

RENTRIGHT USER GUIDE

PDF Formatted Version 1

How to make the most of Rentrigh – A Tenants Guide

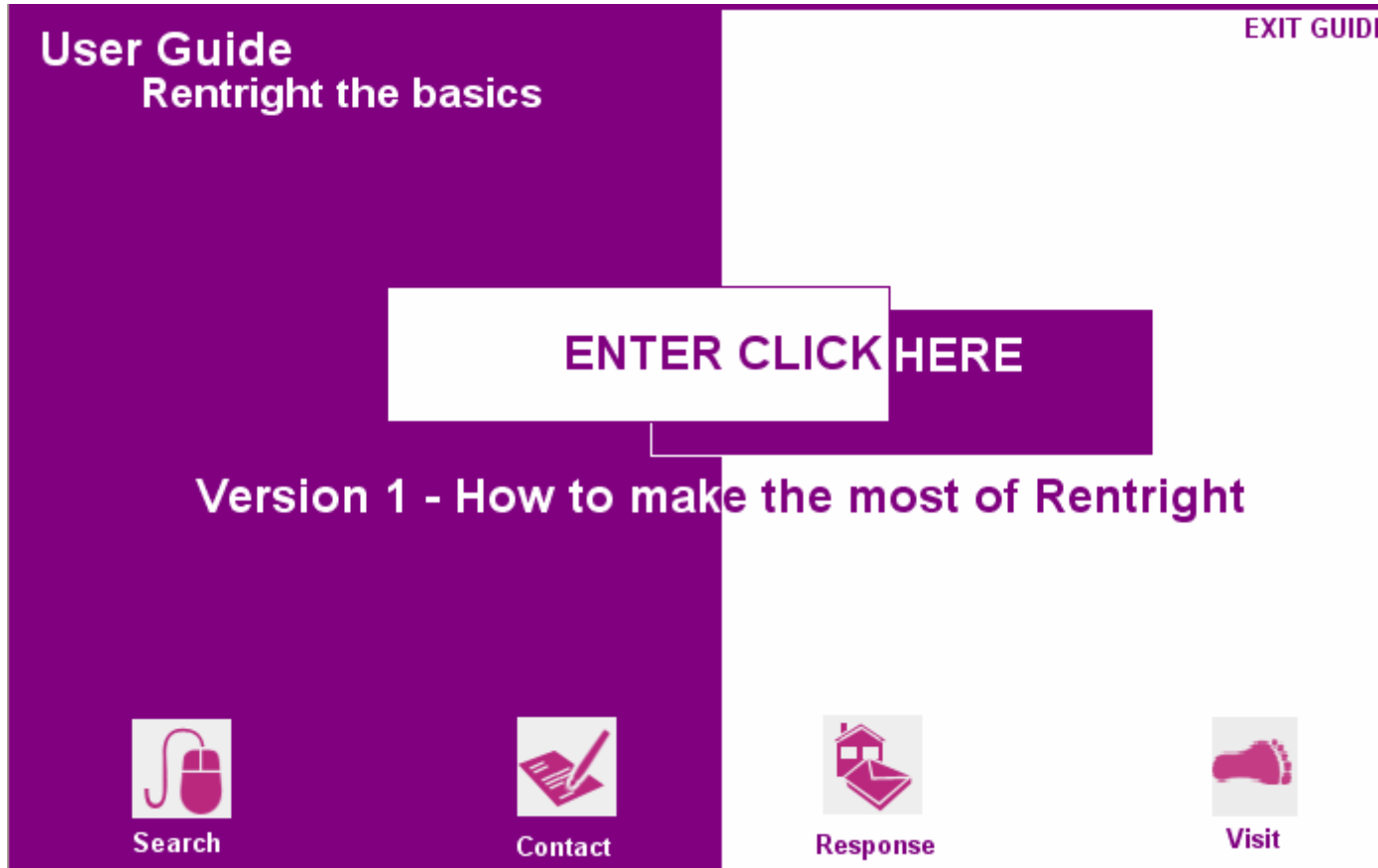


Please note that none of the links or navigation buttons will function when viewing the guide in this format. If you want to use the guide as the interactive version then please download from the Rentrigh website

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User Guide Front Page



Searching Rentright

Searching Rentright

It is very simple to search for agents and properties on Rentright and a number of different methods.

