



Re-advertising your property with Home Stamp

To re-advertise an existing property with Home Stamp for the upcoming/present accreditation year, please follow these steps:

1. Login to your landlord account on the Home Stamp website using your login details or email address.
2. From your landlord dashboard, click 'View/Change my properties' under the My Properties tab (see below).



3. Step 1 – Choose the property you wish to advertise for the upcoming/present accreditation year.
4. Step 2 – Make any changes to your property description ensuring all extra amenities are detailed and upload property photographs. Make sure changes are saved before vacating this page by clicking on 'Save property'.



5. Step 3 – If you have expired certificates, please upload current certificates by clicking the ‘Upload’ button next to the relevant field (see below).

The screenshot shows a 'Certification' form with the following fields and options:

- HMO Licensed: No [?]
- HMO Expires: dd/mm/yyyy
- Does the property have gas?: Yes No
- Gas Certificate Expires: dd/mm/yyyy
- Electrical Certificate Present: Yes No
- Electrical Certificate Expires: dd/mm/yyyy
- EPC Required: Yes No [?]
- Energy Efficiency: Please Select
- Potential Energy Efficiency: Please Select
- Environmental Impact: Please Select
- Potential Environmental Impact: Please Select
- EPC Reference: [] Validate EPC
- EPC Expires: dd/mm/yyyy
- Tenancy Deposit Protection Scheme: Deposit Protection Service

Red circles highlight the 'Upload' buttons for the HMO Licensed, Gas Certificate Expires, Electrical Certificate Present, and EPC Expires fields. An energy efficiency scale is visible on the right side of the form.

Please note, certificate expiry dates cannot be manually entered by landlords. These will be amended by the LSH office upon receipt of the relevant certificates.

6. Step 4 – Click on the ‘Adverts’ tab. To create a new advert, click ‘New advert’ button and update information about the rent, bills, deposits and tenancy start dates. Don’t forget to add in the date you’d like the property advert to run from on the Home Stamp website (see below). To complete the process, please click on the ‘Add’ button. *Please note, this will create a new advert and ensure that no past/exiting adverts will be affected.*

The screenshot shows an 'Adverts' form with the following fields and options:

- What does your rent include? Water Gas Electricity Internet
- Contract Type: Not Selected
- Admin Fee: £ []
- Summer Concession: N/A
- Available From *: 01/07/2017
- I would like my advert to run from *: 01/12/2016 (highlighted with a red arrow)
- The end date is added by the administrator
- Under Development: Yes No [?]
- Let Agreed: Yes No
- Display on website: Yes No

Repeat this process for every property that you wish to advertise.

