STUDENT HOUSING ABROAD

Your landlord dashboard

One page to answer booking requests, suggest other rooms, handle room switches and keep your rooms and calendar up to date.

studenthousingabroad.com/landlord/dashboard

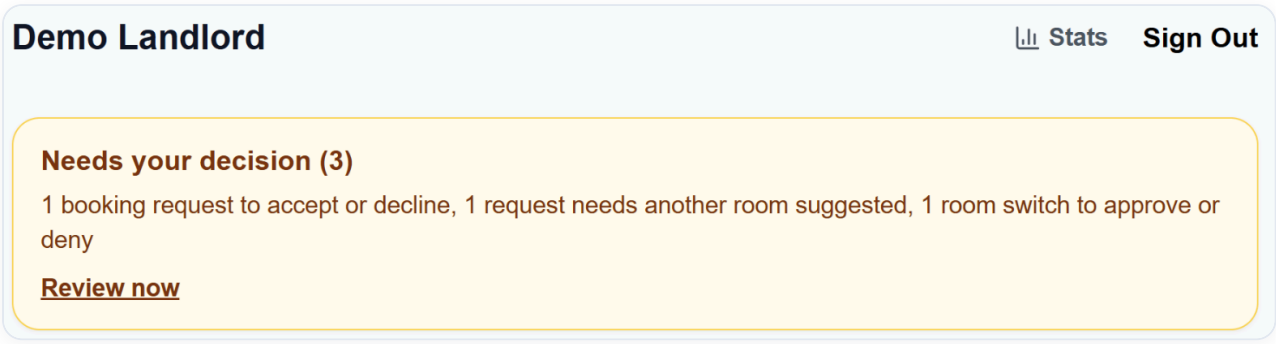
Answer quickly. Requests wait at the top under Needs your answer.

Suggest, don't just decline. Offer another of your rooms when one is taken.

Keep your calendar true. Block dates you rent elsewhere.

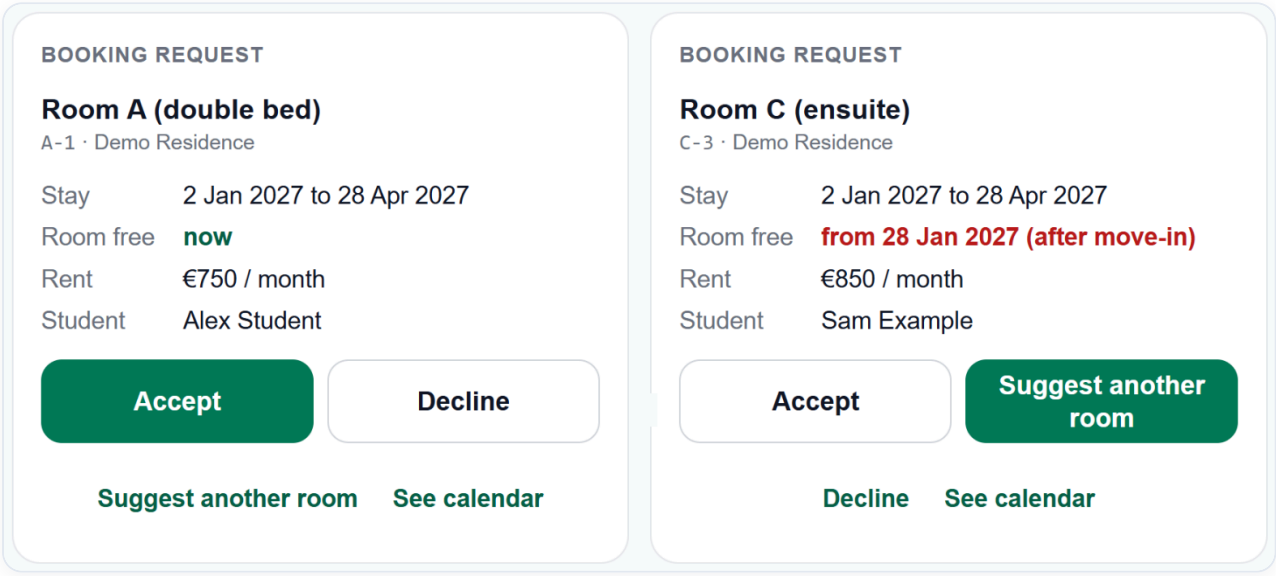
1 Your dashboard

Sign in at studenthousingabroad.com/landlord/dashboard with the email we set up for you.
Anything that needs your answer is at the top, with a count.



