ROOMLERS WEBSITE TUTORIAL LANDLORD

ROOMLERS

ROOMLERS

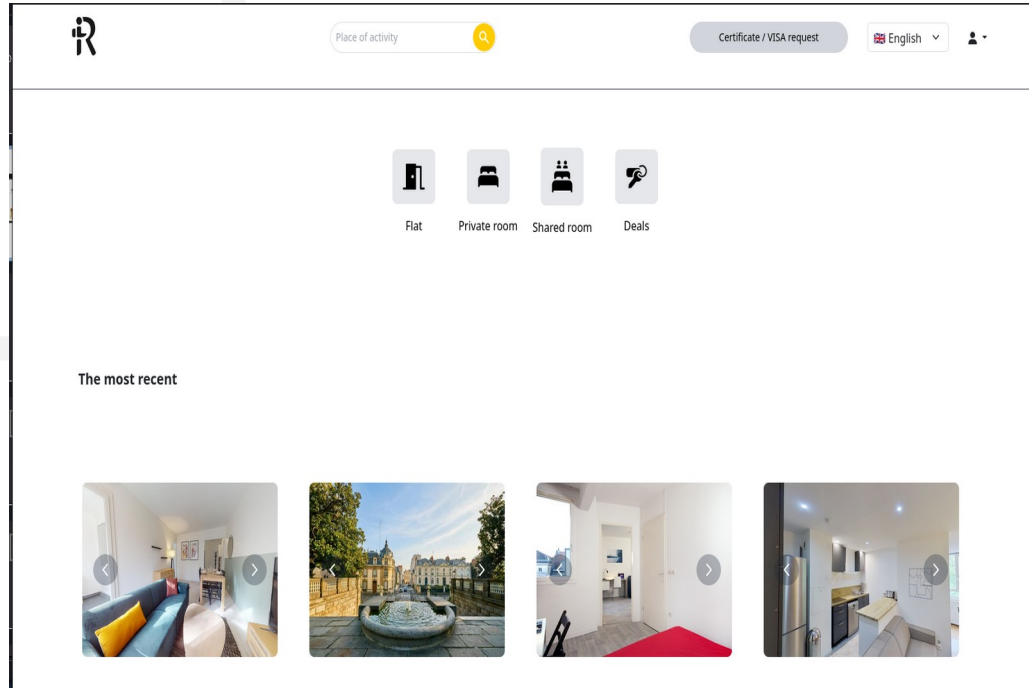# TABLE OF CONTENTS

0 2

SUBSCRIPTION

Our website has been tested with the following browsers:
Mozilla Firefox, Google Chrome and Safari.
We recommend using Roomlers with these browsers for a quality experience.
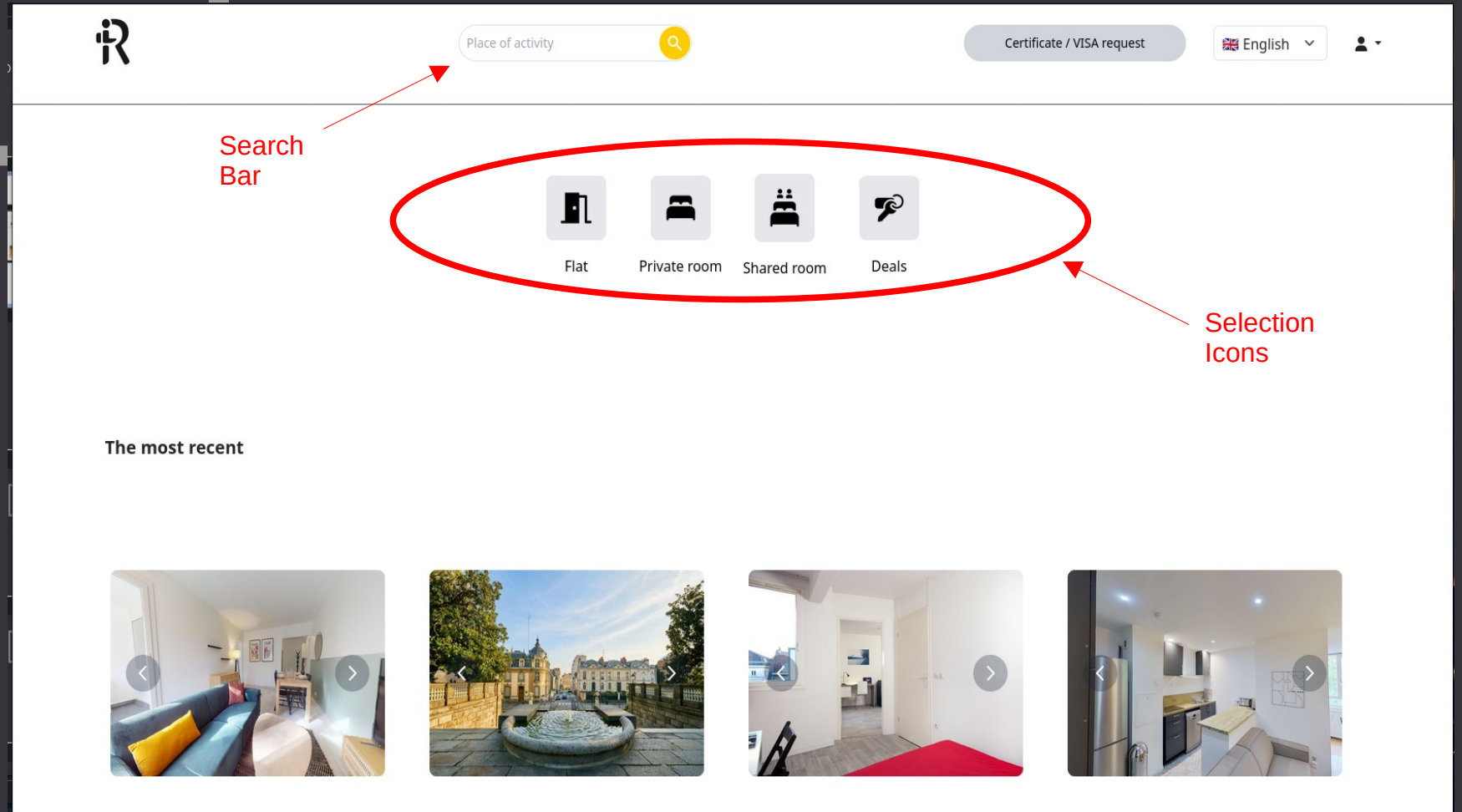
On the right, the website's homepage.

First visit:

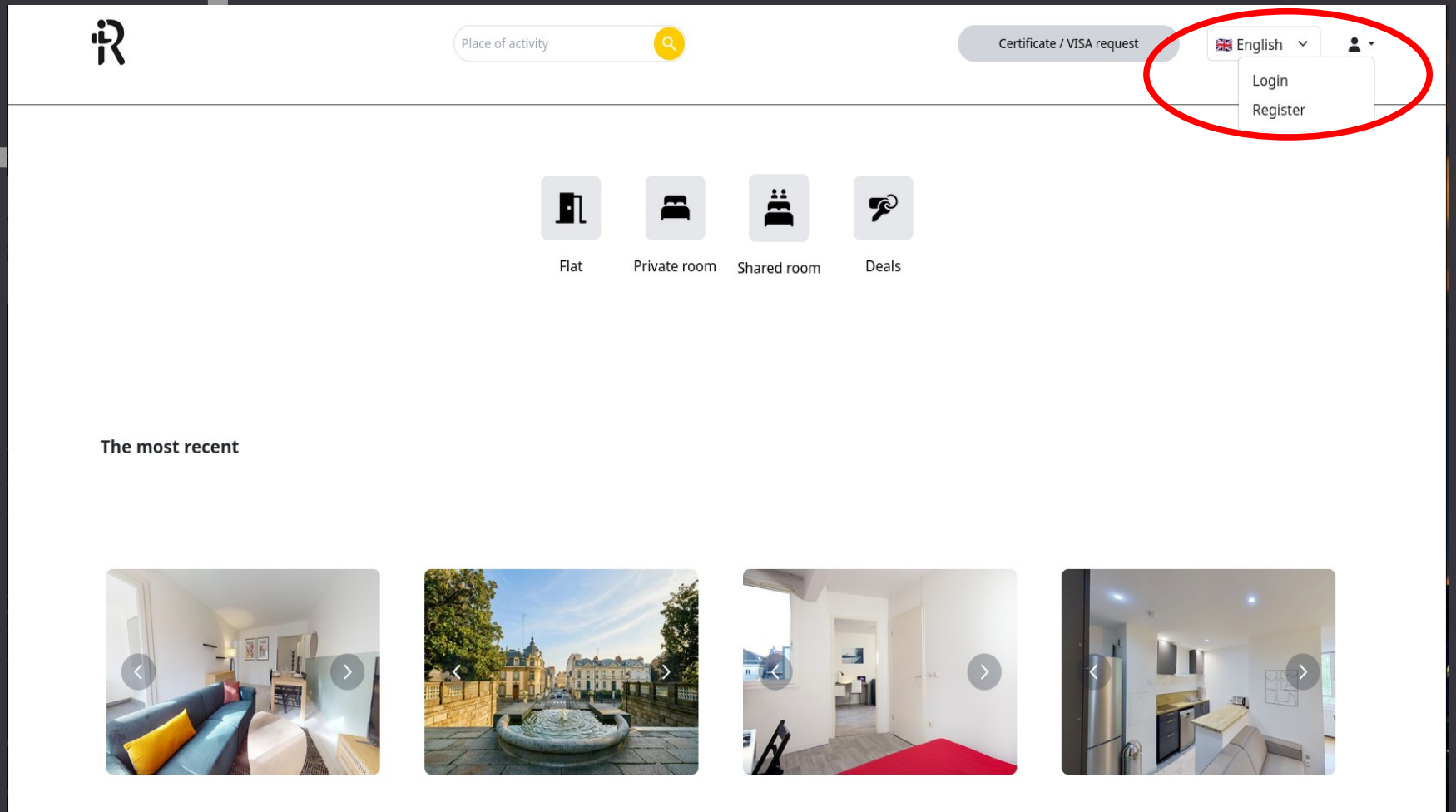You'll find on the home page our most recent properties.