Method 1 - The Search Box

The easiest and the quickest way is to use the search box on the Rentright Homepage

Simply enter either a postcode or enter the town where you are looking for a rental house or letting agents. Then Click Start Search.

Method 2 - The Towns Tab

Simply click on the tab labelled Towns. A new page will be displayed showing an alphabetical list of towns. Select your town by navigating to the first letter of your towns name.

IE/ For Leeds click on the letter L.

Then from the list find the town and click on it, this will take you directly to the town page.

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[Continue](#)

Finding the listed Property and Agents

[EXIT GUIDE](#)

Search from the Homepage



Search form the Townpage



Click image to visit site page

Searching Rentright Continued

Searching Rentright

Method 3 - The Counties Page

The counties page lists all of the counties in the UK. Simply select the county from the list and click on it. This will then open up a town page listing all of the towns within that county.

From here it is possible to select the town that you are searching for.

Method 4 - More Homepage Options

London Areas Button

It is also possible from the homepage of rentright to just list all the London areas by selecting the London Button (left side of the map).

RR Tip/ From this page it is possible to select multiple London areas and display all the agents from those areas.

Finding the listed Property and Agents

[EXIT GUIDE](#)



Counties Page

More Homepage Options

Click image to visit site page

Interactive Map

Use the interactive map to list all the counties of either Scotland, Northern Ireland, Wales or England. Select the county and then select the town.

[Searching Rentright Previous](#)

[How to view Specific Property - Click Here](#)

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Viewing Property

Viewing Property

After navigating to the town page then there will be a number of agents boxes visible.
NB:- If the town does not have agents listed then there is a green contact form (follow this link to find out more).

There are two ways to view property either view all the properties listed in the town or view a specific agents properties that they have listed.

**Guide to viewing all the property in the town
CLICK HERE**

**Guide to viewing a specific agents property
CLICK HERE**

EXIT GUIDE

Town Page with Agents Listed



Town Page without Agents Listed



Contents First Page

Contents Page

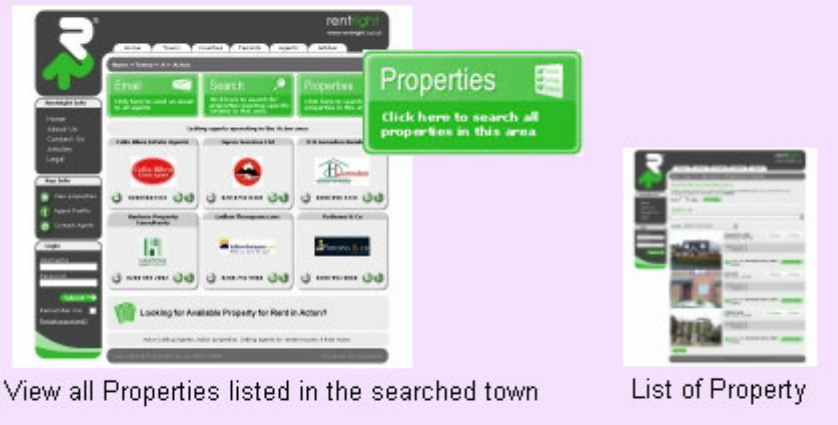
Viewing all the Property Listed in a Town

Viewing all the property listed in a town

EXIT GUIDE

Simply click on the large properties button. This will then list all the properties advertised for rent in that area.

Viewing All Property



View all Properties listed in the searched town

List of Property

Once you have all the property listed on the screen you may want to do the following.

