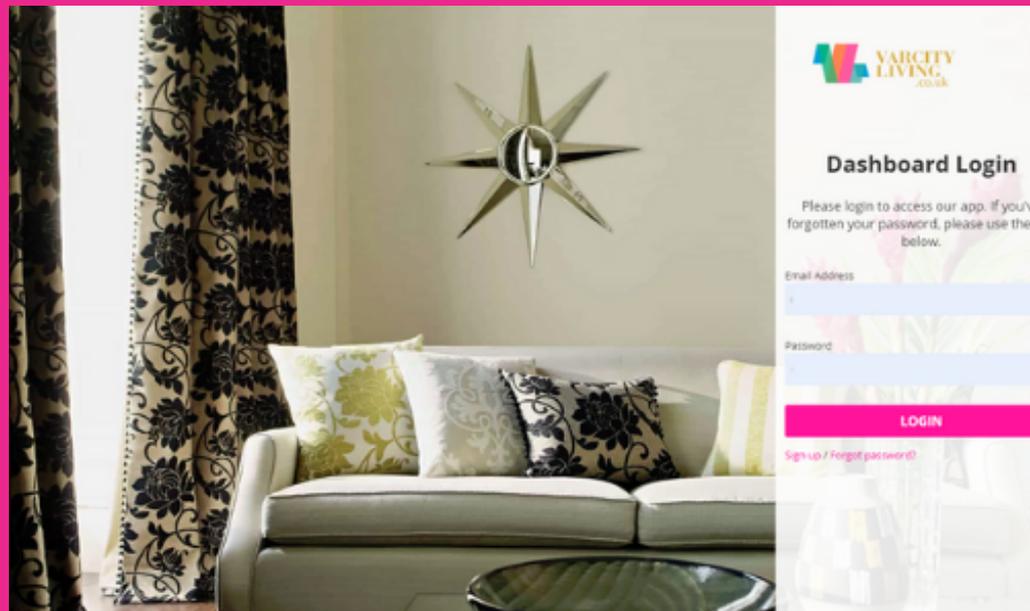
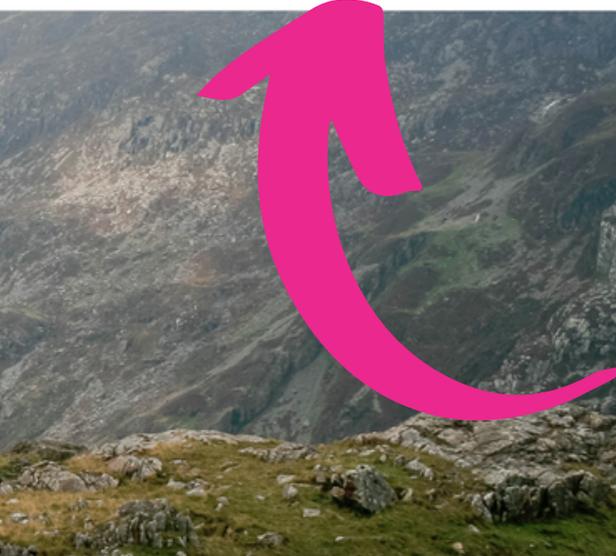
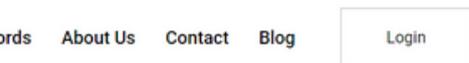
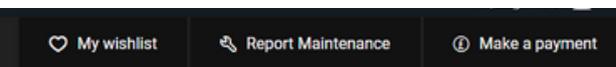


YOUR GUIDE TO THE LANDLORD DASHBOARD

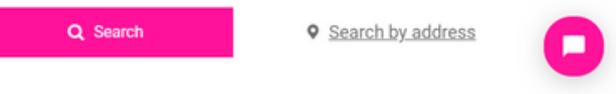
Varcity Living



HELLO AND WELCOME TO YOUR PERSONALISED LANDLORD DASHBOARD



If you're registered as a landlord with Varcity Living we will have sent you an email about the Landlord Dashboard. This email contains your username, a link to set your password and a link to the dashboard login. You can find the dashboard login at any time by heading to the Varcity Living website and selecting the 'Login' button. Once you've successfully logged in you will see a home page with information on your property/properties.