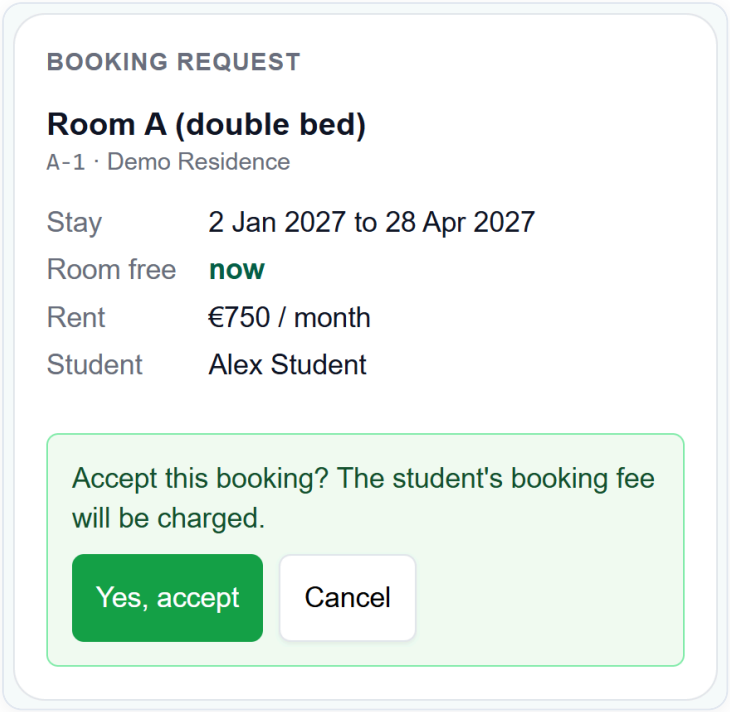
2 Booking requests

Each request shows the stay, when your room is free, the rent and the student.
Answer with **Accept**, **Decline** or **Suggest another room**. **See calendar** opens the room's calendar.



3 Accept

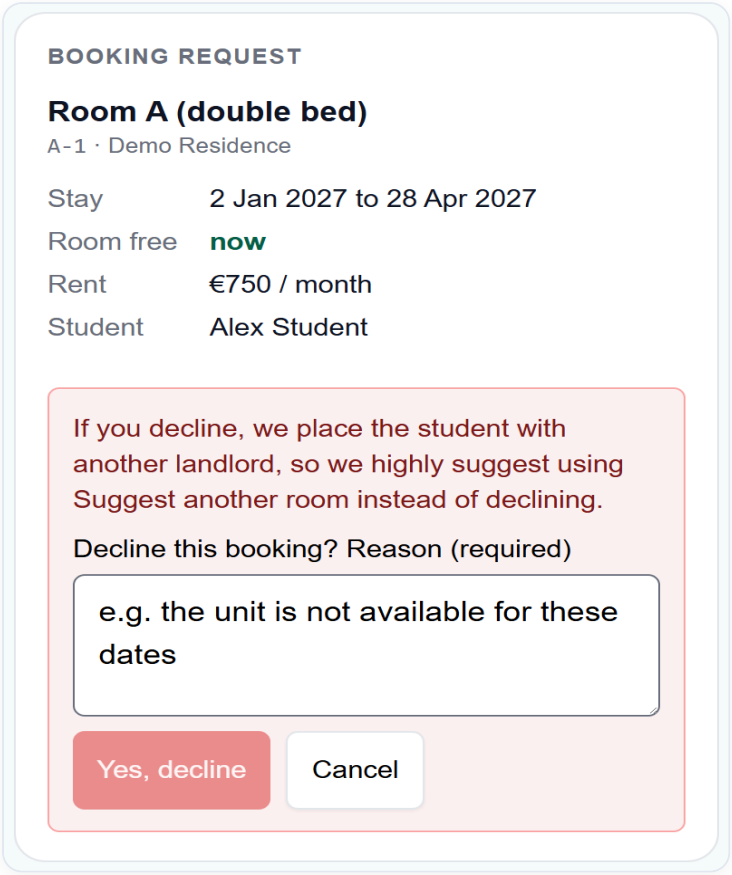
Click **Accept**, then **Yes, accept**. The booking is confirmed and the student's booking fee is charged. If their card cannot be charged, they get 48 hours to pay, and the booking confirms when they do.