1..Increase your search proximity
(click here to find out more)

3..Sort the search results
(click here to find out more)

2..View the property via the quick link
(click here to find out more)

4..More details on specific property
(click here to find out more)

Viewing Property Page

Contents Page

Viewing a Specific Agents Property

Viewing a specific agents listed property


EXIT GUIDE

If you just want to view property listed by particular agents then just follow the below.

(1) Navigate to the town page that you are looking for property. [Click here for help on town navigation](#)


(2)  Click on the property icon in the agent box of your choice


This will then display only the properties advertised by that agent

NB/ If the agent has no property then the icon will be grey 

Town Page



 Agent has property listed

 Agent has no property listed

Viewing Property Page

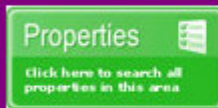
Contents Page

Increasing the Search Proximity (Radius Search)

Increase Search Proximity

EXIT GUIDE

Developed if you would like to increase your search parameters and view more property in a larger radius.



In order to be able to increase the search radius select to view all properties in the town area using the green properties button.

Once the property listing is on the screen then notice the search surrounding area box. From this box it is possible to increase the search upto 25 miles. Select the radius out that you would like to increase the search and click update.

Visible on the screen are properties now upto the distance selected from the radius search.

To go back to the original list or change again just search another distance and select update.

Proximity/Radius Search



[Viewing Property Page](#)

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Viewing Property via the Quick Link

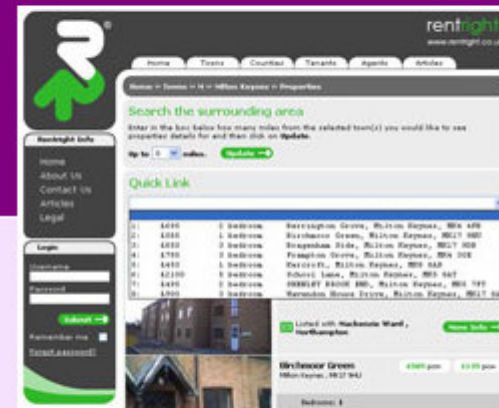
View via the quick link

EXIT GUIDE

The quick link option is a very simple drop down list. It can be found on all the property listing pages and allows the user to quickly look at all the property in a list format.

To view a property from the list simply move the mouse over until the relevant one is highlighted and then left click your mouse button.

Notice the drop down box from the quick link just select one to view.



Quick Link Details

Contents Page

Sorting the Property Listing

Sort the Property Listing

EXIT GUIDE

When sorting the property list this will help you to order the details depending on what criteria you find most important. The options available are shown below:

1..Address Ascending

Sort the address field in alphabetical order.

2..Address Descending

Sort the address field in reverse alphabetical order.

3..Monthly Rent (Lowest First)

Sort by the monthly rental value starting with the lowest value.

4..Monthly Rent (Highest First)

Sort the property list by the highest monthly rent.

5..Number of Bedrooms (Lowest First)

Sort the property listing from the lowest number of bedrooms.

6..Number of bedrooms (Highest First)

Sort the property list by property with the most bedrooms first.

Sort the Property Listing



Contents Page

Viewing more Property Information

Viewing more property information

EXIT GUIDE

When you find a property that meets what you are looking for you will want to find out more about it. This is simple on Rentright all you do is click on the More Info Button from the property details

[More Info →](#)