You can also refine your search by selecting one of the four icons present or by typing the name of a city in the search bar.

By clicking on one of the properties, you will have access to the description page with all the details about the accomodation.

To enjoy all our services, you need to register.

0 4

Search Bar

Selection Icons

Place of activity

Certificate / VISA request

English

Flat   Private room   Shared room   Deals

The most recent

Click on the top right and choose « Register » to create an account.

Certificate / VISA request

English

Login
Register

Flat   Private room   Shared room   Deals

The most recent

Registration Page:

Fill in the fields on the form to create your account.

The first field allows you to choose your profile: I'm an **owner** or I'm a potential **tenant**.

Place of activity

Certificate / VISA request

English

Register

I'm ...
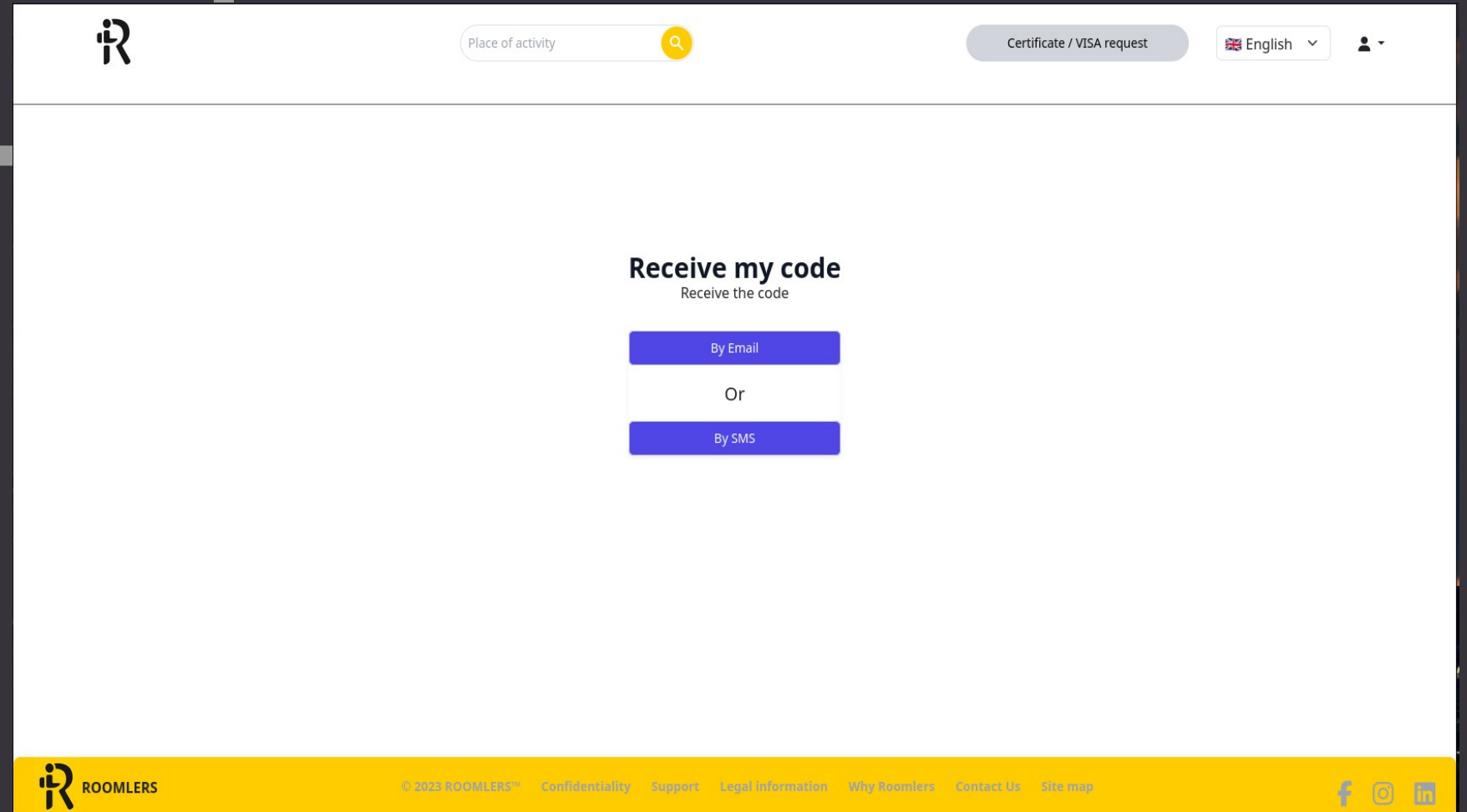
Email

First Name

Last Name

France (+33)

Phone

Already have an account?

🔒 Continue

ROOMLERS

© 2023 ROOMLERS™   Confidentiality   Support   Legal information   Why Roomlers   Contact Us   Site map

Registration Page:

Each time you log in, and in order to respect our best practices in terms of security, you will receive a verification code (valid for 10 minutes) by email or text according to your choice.
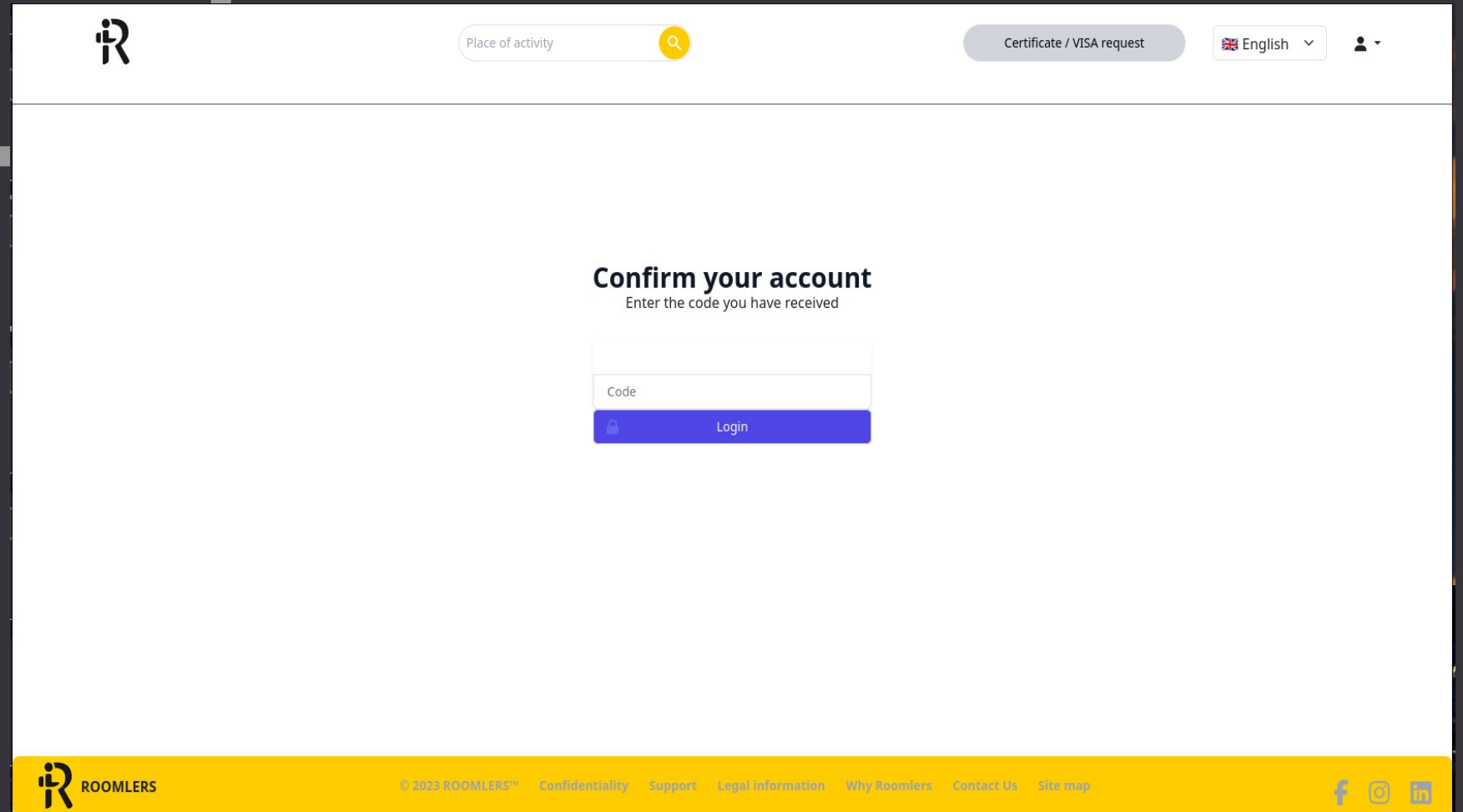
Choose an option to receive your security code (email or text).