Account

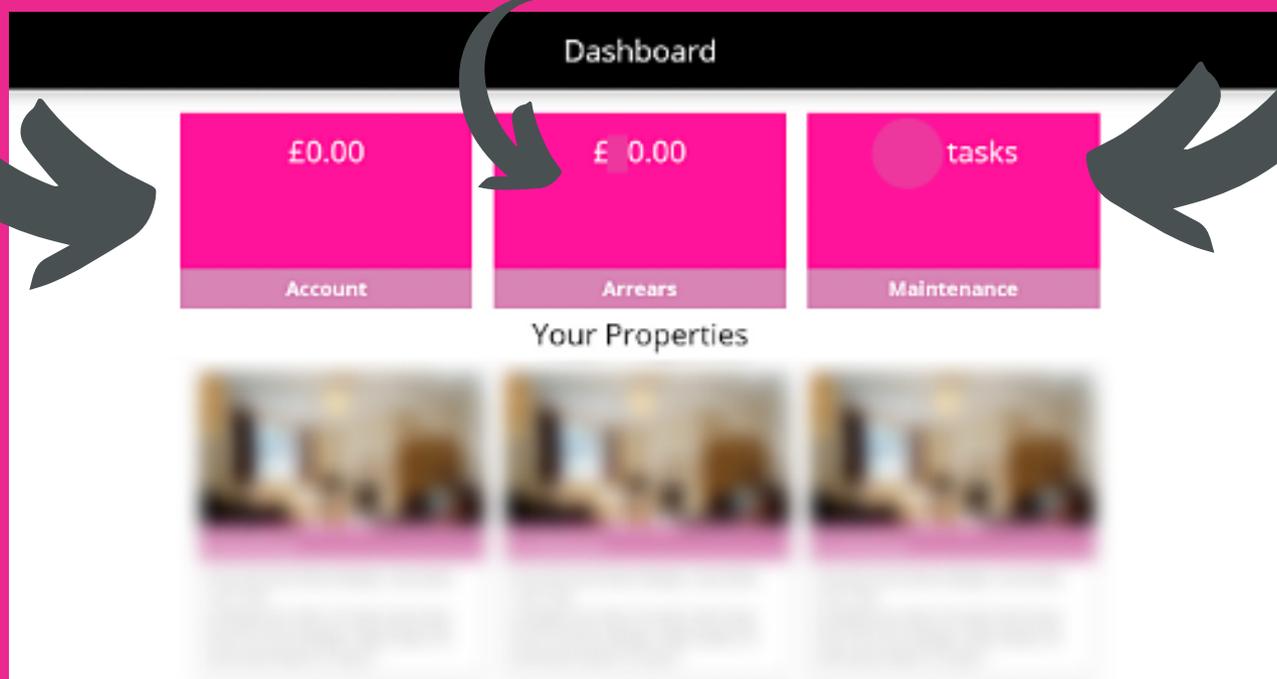
This excludes your float balance

Maintenance

This is the total number of tasks, including those that are open and completed.

Arrears

This is the tenants arrears for your account.



YOUR GUIDE TO THE LANDLORD DASHBOARD

You can click into any of these boxes to see further details about your Accounts, Arrears and any Maintenance information. In the Maintenance section you will see a list of all jobs, including Reported, Closed and Invoiced tasks. To return to the dashboard home simply click the menu in the top right-hand corner and select 'Dashboard'.

ACCOUNTS

Your payment history is all NET payments to you.



Statements are your overall account history.

Self Assessment Tax

Download a summary of your income and expenses for the year end in order to help you with your Self Assessment Tax Return:

[DOWNLOAD](#)

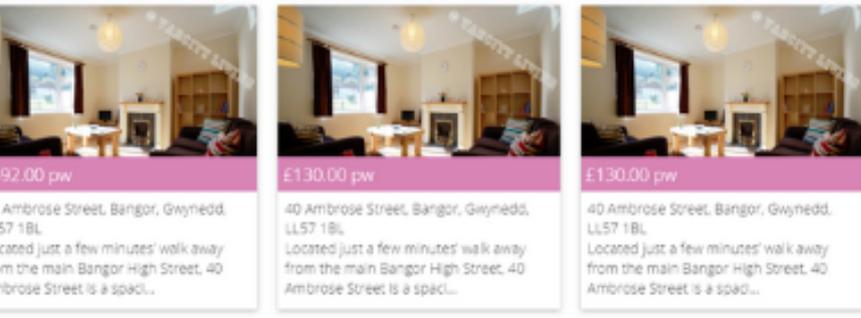
A major benefit of the Landlord Dashboard is that you will be able to download your self-assessment tax return completely free of charge. We recommend you work with an accountant when filling out this form.

YOUR PROPERTIES

You may see up to three versions of the same property when viewing your properties on the home page of the Landlord Dashboard. There is a maximum of three tenancy types per property.

The image you see below is the property grid. If your property has a current contracted tenancy, a prelet tenancy and an advertised instruction you will see three versions of it here. If your property does not have a current contracted tenancy, you will only see two versions. If it does not have a prelet tenancy you will only see one version.

Your Properties



The price of the current contracted tenancy will be shown as the total property rent per week. The price of the prelet tenancy however, is shown as the cheapest room rate. This is the same for the advertised instruction.

NOTE:

Once you click into a specific property page you will see a section titled 'Summary'. In this section there is the option to download a 'Tenancy Copy'. Please note that this is only an example of how the tenancy contract may look and is subject to change. This is not the signed tenancy for your property.