4 Decline (cancel a request)

Click **Decline**, write a short reason and click **Yes, decline**.

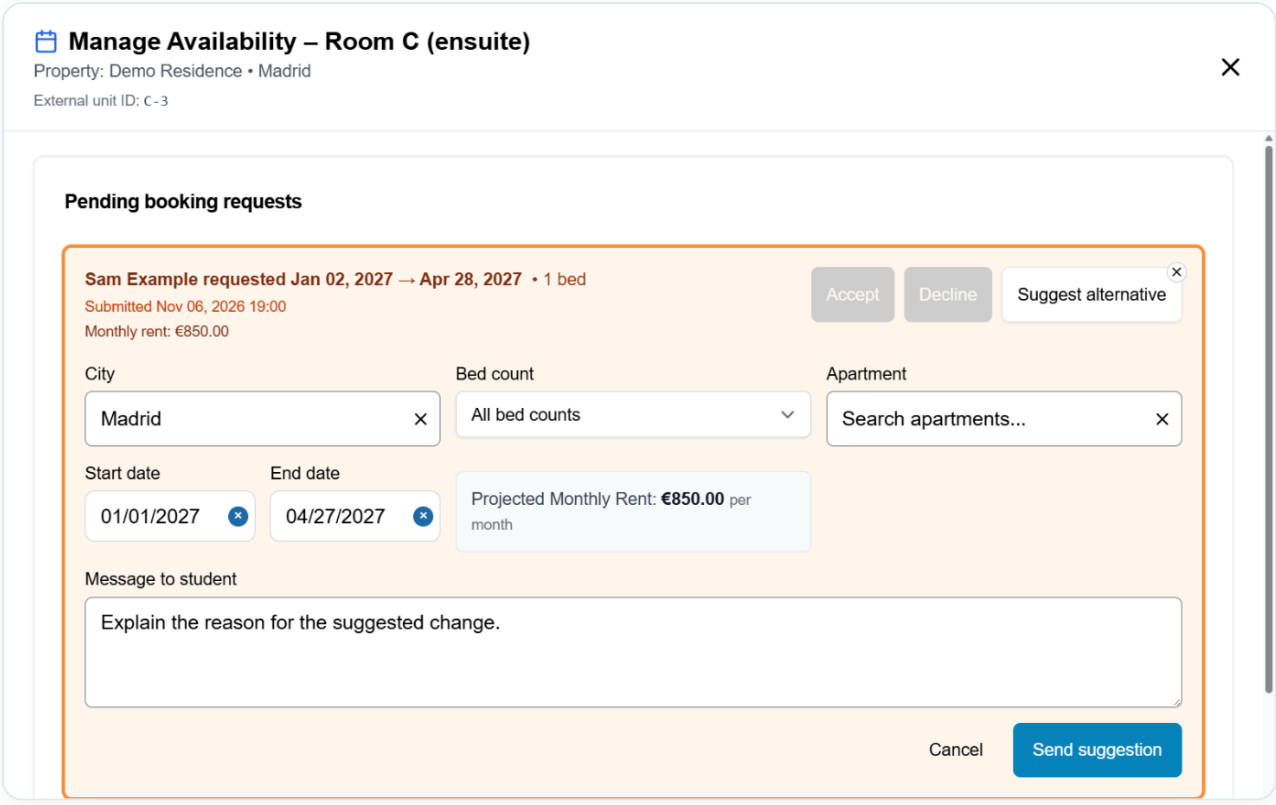
If you decline, we place the student with another landlord, so we highly suggest using **Suggest another room** instead of declining.



5 Suggest another room

If the room is not free (the date shows in red), **Suggest another room** becomes the main button. Pick one of your rooms and the dates, add a message, and click **Send suggestion**.