Place of activity

Certificate / VISA request

🇬🇧 English

Receive my code
Receive the code

By Email

Or

By SMS

ROOMLERS

Registration Page:

Enter the security code you received.

Place of activity

Certificate / VISA request

English

Confirm your account
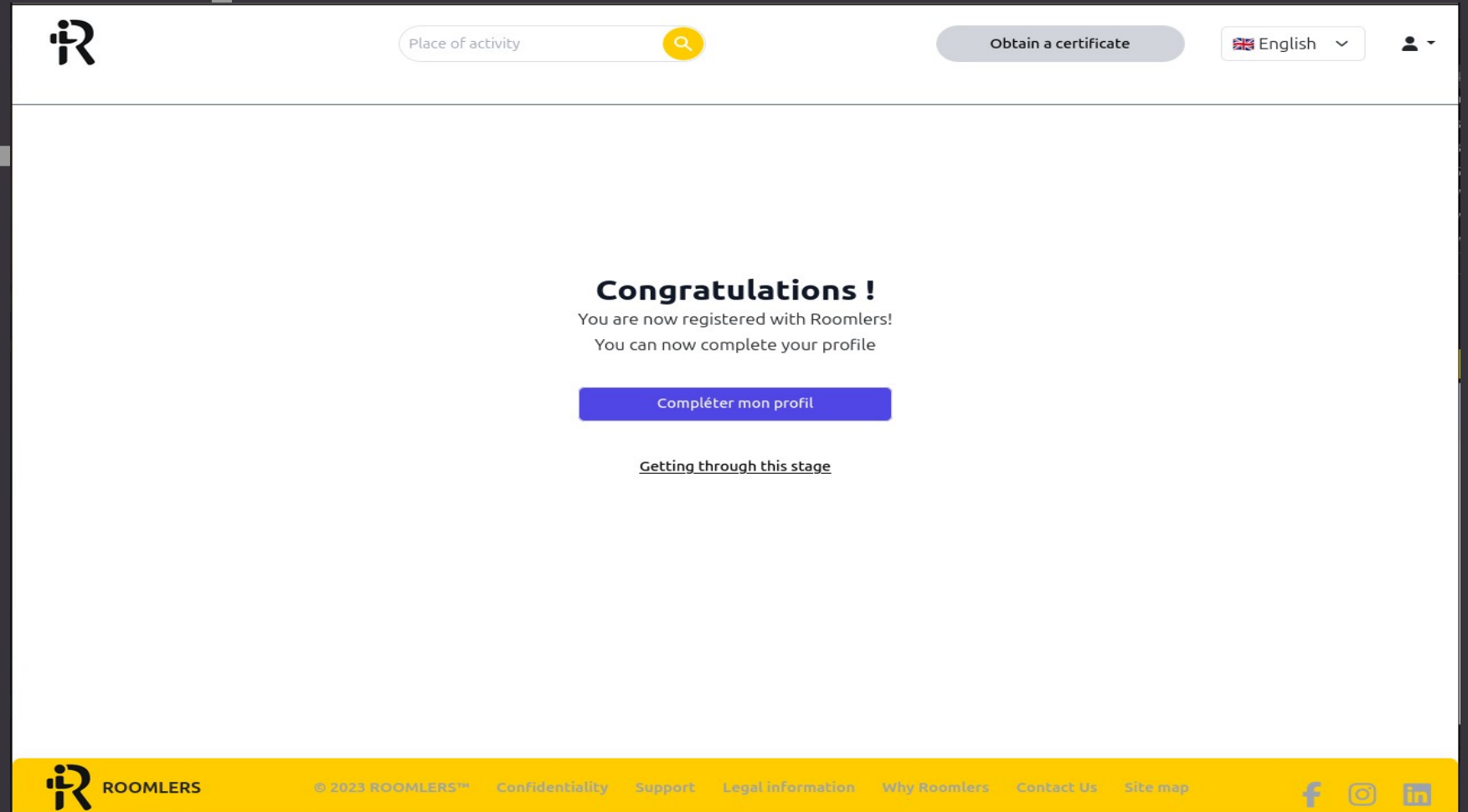Enter the code you have received

Code

Login

© 2023 ROOMLERS™   Confidentiality   Support   Legal information   Why Roomlers   Contact Us   Site map

Well done! You can now access our services.

We advise you to complete your profile right away. Asked information will be required regardless of your account (landlord or tenant).
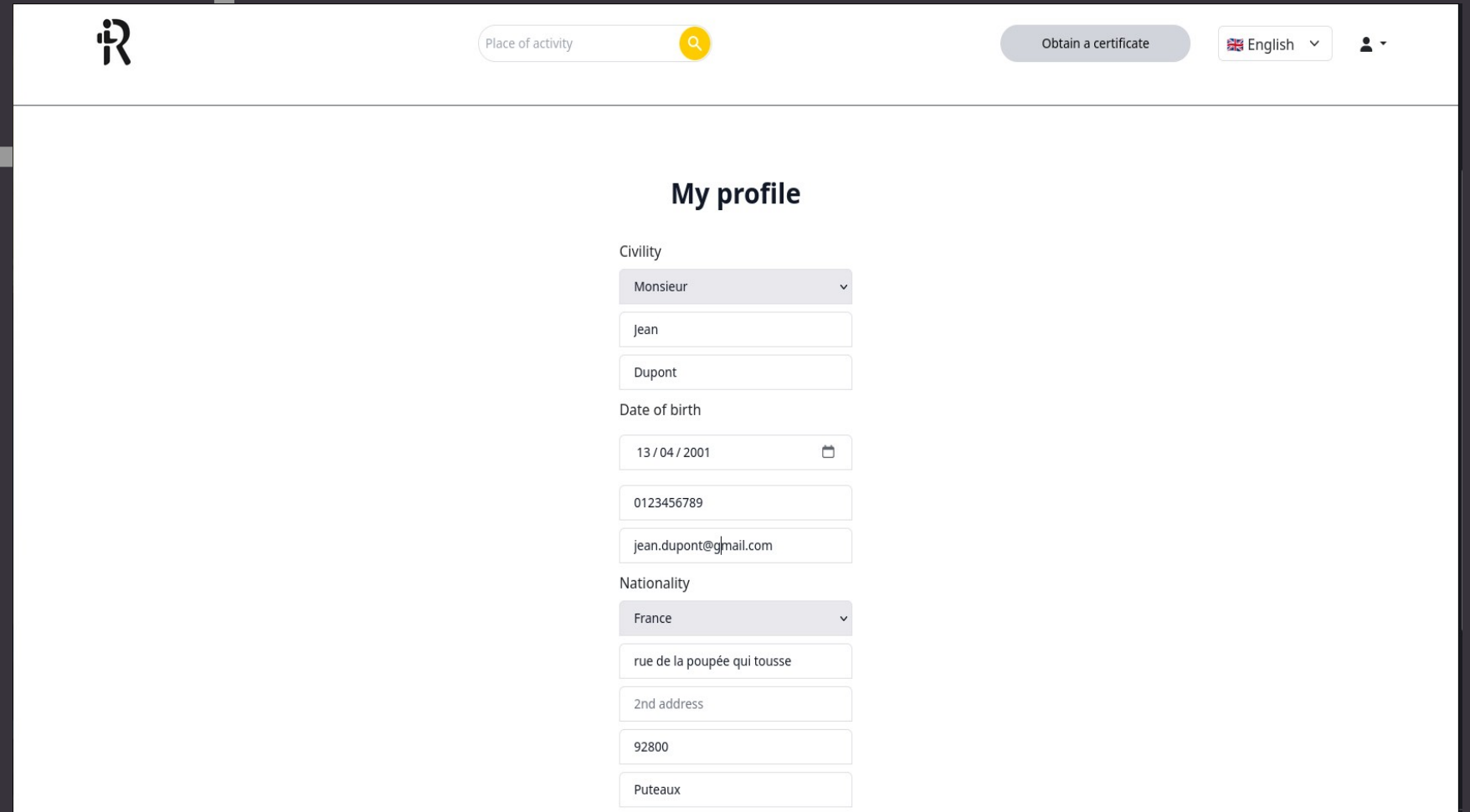
R

