

Landlord User guide

Before you can start to accept bookings and payments via the website you are required to add your listings, define different pricing seasons and finally add rental prices for your properties.

Step 1: Define different pricing seasons using '**Season Management**'. The pricing seasons defined here will apply to all your properties.

Step 2: Add your listings on the website using '**Add a New Listing**'.

Step 3: Add rental price for all your properties using '**Property Management**'.



The image above shows the main administration screen for Landlords that can be accessed after logging in from the home page and using the 'Manage your properties' button on the middle-right of the page.

Remember

To define your pricing seasons using '**Season Management**'.
Add properties to the website using '**Create a New Listing**'.
Add rental prices for your properties using '**Property Management**'.

If you would like to charge a fixed rent across the entire year then you will only need one default season.

Frequently Asked Questions:

Where can I add prices for my properties?

Rental-prices for all your properties can be added using the 'Property Management' icon.

Assuming that you already defined different seasons using 'Season Management' you can then add your properties to the website using '**Property Management**' icon. You can only add rental price for your properties after you have added your properties using the 'Add new Listing' icon.

How can I add a new property to the website and start receiving bookings?

You can add new properties to the website using the 'Add a New Listing' icon'. Please note that all new properties first need approval by Just Rentals Dubai before they start to appear on the website. This will be in most cases be done within 24 hrs of you adding a new listing.

I have successfully added a new listing but still cannot see it on the website?

All new listings will be approved by us in most cases within 24hrs before they appear on our website.

I have received an e-mail with a customer enquiry. However I cannot see a reply e-mail address. How can I respond to the enquiry?

Please log-in to the website and use 'Message Centre' option. Here you will see a list of all customer enquiries received via the website. Here you will also be able to enter your response and send it to the respective customer.

I do not want my property to be available for bookings during certain times of the month as I use to use it for personal use?

You can use the 'Make Unavailable' feature to make certain months or dates un-available for website bookings. Any dates made un-available using this feature will not accept any booking requests from the website.

Please note that dates for which bookings have been received from the website also do not receive further bookings to avoid any double bookings.

How do I know when I have received a booking via the website?

Whenever you receive a booking request, an e-mail will be sent to you instantly notifying you of the details. You will need to log-in to the website and 'Approve' or 'decline' a booking request using the '**View Bookings**' feature.

What happens when I 'Accept a booking'?

In the '**View Bookings**' page you will see a complete list of all booking requests received from the website. Here you also have the option to accept a booking. Once you accept a booking, a confirmation e-mail will be sent to the customer along with a secure payment link.