



Your guide to the

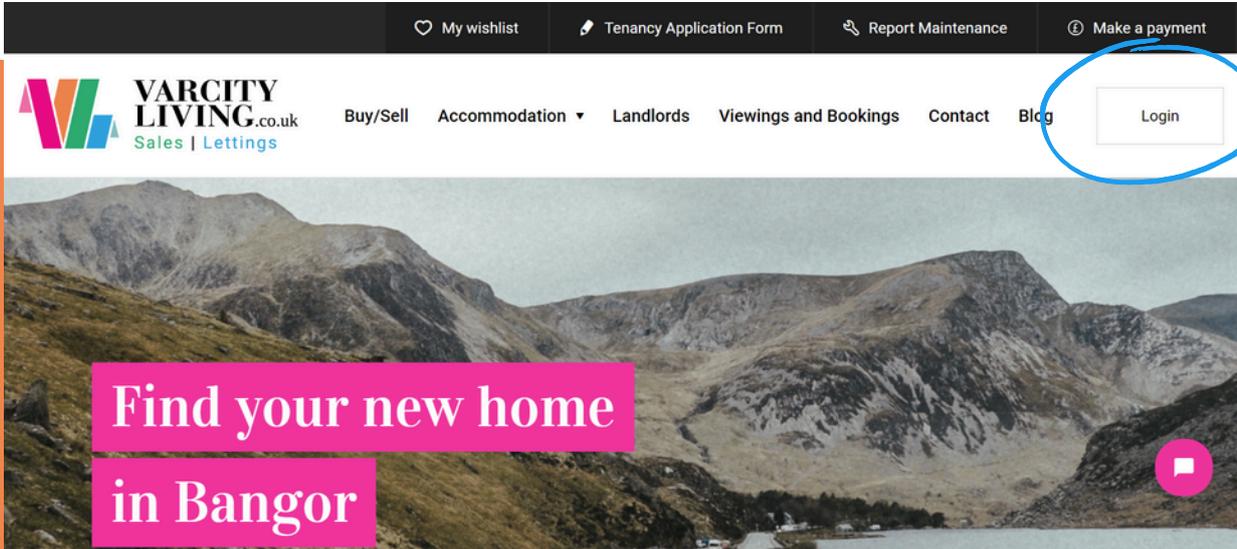
Landlord Dashboard

Hello and welcome to your personalised

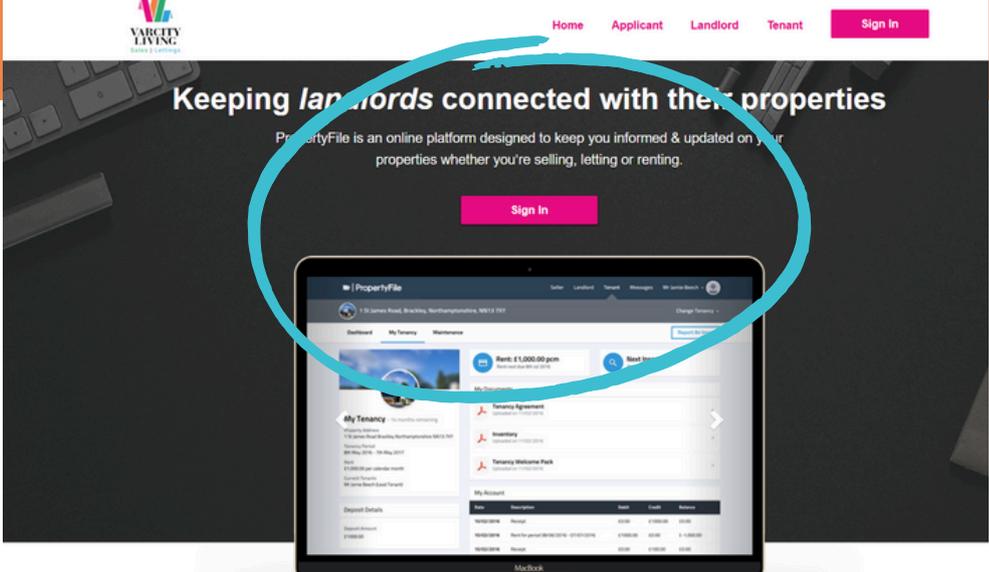
Landlord Dashboard

If you're registered as a landlord with Varcity Living we will have sent you an email with an activation link to your PropertyFile Landlord account.