Place of activity 🔍

Obtain a certificate

🇬🇧 English ⌄

👤 ⌄

Congratulations !

You are now registered with Roomlers!
You can now complete your profile

Compléter mon profil

Getting through this stage

R ROOMLERS

© 2023 ROOMLERS™   Confidentiality   Support   Legal information   Why Roomlers   Contact Us   Site map

Connection:

Fill in the fields to complete your profile.

Please note: information will be verified for every account (owner or tenant).

Following completion of your account, you will return to the home page where you can then use the website's services (posting a rental ad, searching for properties, obtaining certificates,,...).

Place of activity

Obtain a certificate

English

My profile

Civility

Monsieur

Jean

Dupont

Date of birth

13 / 04 / 2001

0123456789

jean.dupont@gmail.com

Nationality

France

rue de la poupée qui tousse

2nd address

92800

Puteaux

LANDLORD

Landlord:

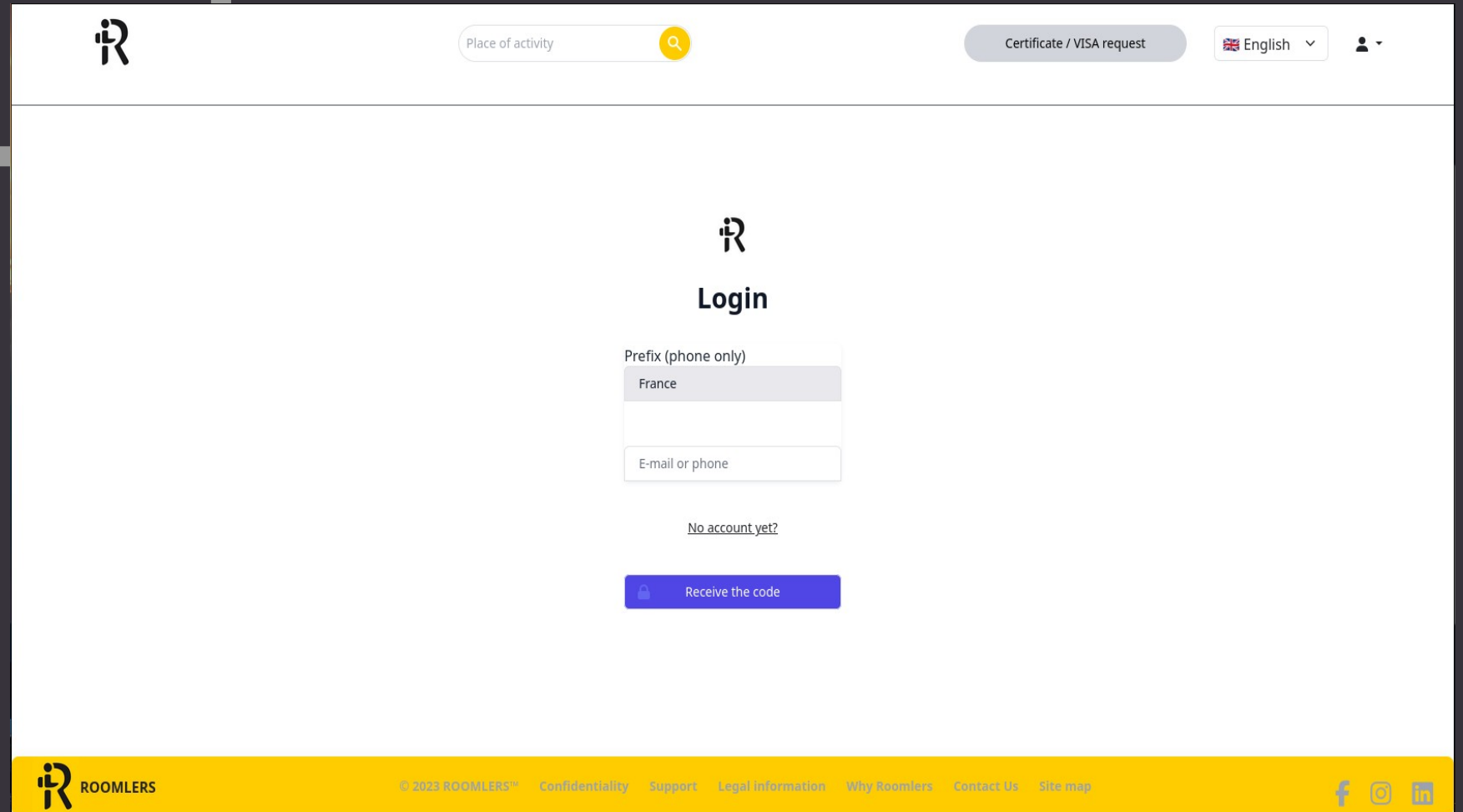**If are not connected, you will need to log in before accessing our services.**

Enter your login information to access our services.

Place of activity

Certificate / VISA request

English

Login

Prefix (phone only)

France

E-mail or phone

No account yet?

Receive the code

ROOMLERS

© 2023 ROOMLERS™   Confidentiality   Support   Legal information   Why Roomlers   Contact Us   Site map

Landlord:

By clicking on the main menu, you will be taken to our services.

They allow you to:
- complete your profile,
- view rental requests related to your listings,
- access your invoices, account documents and registered listings (« Property »),
- create a new ad,

