailor your property to your target market. You must always include:
- Amount of rent
 - No. of bedrooms
 - Contact name and number
 - An "Available Date" to let people know when the property is available from. (ONLY if you are advertising the property as available to let)

6. When you have completed updating your property details click on Update Details

If you are just updating property details, click on Logout at this point.

If you want to advertise this property as being available to let, click on Put Online then click on Logout.

REMEMBER - when you have found a tenant for your property to take the property 'Offline'.

Properties will automatically be taken 'Offline' by the Accreditation Team if the 'Available date' is more than 2 months old.

ADDING A PHOTOGRAPH OF THE PROPERTY

1. If you want to upload a photograph of your property, click on Upload Picture underneath the small box in the top left hand corner of the property details page.

This will reveal the screen below:



The screenshot shows a web interface for uploading a property photograph. At the top left, the logo for 'landlordaccreditation.co.uk north and central staffordshire' is displayed. Below the logo, the text 'North Staffordshire Landlord Accreditation Picture Uploader' is centered. A message states: 'An image should be a .jpg format. Please be patient whilst uploading thanks...'. Below this, there is a section titled 'Select the image file to upload:' which contains a text input field and a 'Browse...' button. A note at the bottom left reads: 'Note: if a button labeled "Browse..." does not appear, then your browser does not support File Upload.' In the bottom right corner, there is an 'Upload' button.

2. Click on Browse to find your photograph from your files.

3. Highlight the document name of the image then click on Open. The document path should then appear in the box.

4. Then click on Upload.

If the photograph appears it has been successfully uploaded.

landlordaccreditation.co.uk north and central staffordshire

North Staffordshire Landlord Accreditation Picture Uploader

An image should be a .jpg format.
Please be patient whilst uploading thanks...

Select the image file to upload:

*Note: if a button labeled "Browse..." does not appear,
then your browser does not support File Upload.*

5. The image will have been given a document number or name. See File Path details. Make a note of this number or name. Then Close this window. This will take you back to the property details page.
6. Back in the property details page click on the drop down menu for the box found directly under Update Details. From the list, click on the image number or name you previously noted.
7. Click on Update Details on the main screen. Your property image should then appear in the small picture box.

GENERAL NOTES

If you have a new property that you want to advertise, which does not appear in your list of properties, please contact the Accreditation Team who will add it on.

If you do not have access to the internet or do not have time to update your property details, the Accreditation Team will be happy to do this for you.

If at any time you experience problems with the website or would like assistance in advertising your properties on-line, please contact the Accreditation Team at the Private Sector Housing Team, Stoke-on-Trent City Council on: 01782 232271

