


# Guide for registering and uploading on the Houseme website

## Step 1- Register



**Houseme**  
Deakin's Off Campus Housing Service

Sign in | About | Faq | Contact

Home | Rooms | Properties | Campuses | Add a listing

Search listings...

Find a  near  campus for under \$  / week

### Students

Register to get contact information for listings, save listings to your shortlist and more.

Already registered? [Sign in now.](#)

### Accommodation providers

Sign in or register to list your accommodation.

  
**Register here**

**Melbourne Campus at Burwood**  
Building EA (Elgar Road) 1.12  
Telephone: 03 9244 6031  
Email: [housing-melbourne@deakin.edu.au](mailto:housing-melbourne@deakin.edu.au)

**Geelong Campuses (Warrn Ponds and Waterfront)**  
Building jb 2.302  
Telephone: 03 5227 2249  
Email: [housing-geelong@deakin.edu.au](mailto:housing-geelong@deakin.edu.au)

**Warrnambool Campus**  
Student Life: Building B, Lower Level  
Telephone: 03 5563 3256  
Email: [housing-warrnambool@deakin.edu.au](mailto:housing-warrnambool@deakin.edu.au)

## Welcome to Deakins Off-Campus Housing Service

The Off-Campus Housing Service offers assistance to all Deakin students wanting to organise accommodation.

We have Housing Officers available at each Campus to assist students with their housing needs. Our service maintains a housing database of local properties where you will be able to see currently available properties and also current prices.

The University recommends that you make arrangement to stay in temporary accommodation for the first few nights in order to find a suitable longer term accommodation option.

Stay safe online - ALWAYS REMEMBER -

- \* Never give money to a landlord when you haven't personally seen the property
- \* Do not pay deposits or send money before you have personally seen the room
- \* Never pay money through a funds transfer to someone you don't know
- \* Don't trust emails that say pay money and I will have the keys delivered to you

## Step 2 – Complete the registration form

# Register as an accommodation provider

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### Login details

Email address

Choose a password

### Your details

Type of provider

Your full name

### Contact details

Primary phone number

Postal address

Your address is only for administrative purposes and won't be made public.

Alternate phone number  
(optional)

Fax number (optional)

Students can contact me by

I have read and agree to the [terms and conditions](#)

Register

**← Complete this form  
then click here**

### Step 3 - The dashboard

**Your email address will be here** | Sign out | Shortlist | About | Faq | Contact

**Houseme**  
Deakin's Off Campus Housing Service

Home | Rooms | Properties | Campuses | Add a listing

Search listings...

**Dashboard**

Welcome to Houseme. Click 'Add a listing' below to get started.

**Listings**

**+ Add a listing**

You haven't added any listings yet.

Edit my provider details

**You are now logged on**

**From your Dashboard you can -**

- \* Add a listing
- \* Edit an existing listing
- \* Relist a closed listing
- \* Edit your provider details

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### Step 4 - Adding a listing

hamonypius22@gmail.com | Sign out | Shortlist | About | Faq | Contact

**Houseme**  
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Home | Rooms | Properties | Campuses | Add a listing

Search listings...

### List student accommodation

**Location**

Address  
223 Burwood Hwy

Keep the address private

Suburb: Burwood Post code: 3215

**When you add your address, the map will locate your property.**

**You have two choices here**

- \* List an entire property to rent
- \* List one or more rooms in a shared property

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I want to list...

- a property to rent
- one or more rooms in a shared property

Property type

Select...

Rent

\$ per week

Bond

Available from

11-Nov-2010

Lease for

months  No minimum

## Bedrooms

Select the available bedrooms

Double room with ensuite

Single room

Single room

Single room

Add a bedroom...

So... this property has **3 single room** bedrooms and **1 double room with ensuite** bedroom available.

**This section gives you the opportunity to list individual rooms**

Total bedrooms on property

bedrooms

Current occupants

people

Council Registration number

Preferred Gender

Preferred age

Smoking

Pets

Furnished

Bills Included

Internet available

Parking

Heating/Cooling

Transport Type

Transport time in minutes

Property available to

Prefer Diet

**Pop ups of relevant information will help you with these drop down boxes**

Additional details

**Add your description here**

Photos

**Upload photos here**

**← Click here to preview your listing**

## Step 5 – You're almost there! You will now see a preview of your listing



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Search listings...

**Almost there!** Please check your listing for errors before submitting it.

### Shared House, Burwood Hwy


**3 bedroom shared house to share**  
Burwood Hwy  
Burwood 3215

Listing #6589

Available from **11 November** without a fixed lease

Rent \$130 per week

Bond \$0

Bedrooms 

**Available:** Double room with ensuite and single room bedroom

Occupants 

1 current occupant, 2 vacancies

Bathrooms 2

Preferred Gender Male or Female

Preferred age Any age

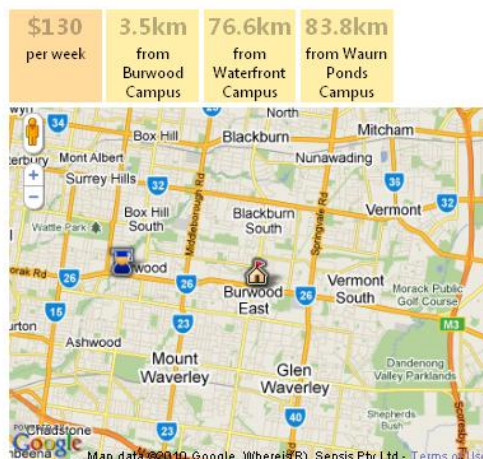
Smoking Not permitted

Pets Not allowed

Furnished Full furnished

Bills Included yes

Internet available Yes



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**Check your listing for errors. What's shown here is exactly what the students will see, once your listing is approved**

Parking On street parking

Heating/Cooling Ceiling fans

Transport Type Walking

Transport time in 1 minute minutes

Property available to Students

Prefer Diet No special requirements



**If you are happy with your listing click here**

#### Details

This test listing is close to Deakin's Burwood Campus.

Are you ready to submit this listing for approval?


Wait, I need to make changes

OK, submit this listing

## Step 6 – You’ve done it! Your listing will now be sent for approval

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Search listings...

### Listing submitted

Your listing was successfully submitted!

It won't be visible to students until it is approved by an administrator. You will receive an automatic email when this happens.

Where to from here?

[Go to my dashboard](#)

**You can check on the status of your listing from your dashboard**

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Your dashboard will now reflect the listing you have just added

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Search listings...

### Dashboard

#### Listings

[+ Add a listing](#)

#### Awaiting approval

- 223 Burwood Hwy

[Edit my provider details](#)

**From your dashboard you can -**

- \* **Add another listing**
- \* **Check on the status of a submitted listing**
- \* **Edit an existing listing**
- \* **Relist a closed listing**
- \* **Edit your provider details**


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Listing approval takes up to 1 business day.

hamonypius22@gmail.com | Sign out | 5



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## Dashboard

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### Listings

[+ Add a listing](#)

#### Current

- [223 Burwood Hwy](#) closes 23 Dec (6 weeks)

[Edit my provider details](#)

**Once your listing has been approved, you will receive an email and your listing will appear under current listings on your dashboard.**