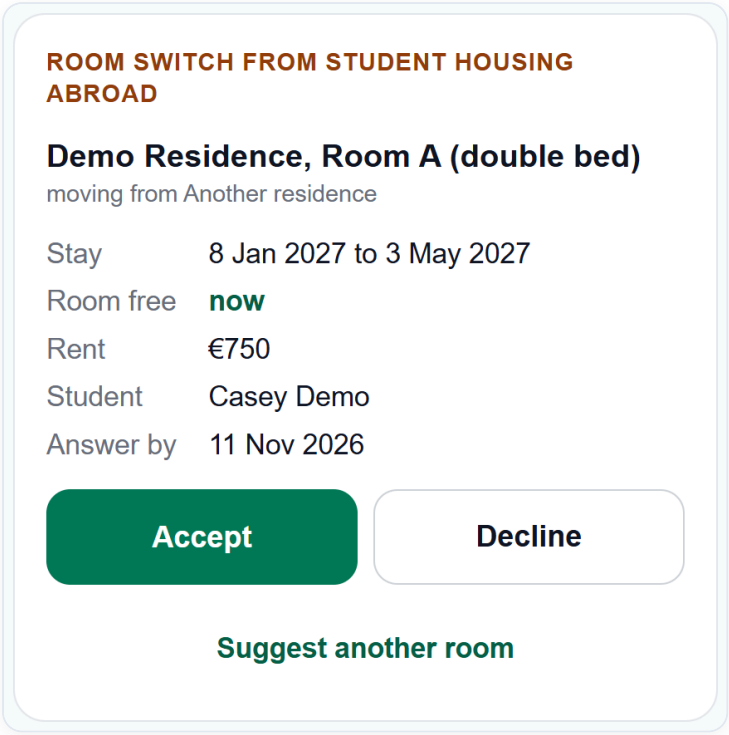
The original request is cancelled and the student gets an email with your new room to accept.



6 Room switches

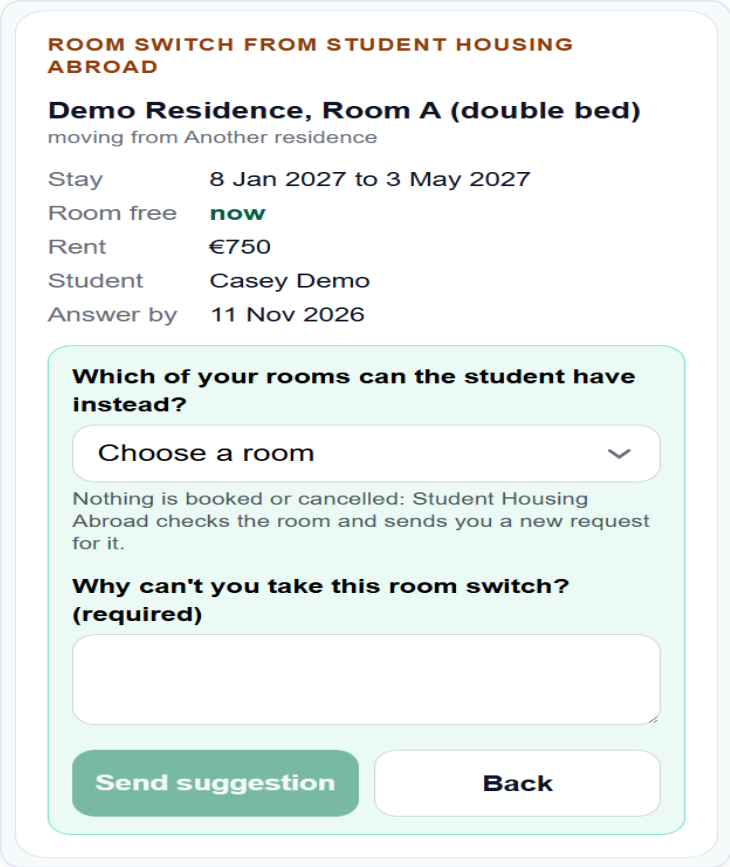
Sometimes we ask you to take a student who is moving from another room. Answer before the **Answer by** date (7 days), or the student stays where they are.

Accept moves the student in and confirms the booking. **Decline** needs a reason.