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.



The screenshot shows the Varcity Living website header. The navigation menu includes: Buy/Sell, Accommodation, Landlords, Viewings and Bookings, Contact, Blog, and a Login button circled in blue. The main banner features a mountain landscape with the text "Find your new home in Bangor".



The screenshot shows the PropertyFile Landlord Dashboard. The header includes: Home, Applicant, Landlord, Tenant, and a Sign In button circled in blue. The main content area is titled "Keeping landlords connected with their properties" and includes a "Sign In" button circled in blue. Below this is a tablet displaying the PropertyFile dashboard interface.

Your dashboard

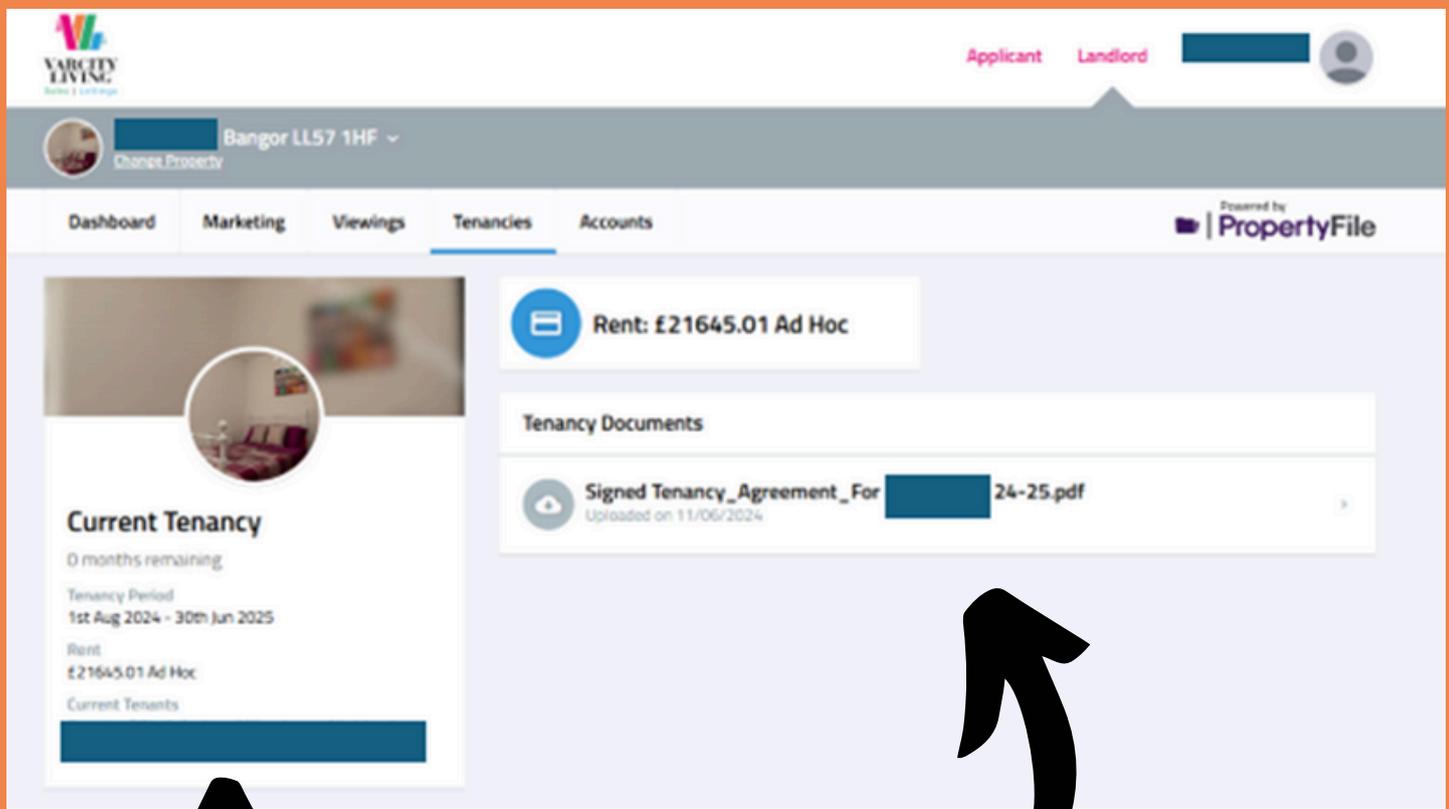
You can navigate to different properties (if you have more than one property) by clicking the down arrow next to the property name at the top left of the screen.