- View « favorites » selected listings
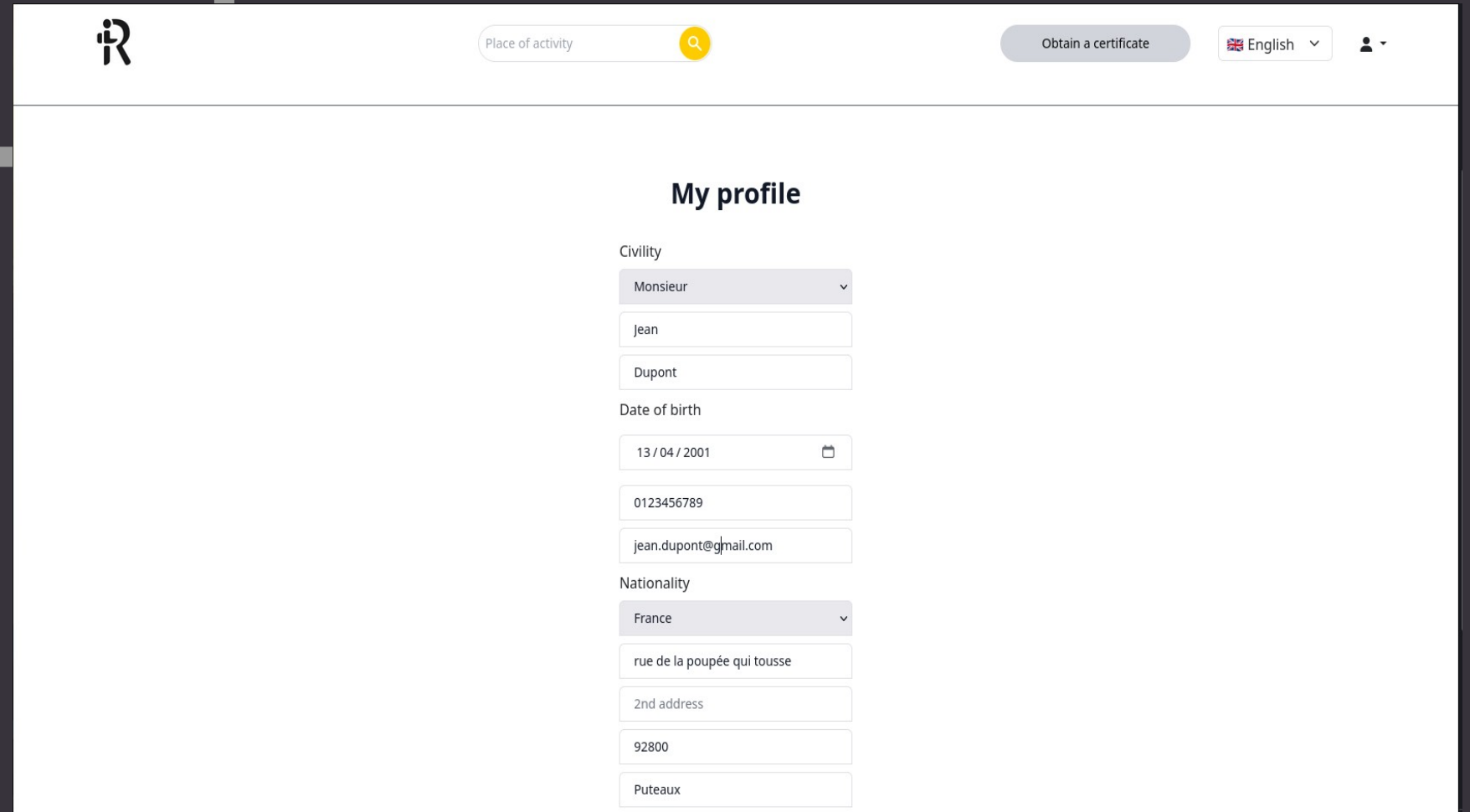**- or log out.**

1 3
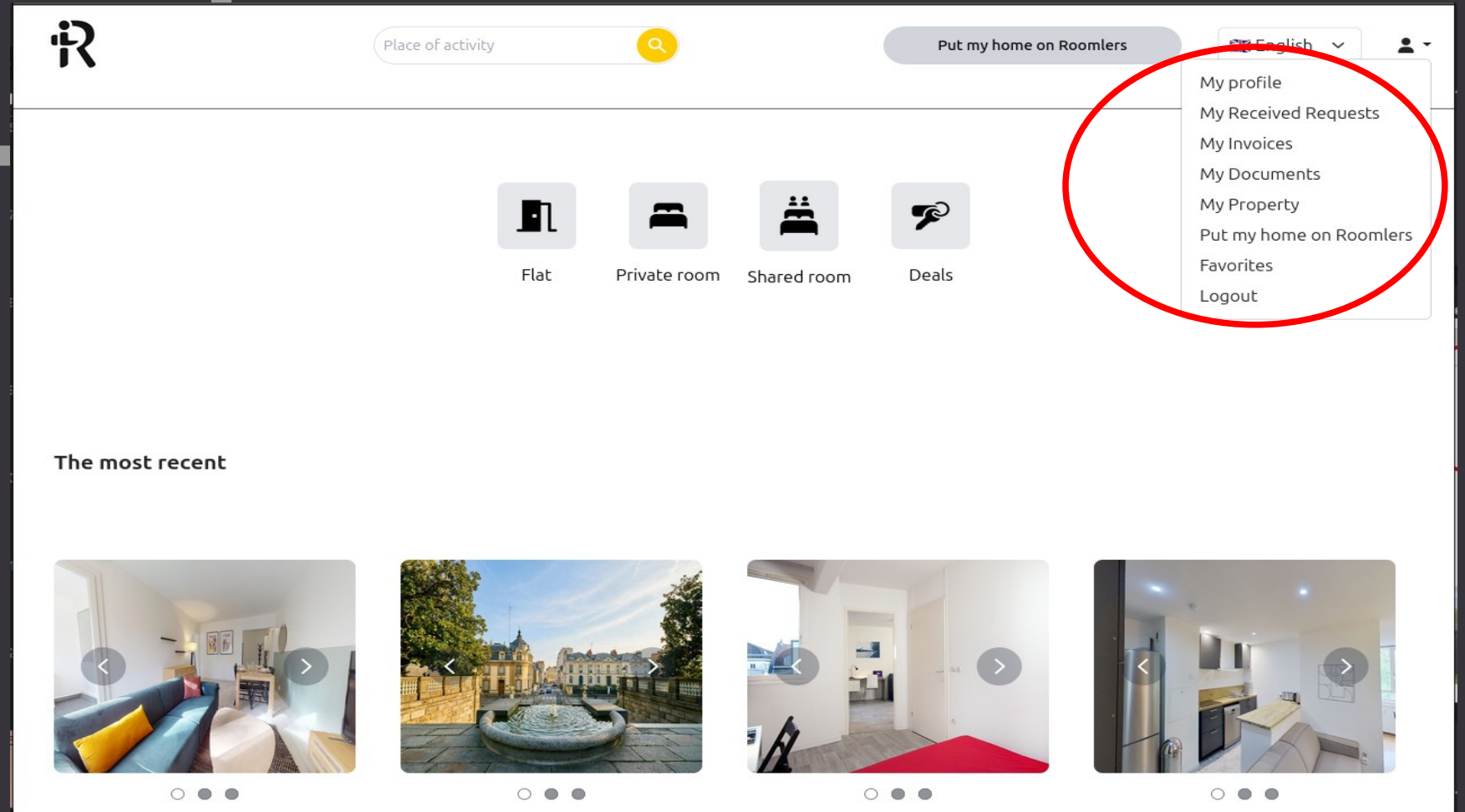
Landlord:

Data Profile storage.

Fill in the displayed fields to complete your profile if you didn't do it alreday.

Please note: information will be checked for every account (Owner or Tenant).

Place of activity

Obtain a certificate

English

My profile

Civility

Monsieur

Jean

Dupont

Date of birth

13 / 04 / 2001

0123456789

jean.dupont@gmail.com

Nationality

France

rue de la poupée qui tousse

2nd address

92800

Puteaux

Landlord:

Manage rental requests received for your properties.

On this page, you will find the list and status of requests related to your ads.

Click on « view application » to access the information and documents of the potential tenants.