7 Offer a different room for a switch

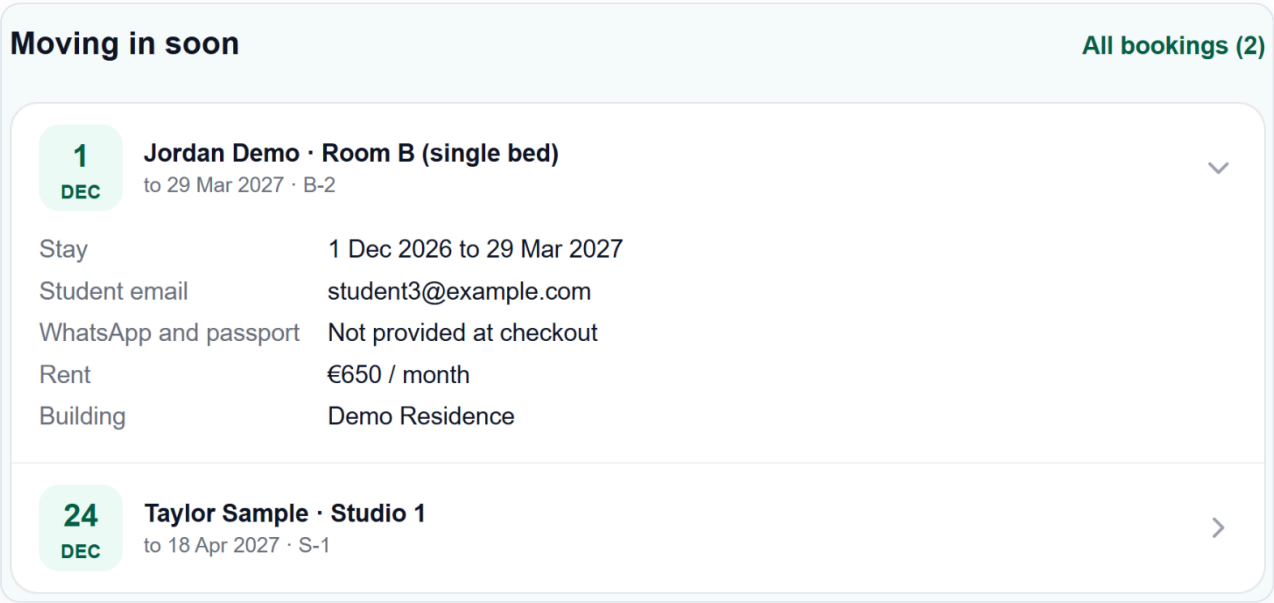
Instead of a plain decline, choose which of your rooms the student can have and say why. Nothing is booked yet: we check that room and send you a new request for it.



8 Moving in soon

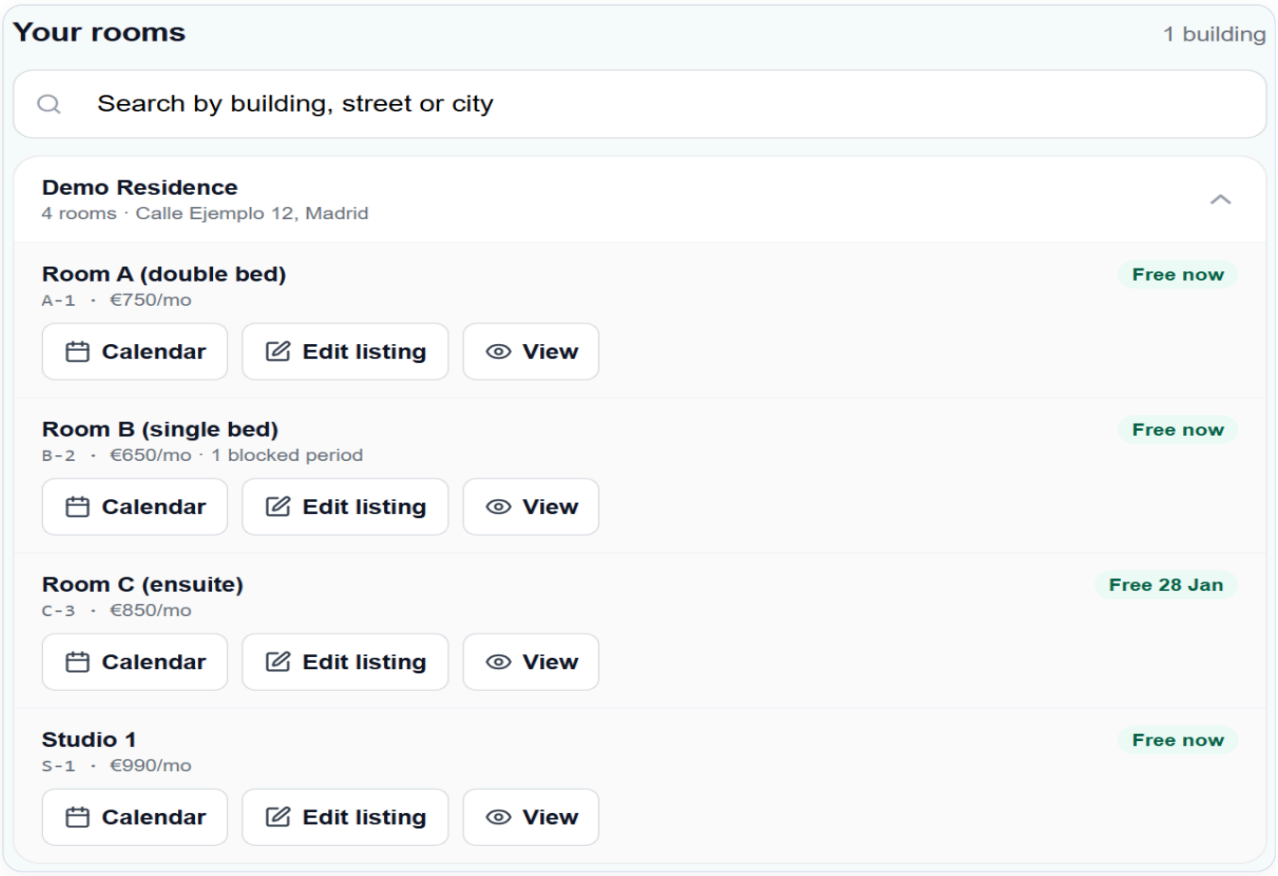
Confirmed students arriving in the next 60 days. Click a row for the stay, the student's email, the rent and the building.