Here on the dashboard, you can see tenancies and an overview of the property.

The screenshot displays the Varcity Living dashboard for the property 'Bangor, LL57 1HF'. The top navigation bar includes the Varcity Living logo, the property name 'Bangor, LL57 1HF' with a dropdown arrow, and user roles 'Applicant' and 'Landlord'. Below the navigation bar, there are several key metrics: a balance of £307.47 with a note 'last payment made', and 0 scheduled property viewings. The main content area features a property overview card with a photo of a bedroom, a weekly rent of £90.00, and details for a 4-bedroom house share. To the right, a 'Current Tenancy' section shows 0 months remaining, a tenancy period from 1st Aug 2024 to 30th Jun 2025, and a rent of £21645.01 Ad Hoc. The bottom right corner contains the Varcity Living logo and contact information for Varcity Living Ltd, including the branch address at 1, College Road, Bangor, Gwynedd, LL57 2AN and contact numbers 01248 719254.

Tenancies & Documents

All your tenancy details will be found on this tab. Handy for finding out the rental period, start and end dates, who is in there and all your documents pertaining to that tenancy.



Contract details will be found here

All documents that you need to access will be stored here, including the current occupation contract

Accounts

A major benefit of the Landlord Dashboard is that you will be able to download your all your statements and see at a glance a running balance of the transactions for the tenancy.

The screenshot shows the 'Accounts' section of a landlord dashboard. At the top, there is a navigation bar with 'Applicant' and 'Landlord' tabs, and a user profile icon. Below this is a header for the property 'Bangor LL57 1HF' with a 'Change Property' link. The main navigation includes 'Dashboard', 'Marketing', 'Viewings', 'Tenancies', and 'Accounts' (which is selected). The 'Accounts' section is titled 'Account Statements' and contains a table with the following columns: Statement Dates, Statement No, Opening Balance, Rent, Other Income, Deductions, Payment, and Money Withheld. The table lists several statements from 04/02/2025 to 03/06/2025. A large blue rectangular area obscures the 'Opening Balance', 'Rent', and 'Other Income' columns. To the right of the table, there are download icons for each row. Two black arrows point from the text below to the first and last rows of the table.

Statement Dates	Statement No	Opening Balance	Rent	Other Income	Deductions	Payment	Money Withheld
03/06/2025	20						
15/05/2025	19						
09/05/2025	18						
08/05/2025	17						
15/04/2025	16						
01/04/2025	15						
04/03/2025	14						
04/02/2025	13						

Your payment history including rent received and deductions are found here

You can download your statements whenever you need them

Your settings



Go to your settings to chose your notification settings and change your email address.

Landlord

Settings

Your email address
This is the email being used to login to your account and where email notifications are sent.

salthpant@outlook.com [How can I change my email?](#)

Notifications settings
This is the email being used to login to your account and where email notifications are sent.

Email App

Tenancy updates
Referencing, move in/out, meter readings, new documents, inspection updates and tenancy renewal updates

Maintenance issues
Notifications when maintenance issues have been reported or updated

Delete account
Please note if you delete your account you won't be able to retrieve any content or information we hold for you unless you contact your account manager.
[Delete my account](#)

Settings

Sign Out

Note:

If you have different company names, you will need to have several PropertyFile accounts to see all your properties.

If you have deleted your PropertyFile account, you will need to use a new email address (different from the original one for the account) and let us know so we can set up a new account.