Place of activity

Put my home on Roomlers

English

My Received Requests

Property	Last Name	Date	Status	Action

Requests not matching your criteria

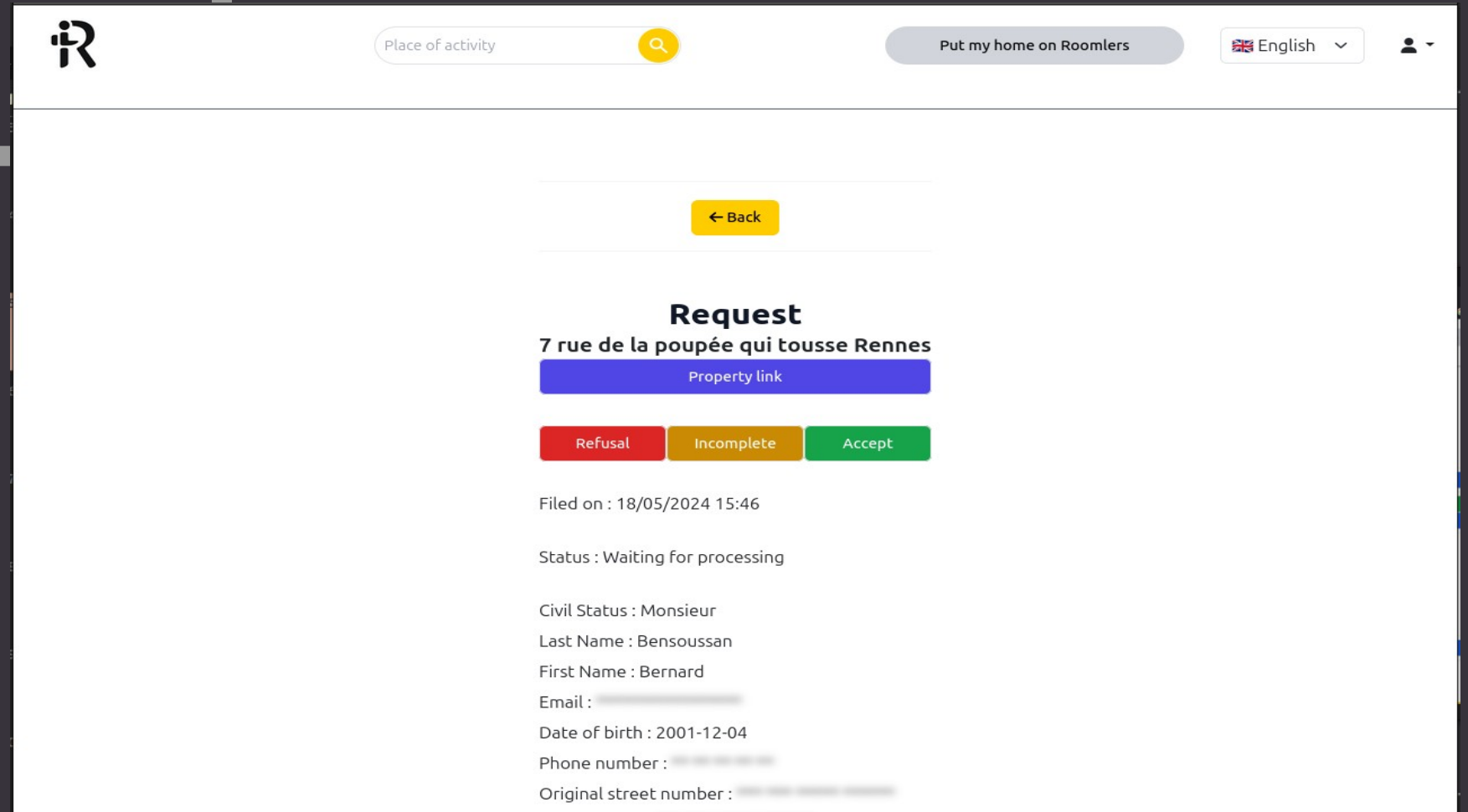| Property	Last Name	Date	Status	Action
Property link	Rennes -	Filed on :18/05/2024 15:46	Accepted, waiting for the lessor	Pay the roomlers costs / See the request

ROOMLERS

© 2023 ROOMLERS™   Confidentiality   Support   Legal information   Why Roomlers   Contact Us   Site map

Landlord:

Manage rental requests received for your properties.

This page contains all the information submitted by the potential tenant.

You may accept, refuse or put the rental request on hold if you want additional documents. An email is sent to the potential tenant to keep him / her informed.
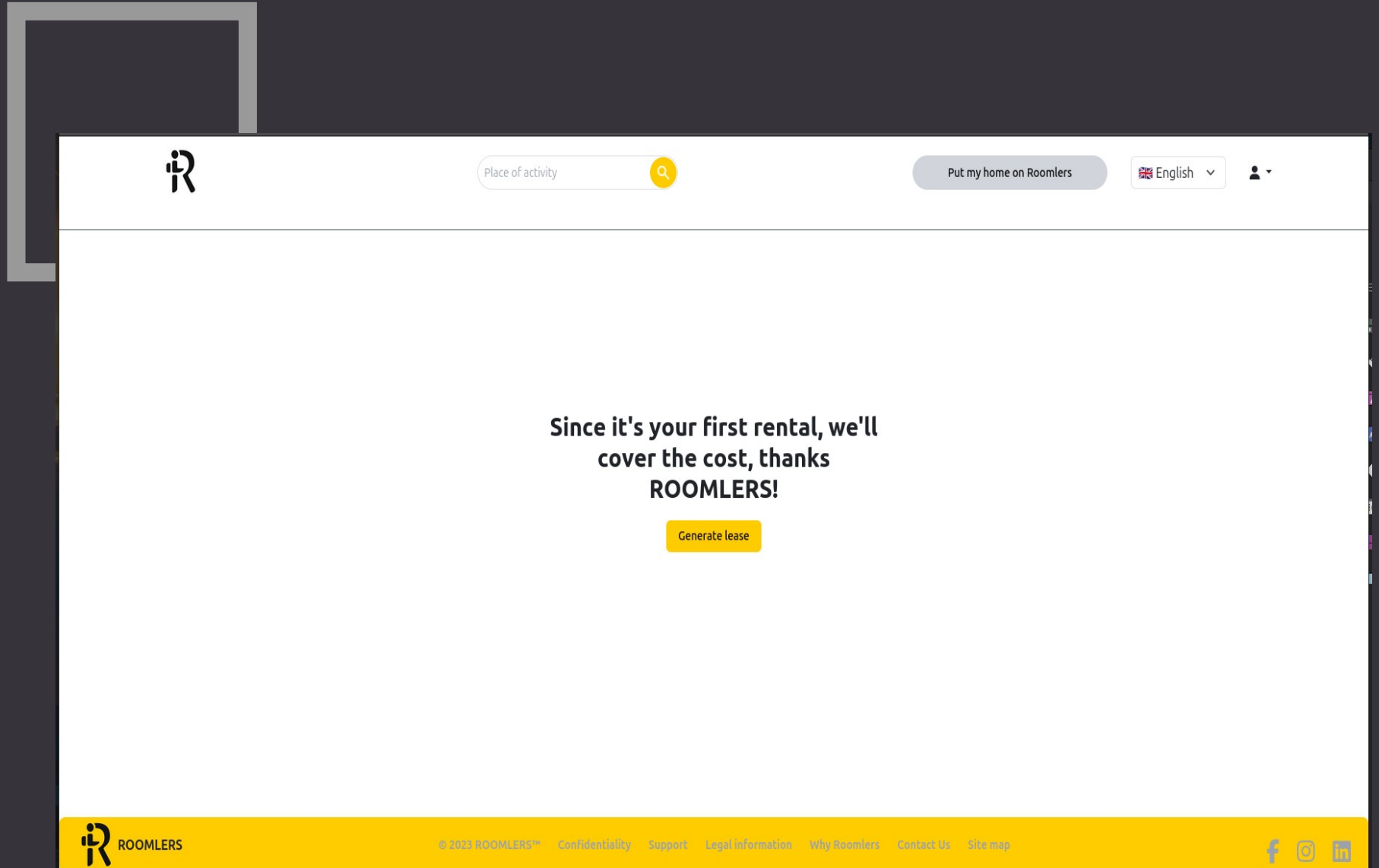
Place of activity

Put my home on Roomlers

English

← Back

Request
7 rue de la poupée qui tousse Rennes

Property link

Refusal | Incomplete | Accept

Filed on : 18/05/2024 15:46

Status : Waiting for processing

Civil Status : Monsieur
Last Name : Bensoussan
First Name : Bernard
Email :
Date of birth : 2001-12-04
Phone number :
Original street number :

Landlord:

Manage rental requests received for your properties.

