

How to add a property to Park Home Search

To make it easier to list your home, and to have the best possible advert to maximise the sales opportunity in selling your home, we have provided you the following points to assist you in your listing. The cheapest and quickest way to list your home on Park Home Search, is by you doing this yourself, however should you want one of our consultants to come to you to do this for you, this can be arranged. To find out more contact us on **0845 688 3936**.

To list the home yourself we recommend you print this off, and follow how to list your home.

Before you start it's good to have the following:

Park Home Search selling checklist:

- All the details of your property to hand
- Have a Credit or Debit Card available
- Digital images of your property such as internal shots, external shots and views from your home. We advise that the size of picture is 640 pixels by 480 pixels.



How to add your property to Park Home Search

1. Register online

Registration is simple and requires your basic contact information. This information will be held securely online and will not be visible online.

2. Click on the link to sell your property

3. Choose whether you would like us to advertise your home for 3 months or 6 months.

£85.00 plus VAT (£99.88 inc VAT)
for 3 months 0% Commission On Sale;

£125.00 plus VAT (£146.88 inc VAT)
for 6 months 0% Commission On Sale;



4. After your selection you will be taken to Pay Pal.

Pay Pal is proven and secure method of making payments online. It's easy to create an account, just follow on screen instructions

5. Once you have completed registering and making your payment via Pay Pal you will be redirected back to Park Home Search where you will receive a success message. Click the link on screen to go to a new page where your property has been set-up for you, all you need do is enter your property details

6. Click on the edit property button 



Edit Property Listing

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Address

Street number:

Street Name:

County: ⚠

City/Town: ⚠

Base Property Details

Bedrooms: ⚠

Total rooms: *Optional

Living area: *Optional

Parking: *Optional (amount of parking available for cars)

Full Property Description
---Example below to help---

Full description of property here

Edit Property Listing

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Features at a glance:

Pool: No Yes

Fireplace: No Yes

BBQ area: No Yes

Gazebo: No Yes

Garage: No Yes

Built in Robes: No Yes

Edit Property Listing

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Pricing and Classification

Listing Type: ⚠

Date Available: ⚠

Select Property Category: ⚠

Property Price: ⚠ **Enter value in this format - 10000.00**

Offpeak Tariff Rate: *Optional - **Enter value in this format - 10000.00**

Edit Property Listing

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Meta Descriptions and keywords help the listing of your property in search engines.

Description:

Example Description: Fantastic opportunity to purchase this park home which is for sale in the beautiful village of Northampton

Keywords:

Example Keywords: park home for sale, northampton, retirement village

7. Essentials

Essentials covers the main elements of your property, address (which won't be displayed online for your security) and rooms information. Some items will be required and others are optional, it's down to your choice what you would like to display. There is a balance to reach, too little information may not provide people viewing your property the information they require, however too much information could make your advert look daunting, and as a result may make the customer view another property instead.

8. Description

You will see at the bottom of the page your main description panel where you can enter a description of your property, you should make this as detailed and informative as possible, please also refer to the online guide for help in writing a description of your property.

9. Features

These are pre-determined elements that your property may or may not have

10. Marketing

This is the price section where you can determine the price of your property and whether you want to display the price to the customer. It's also where you enter a short catchy sales phrase; this phrase appears with your property throughout the site.

11. Meta Tags

Meta tags help your home appear not just on our website but on the internet independently. There are 2 fields 'Description' and 'Keywords' examples are shown to help you.

Edit Property Listing

Essentials | Features | Marketing | Metatags | **Admin** | Images

Reference and Tracking Numbers

Office ID: *Optional (Use this if you've got a unique number you use to track this property in your office etc.)

Private Notes about Listing


Private Notes:

12. Admin

An optional section which allows you to add reference numbers to your property(s) should you be selling more than 1. It also allows you to add private notes for each property.

Edit Property Listing

Essentials | Features | Marketing | Metatags | Admin | **Images**

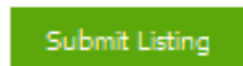
<p>IMAGE1</p> <p>IMAGE1 Description <input type="text"/></p> <p>Current Image</p>  <p>Open full size image</p> <p>Delete image:-</p> <input type="checkbox"/>	<p>Re-order images</p> <p>IMAGE1 <input type="button" value="v"/></p>	<p>IMAGE2</p> <p>IMAGE2 Description <input type="text"/></p> <p>Upload new image:</p> <input type="text"/>
<p>IMAGE3</p> <p>IMAGE3 Description <input type="text"/></p> <p>Upload new image:</p> <input type="text"/> <input type="button" value="Browse..."/>	<p>IMAGE4</p> <p>IMAGE4 Description <input type="text"/></p> <p>Upload new image:</p> <input type="text"/>	

13. Images

You can upload upto 20 images of your home, views of the rooms, the garden, the views and of course the outside of the home. When you upload a picture the website will create a small 'thumbnail' and a larger image.

You don't need to edit your pictures.

You can add a description for each image which will tell the user what room they are looking at.



14. Submission

Once you are happy with your property listing you can click on 'Submit Listing', this will make your property live online.

You may receive an error message if you have missed a required element of information, but you will be directed to complete this item before making your property live



15. Completion

Upon completion you return to your main listing screen where you can continue through the site, preview or delete your listing.

Note: If you require assistance in listing your home, you can contact one of our consultants, and they will be happy to assist. Just call them on **0845 688 3936** Monday to Friday 9.00am to 5.30pm.