All bookings shows every confirmed booking.



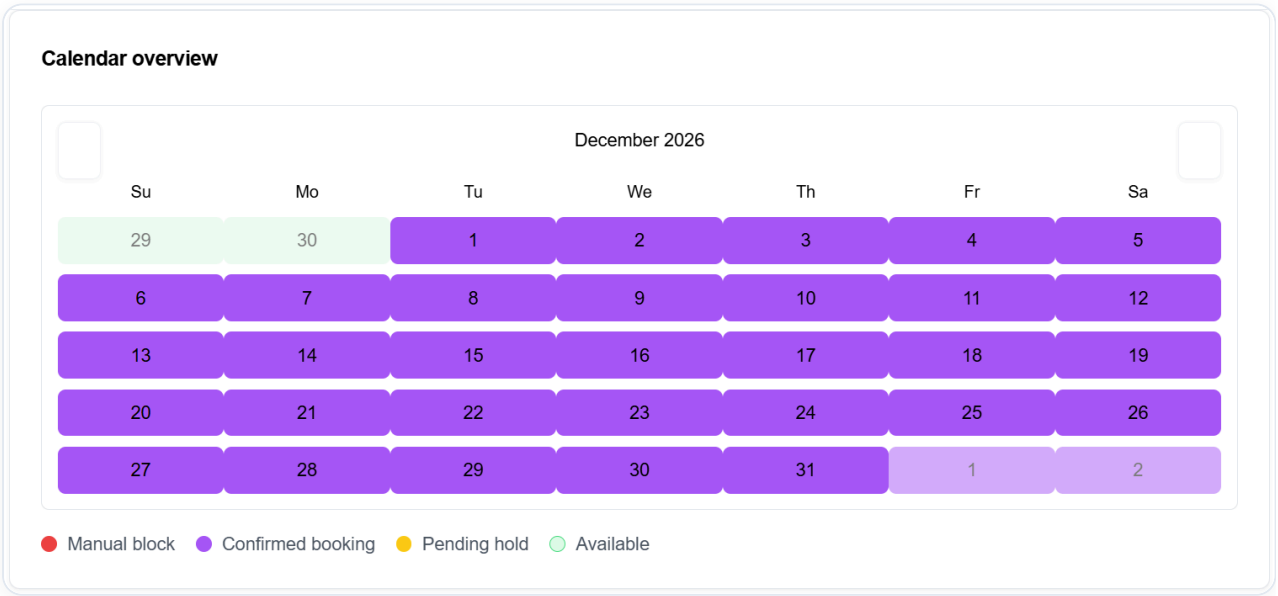
9 Your rooms

Search by building, street or city, then open a building to see its rooms, prices and when each is free. Each room has **Calendar**, **Edit listing** and **View** (the page students see).