Roomlers fee is offered for your first rental.
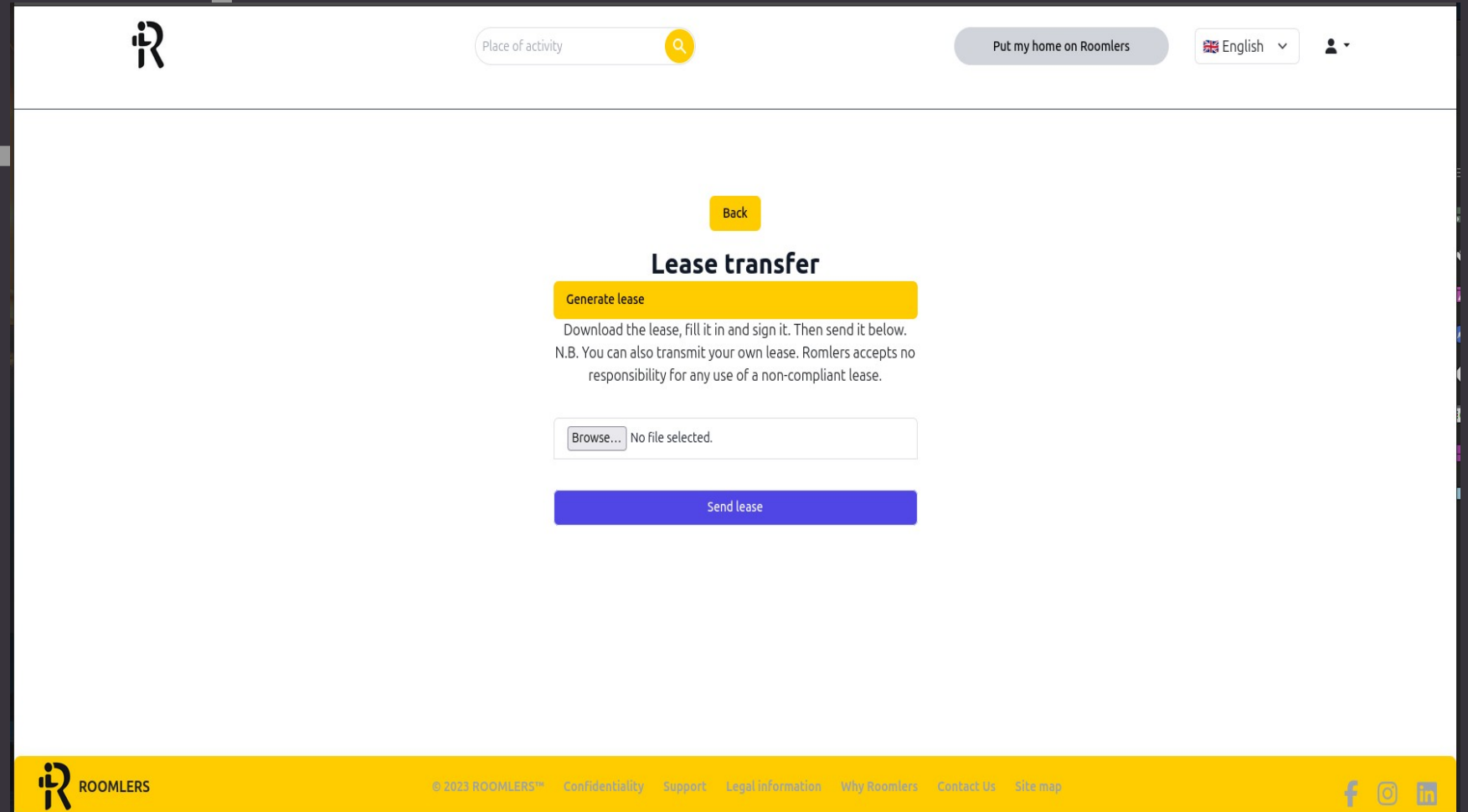**The lease agreement is available for signature. You can use one of our templates or upload yours.**

Place of activity

Put my home on Roomlers

🇬🇧 English

Since it's your first rental, we'll cover the cost, thanks ROOMLERS!

Generate lease

ROOMLERS

Landlord:

Manage rental requests received for your properties.

Once the application has been accepted and the fees have been paid by your future tenant, you will have to pay the Roomlers fee (free for the first rental).

The lease agreement is then available for signature. You can use one of our templates or upload yours.
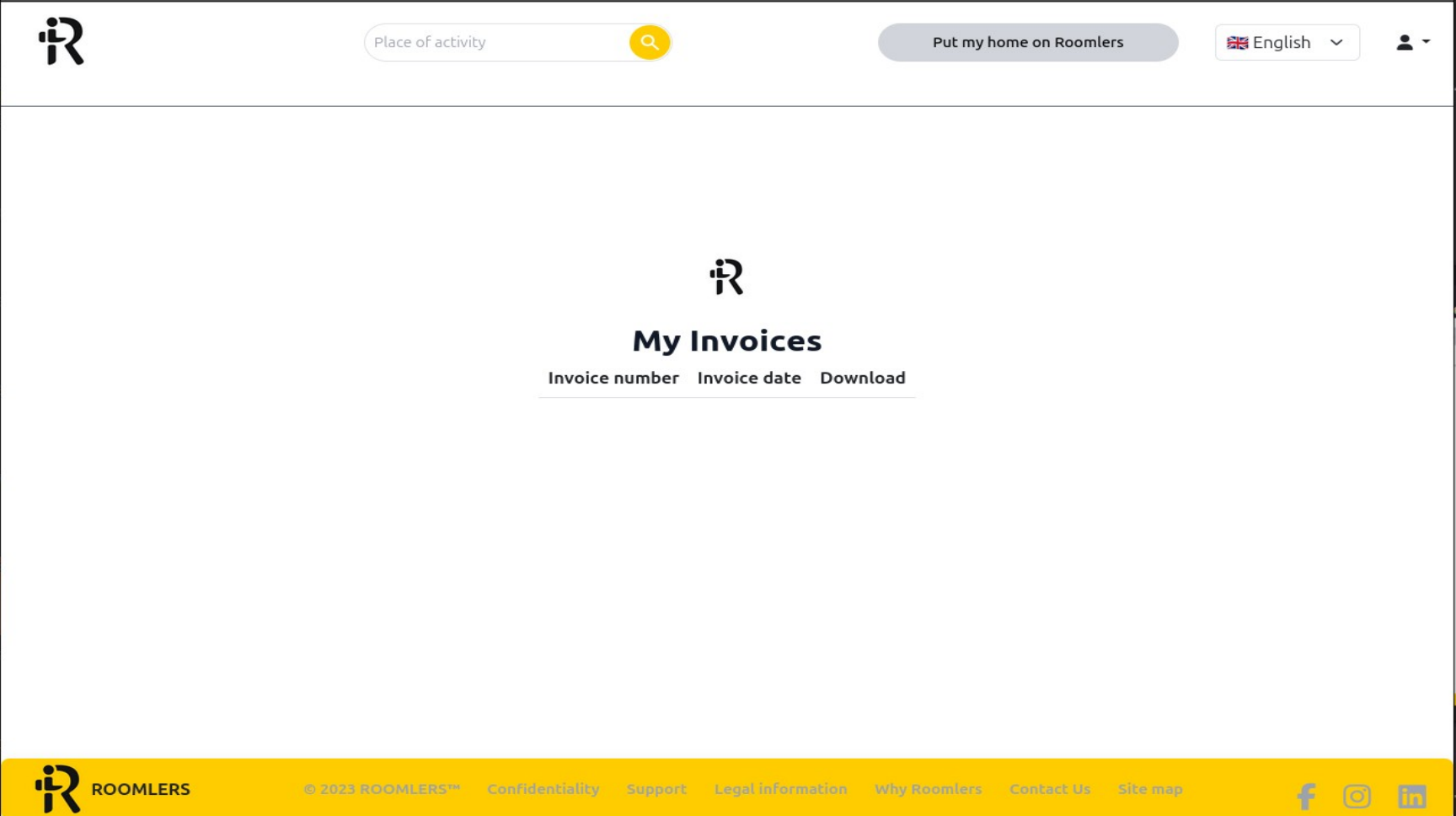

Place of activity

Put my home on Roomlers

🇬🇧 English ⌄

Back

Lease transfer

Generate lease

Download the lease, fill it in and sign it. Then send it below. N.B. You can also transmit your own lease. Romlers accepts no responsibility for any use of a non-compliant lease.

Browse... No file selected.

Send lease

R ROOMLERS

© 2023 ROOMLERS™   Confidentiality   Support   Legal information   Why Roomlers   Contact Us   Site map

Landlord:

Manage your invoices.

On this page, you will find a complete record of invoices related to your listings. You can also download them if you wish.

Place of activity

Put my home on Roomlers

English

My Invoices

Invoice number   Invoice date   Download

ROOMLERS

Landlord:

Manage my documents.

On this page you will find the registered documents for your account.

Place of activity

Put my home on Roomlers

English

My Documents

Name file   date   Download

Landlord:

Manage my Property.

On this page you will find a summary of the properties listed on the website.
You can view or edit your property's listing page.

You can also download an end-of-year tax certificate for all your assets.

Place of activity

Put my home on Roomlers

English

My Property

Generate attestation fisc (2023)

ID	Online Since	Tenant	Assets	State	Action
R230420247508	23/04/2024 15:29	No tenant	enable		See the property / Edit property
R250420247511	25/04/2024 16:11	No tenant	enable		See the property / Edit property

Return

ROOMLERS   © 2023 ROOMLERS™   Confidentiality   Support   Legal information   Why Roomlers   Contact Us   Site map

Landlord:

Add a property.

