

# Creating a review

There are two easy ways to create a review. Both will require you to first login to your existing student account or create a new account, under the tab 'My Studentpad' from the main screen, so we can identify you.

Please note a property does need to be registered with the University of Chichester in order for you to create a review.

## Route 1

If the property you want to review is currently being advertised then press the

 button

located in the property search results or property details page to begin the process. This will automatically populate step 1 of the review process with the correct property. Then follow the on screen instructions or you can follow the instructions below under 'creating the review'. If the property that you wish to review is not currently being advertising you can leave a review by following Route 2 below.

## Route 2

This route allows you to complete the review from your student account. Once logged in to your student account locate the reviews section from the main menu.



From here click the  button.

Step 1 of the review process will ask you to enter the property address. This is an intelligent search so simply start entering any part of the address and the system will present you with a list of properties available to review. Once the property is located follow the 'Creating the review' instructions below

If you do not have a student account go to My Studentpad and create an account then follow the instructions above.

## Creating the review

Step 1 of the review is locating the property, if not already done so, and confirming whether you are a current / previous tenant or someone who viewed / visited the property.

**STEP 1 OF 5**



**Getting Started.**

Please select the property you wish to review to get started.

1, The Cottages, Moseley Road, WR2 6NJ

- I am currently a tenant or have been a tenant in this property
- I viewed / visited this property

Then use the arrows to navigate through the wizard answering the questions as you go.



STEP 2 OF 6



**About your area**

Consider the range of local amenities such as pubs, shops, proximity to the University and parking.

1  2  3  4  5  No Opinion  
Low High

**Communication**

Consider whether it was easy to contact the landlord and how quickly he/she responded to questions.

1  2  3  4  5  No Opinion  
Low High

**Condition of the communal areas of the property**

Consider the quality of the kitchen, bathroom and shared social space. Consider the quality of furniture supplied in the shared social space – all fixtures and fittings should be clean and fit for purpose.

1  2  3  4  5  No Opinion  
Low High



STEP 2 OF 6



The final stage of the wizard asks for a title of the review and for additional comments.



## STEP 5 OF 5

### Your Comments

Please use this page to add any additional comments you have about the property and/or the landlord.

Please a brief review title.

Please add any additional comments here.

Submit Review

Once completed press the submit review button.

The organisation may be vetting all reviews prior to them going live so your review may not appear live immediately but you will be notified when it does and can see the status of your reviews at any time in the reviews area of your student account.

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### My Reviews

Details	Messages	Reviewed On	Status	Score
1, The Cottages, Moseley Road, WR2 6NJ	0	13/11/2013	Live	
3, Pool House, Elgar Business Centre, Moseley Road, WR2 6NJ	0	10/10/2013	Live	