10 Calendar

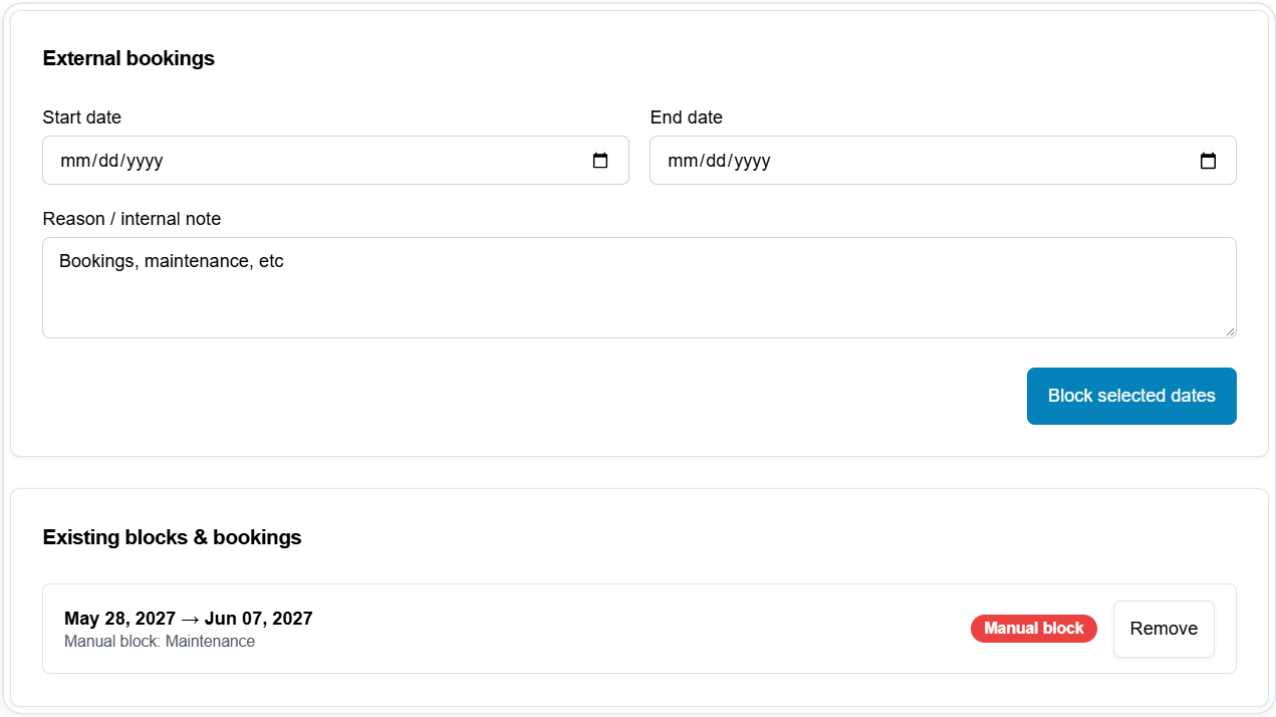
Purple is a confirmed booking, yellow a pending request, red a block you added, green available.