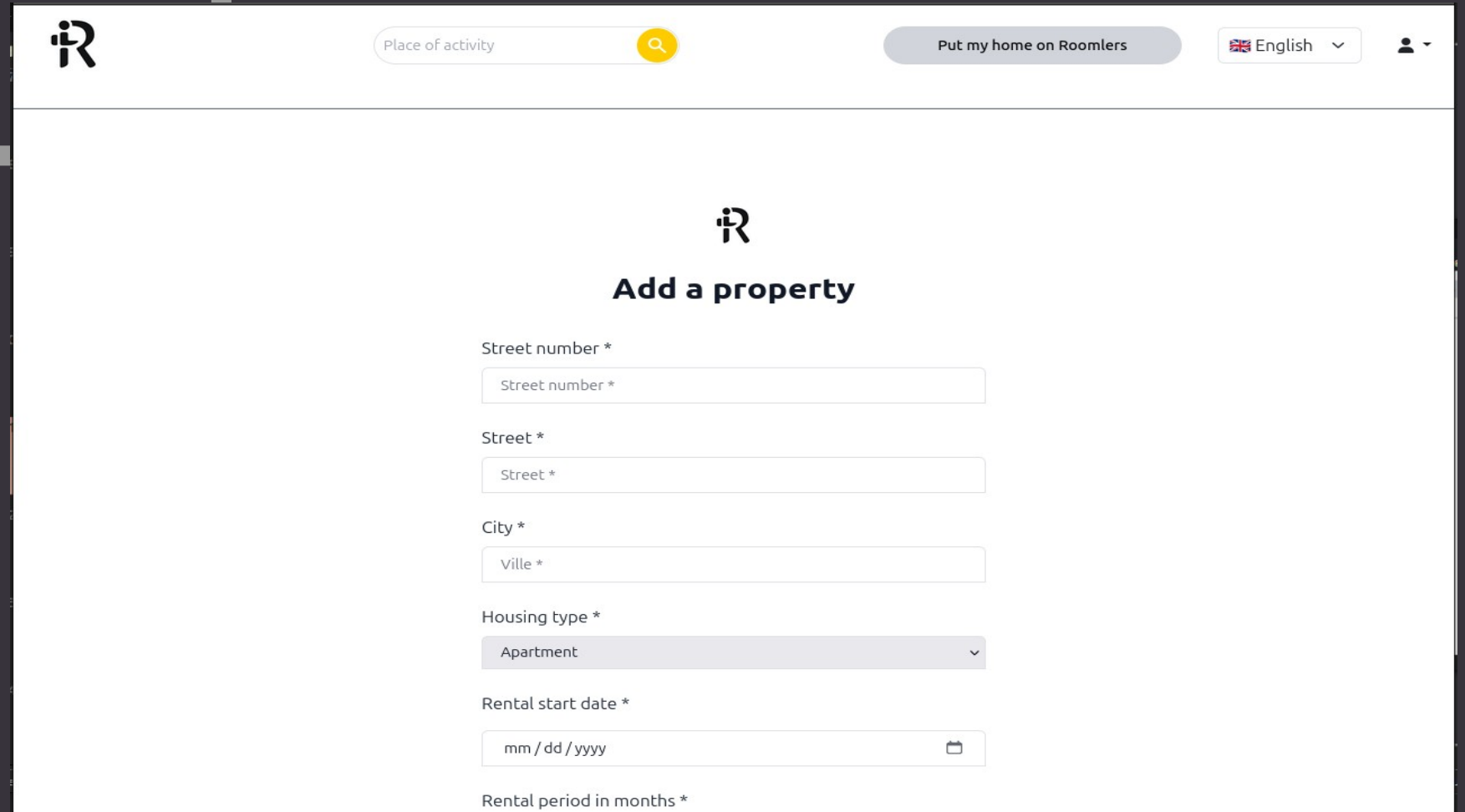To post an ad on the website, fill in this page with the requested information.

Fields marked with an * sign are mandatory.

The « equipment » fields (indoor and outdoor) display drop-down lists. You can select multiple choices from these lists.

You will need at least 4 pictures to post an ad.

Don't forget to tick the T&Cs box.

Review that the information is correeect and click on « Submit » to put your ad online.

Place of activity

Put my home on Roomlers

🇬🇧 English

Add a property

Street number *

Street number *

Street *

Street *

City *

Ville *

Housing type *

Apartment

Rental start date *

mm / dd / yyyy

Rental period in months *

Landlord:

Add a property.

Once your ad has been validated, you will be taken to your ad page to have an overview of your ad as it will appear on the website.

The pencil icon means that you can edit those fields (for example on the top right of the pictures).
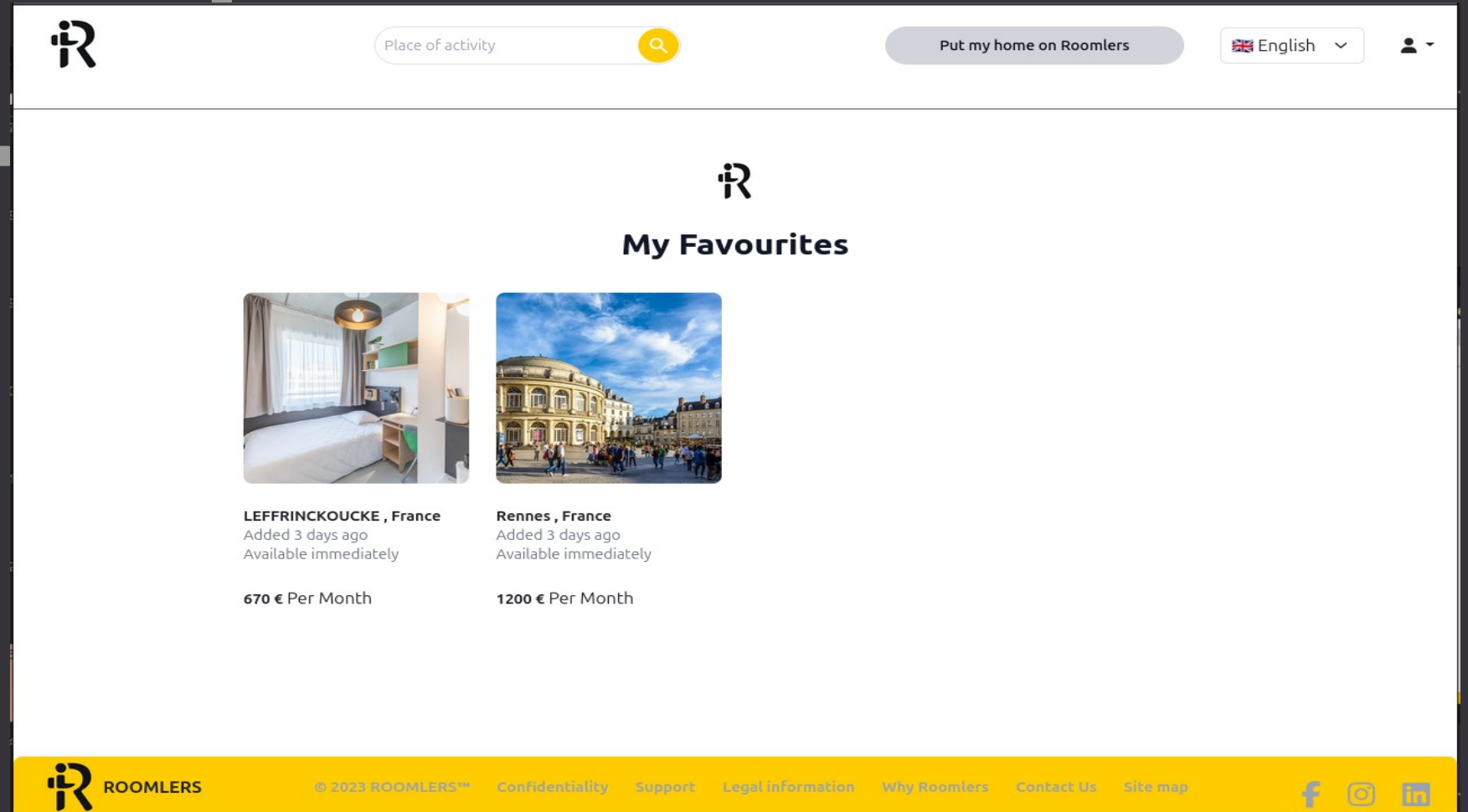
Don't forget to click on the « Update » button for your changes to be saved.

Landlord:

Favorites.

This page lists the ads you have selected by clicking on the heart icon of the property.

My Favourites

LEFFRINCKOUCKE , France
Added 3 days ago
Available immediately

670 € Per Month

Rennes , France
Added 3 days ago
Available immediately

1200 € Per Month

ROOMLERS © 2023 ROOMLERS™ Confidentiality Support Legal information Why Roomlers Contact Us Site map

Place of activity

Put my home on Roomlers

English

WITH ROOMLERS
BOOKING YOUR ACCOMODATION IN FRANCE
HAS NEVER BEEN SO EASY

MORE INFORMATION
contact@roomlers.com

www.roomlers.com