



PLEASE READ BEFORE COMPLETING STEP 1

Your contact details are required to register your accommodation. Some information, such as your surname, is for office use ONLY. Other information, like your contact details, will only be passed along to students if you tick a box to display it.

We only require one set of contact details, but you're likely to have more success if you give students several ways to reach you.

STEP 1 – YOUR CONTACT DETAILS

YOUR NAME	FIRST NAME	SURNAME				
CONTACT DETAILS	HOME PHONE	WORK PHONE				
	MOBILE	FAX				
	EMAIL ADDRESS	WEBSITE				
DISPLAY TO STUDENTS?	<input type="checkbox"/> Home	<input type="checkbox"/> Work	<input type="checkbox"/> Mobile	<input type="checkbox"/> Fax	<input type="checkbox"/> Email	<input type="checkbox"/> Website

PLEASE READ BEFORE COMPLETING STEP 2

Step 2 asks for the details of the property you want to advertise. Try to keep this information as clear and to the point as possible. The heading for your advertisement should be something brief and catchy, for example 'Bright three bedroom flat'. The summary should then be used to elaborate on your heading. The aim is to give students a brief but accurate picture of your property so that they can decide whether or not they want to find out more.

You can then use the details to give students the full particulars of your vacancy. This is the place to rave about that great garden you have, how safe the street is or maybe you'd like to tell them how close to a great shopping precinct you are!

We do require your full address before we can advertise your vacancy, but we do NOT give out your street number to students. We only pass along the street name and the suburb so that they can get an idea of where a property is located.

Similarly the current occupants field gives students an idea of who they would be living with if they moved into the property. We ask that you include some brief details about the people that are currently living in the house. For example 'Two Uni students in their early twenties'. If your property is currently vacant then just leave the space blank.

STEP 2 – PROPERTY DETAILS

HEADING			
SUMMARY			
DETAILS			
STREET ADDRESS			
	SUBURB	POSTCODE	
TRAVEL TO CAMPUS	THIS PROPERTY IS: (MINUTES)	BY FOOT TO CAMPUS	
	(MINUTES)	BY CAR TO CAMPUS	
	(MINUTES)	BY PUBLIC TRANSPORT TO CAMPUS	
DATE AVAILABLE	DAY	MONTH	YEAR
RENT	WEEKLY RENT: \$	BOND: \$	
CURRENT OCCUPANTS			



PLEASE READ BEFORE COMPLETING STEP 3

In step 3 you have a chance to give students even more information about your vacancy. It is important to try and accurately categorise your property, as students will often use these fields to sort through the vacancies and weed out offers that are not suitable.

Most sections require that you tick only ONE box. However the fields 'Heating' and 'Included Bills' can have multiple answers. For example, you might have central heating AND air conditioning in your property. The only question in step 3 that does not have a tick box answer is the preferred age of applicants. In the space provided please write in an age, or age range (if you have a preference) that you would like applicants to fall into. A good example is something like '18+', or '16 – 40'. If you have no preferences then please just leave the space blank.

STEP 3 – PROPERTY CATEGORIES

CLOSEST CAMPUS	<input type="checkbox"/> Croydon	<input type="checkbox"/> Hawthorn	<input type="checkbox"/> Healesville	<input type="checkbox"/> Lilydale	<input type="checkbox"/> Prahran	<input type="checkbox"/> Wantirna
TYPE OF VACANCY	<input type="checkbox"/> Vacant hse	<input type="checkbox"/> Vacant flat	<input type="checkbox"/> Bungalow	<input type="checkbox"/> Share hse	<input type="checkbox"/> Share flat	<input type="checkbox"/> Boarding
LEASE DURATION	<input type="checkbox"/> No lease	<input type="checkbox"/> Negotiable	<input type="checkbox"/> Periodic	<input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months	
PAYMENT PERIOD	<input type="checkbox"/> Rent paid weekly		<input type="checkbox"/> Rent paid fortnightly		<input type="checkbox"/> Rent paid monthly	
ROOMS AVAILABLE	<input type="checkbox"/> One	<input type="checkbox"/> Two	<input type="checkbox"/> Three	<input type="checkbox"/> Four	<input type="checkbox"/> Five	<input type="checkbox"/> Over five
ROOM SIZE	<input type="checkbox"/> Small	<input type="checkbox"/> Medium	<input type="checkbox"/> Large	<input type="checkbox"/> Extra Large		
FURNISHED	<input type="checkbox"/> Fully	<input type="checkbox"/> Partly	<input type="checkbox"/> Bedroom	<input type="checkbox"/> Empty house	<input type="checkbox"/> Empty bedrm	
UTILITIES	<input type="checkbox"/> Gas only	<input type="checkbox"/> Electric only	<input type="checkbox"/> Gas and electric	<input type="checkbox"/> Gas heating		
HEATING	<input type="checkbox"/> No heating	<input type="checkbox"/> Electric heating	<input type="checkbox"/> Central heating	<input type="checkbox"/> Air con.	<input type="checkbox"/> Open fire place	
INCLUDED BILLS	<input type="checkbox"/> No bills included	<input type="checkbox"/> Electricity included	<input type="checkbox"/> Gas included	<input type="checkbox"/> Telephone included		
PREFERRED GENDER	<input type="checkbox"/> Male applicants only		<input type="checkbox"/> Female applicants only		<input type="checkbox"/> Either male or female	
PREFERRED AGE	(PLEASE INDICATE AN AGE RANGE. E.G. 18+, 18 – 30 ETC)					
SMOKING IS...	<input type="checkbox"/> Not permitted		<input type="checkbox"/> Permitted		<input type="checkbox"/> Permitted, but only outside	
DIET	<input type="checkbox"/> No requirements		<input type="checkbox"/> Vegetarian applicants only		<input type="checkbox"/> Vegan applicants only	

COMPLETED!

You're all finished! Vacancies are usually placed on to the database within 24 hours, and remain online for three weeks. If your vacancy is filled before three weeks has passed, or if you still want to advertise after that time expires, please contact your nearest campus office to reactivate your vacancy.

CROYDON	ADVISOR	Sara Gowan	PHONE	03 9726 1712	FAX	03 9726 1722	EMAIL	sgowan@swin.edu.au
HAWTHORN	ADVISOR	Margaret Head	PHONE	03 9214 8882	FAX	03 9214 5969	EMAIL	mhead@swin.edu.au
LILYDALE	ADVISOR	Jan Simmons	PHONE	03 9215 7105	FAX	03 9215 7070	EMAIL	jansimmons@swin.edu.au
PRAHRAN	ADVISOR	Ben Hutton	PHONE	03 9214 6728	FAX	03 9214 6723	EMAIL	bhutton@swin.edu.au
WANTIRNA	ADVISOR	Glenda Rebeiro	PHONE	03 9210 1905	FAX	03 9210 1932	EMAIL	grebeiro@swin.edu.au

PRIVACY STATEMENT

Swinburne University of Technology collects uses and destroys your information in accordance with our Privacy Policy, which can be found at <http://www.swin.edu.au/corporate/registrar/ppd/files/humanres/htm>. If you have any queries relating to information included on this form please write to the unit to which you submitted this form.