11 Block dates

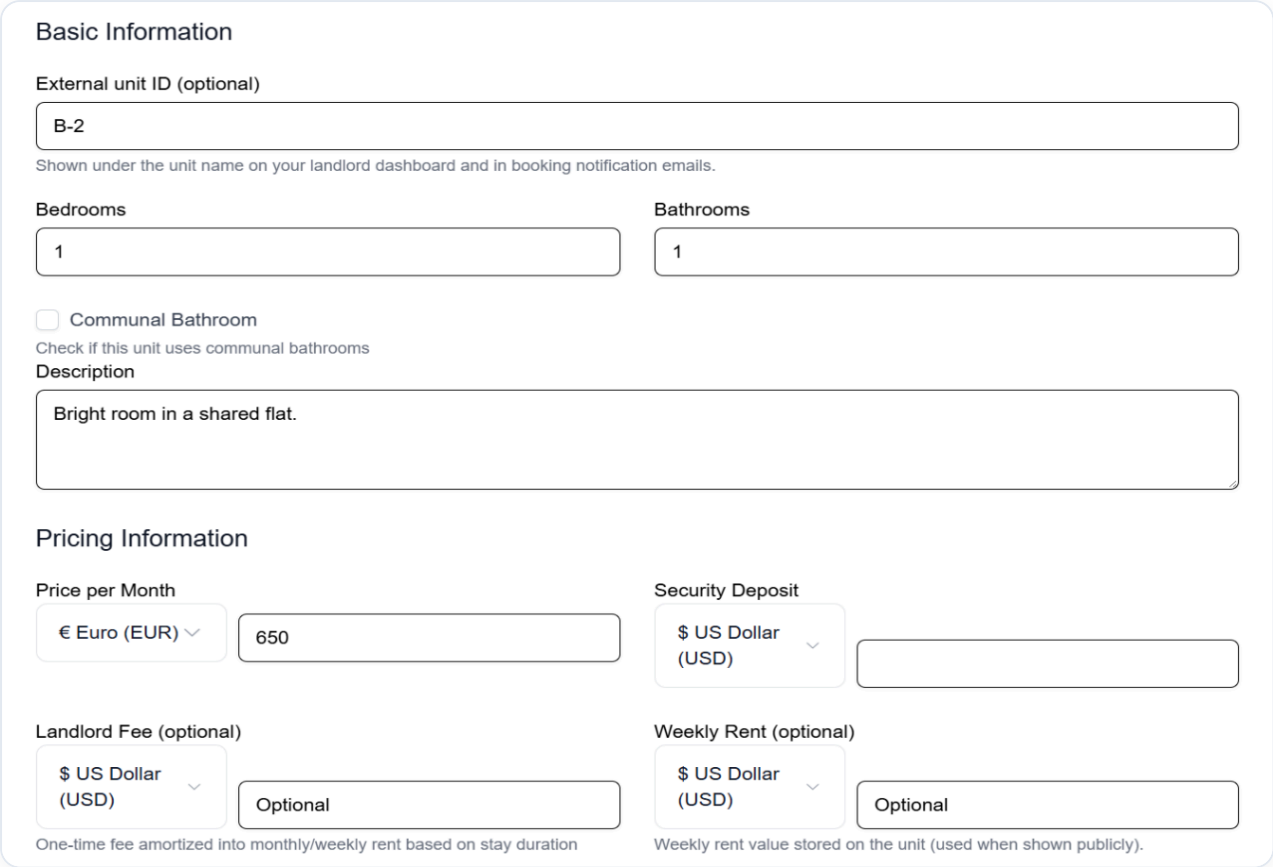
Rented the room somewhere else, or closing it for repairs? Enter the dates and a note, then click **Block selected dates**. Students cannot book those dates.

Remove opens them again. Only blocks you added can be removed.



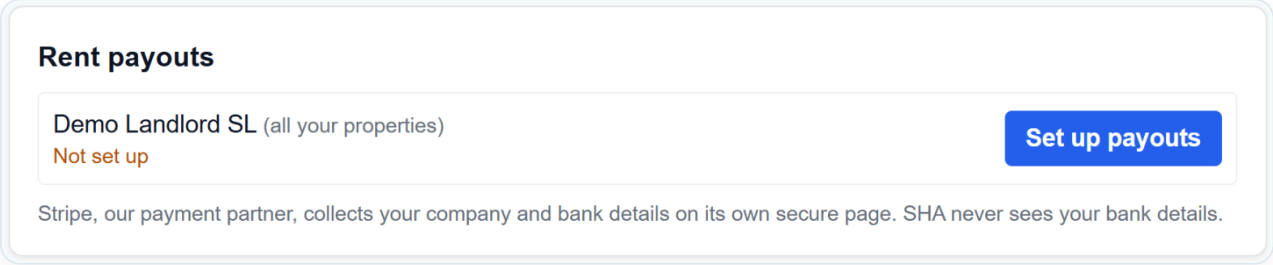
12 Edit listing

Change the price, deposit, description, room details, available dates and photos, then save with **Update Unit** at the bottom.



13 Rent payouts

When this card appears, click **Set up payouts**. Stripe, our payment partner, collects your company and bank details on its own secure page. We never see your bank details.



Need help?

Write to **info@studenthousingabroad.com**.

To cancel a booking that is already confirmed, write to us: it cannot be cancelled from the dashboard.

The **Stats** link at the top shows your bookings over time.