More Property Information

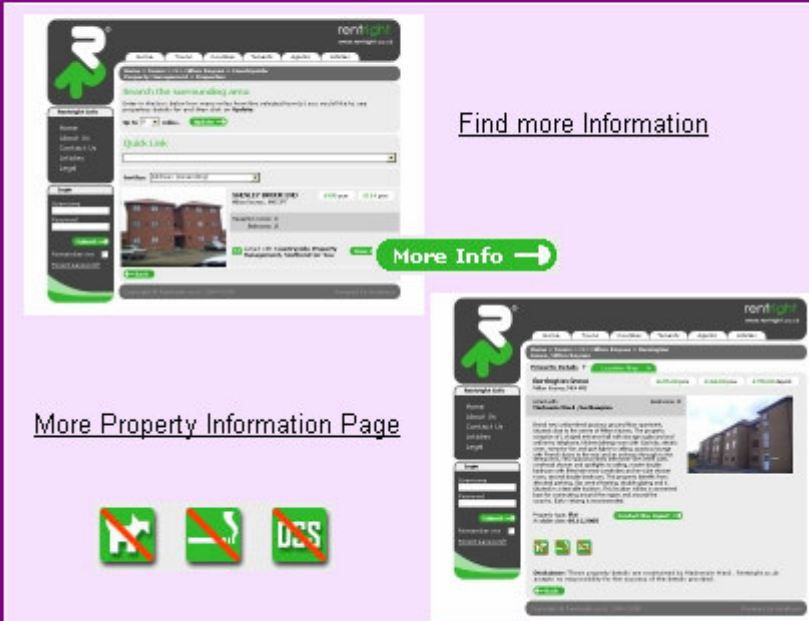
On the more details page read a description of the property, view up to 5 extra photos and check whether the property allows Pets, Smoking and DSS.

Most importantly contact the agent about the property if you are interested in renting it.

Click on the location map tab to view the property location by integrated mapping.

[Learn how to contact agents
Click Here](#)


[Contents Page](#)



Find more Information

[More Info →](#)

[More Property Information Page](#)



Contacting Agents Overview

Contacting Agents **EXIT GUIDE**

There are different methods that can be used to contact agents using the Rentright Website. Below are the different methods listed and links to pages with more information on how to use the functions.

Method 1 - Generic Email

Used if you would like to send an email to all agents in the searched area. [Learn More - Click Here](#)

Method 2 - Property Specific Email

Used if you have found a specific property that you are interested in. [Learn More - Click Here](#)

Method 3 - Email to a Specific Agent

Used to contact an individual agent [Learn More - Click Here](#)

NB/ You do **NOT** need to be a registered user of rentright to send email leads to agents

Property Info **Contents Page**

How to contact all the Agents in an Area

NB.. You do not need to be a registered user to send email to agents **EXIT GUIDE**

Generic Email Leads

A generic email is one that can be sent to all the agents in a specific area.

For example it maybe that there are 10 agents in a town and you want to send an email to all of them to inform them you are looking for a 2 bedroom house.

Follow this process.

- 1..Navigate to the Town page where you are looking for property
- 2..Click on the large email button

Email

Click here to send an email to all agents

Unregistered User


If you are not registered fill out the simple email form to send to the agents. Click continue and then the system will send the email to all the registered agents.

Registered User


If you are a registered user, simply scroll down to the already registered section, enter your username and password and then click submit. Simple.

[Back to Contact Agents Page](#) [Contents Page](#)


Town Page



Unregistered User Email Form



Registered




How to Contact an Agent regarding a Specific Property

Property Specific Email Leads

EXIT GUIDE

Navigate to the town page of your choice.

Find the property of interest either by clicking on the large green properties button or the individual agent property button to display just that agents properties.

Either click on the small green email button 

or

Click on the more info button and then click on contact agent.

Contact the Agent →

A new screen appears simply enter the information and click continue.

Image showing the green email button on the main property page




Image showing the contact agent button on the property details page.

[Back to Contact Agents Page](#)

[Contents Page](#)




Email a Specific Letting Agent Non Property Specific

Email to a Specific Agent **EXIT GUIDE**


From the agent town page just click on the email symbol in that agents box. 

Key to all the buttons within the agent boxes

Key Info




-  View properties
-  Agent Profile
-  Contact Agent

Agent Box - Displaying the Icons



Mackenzie Ward

MAC KENZIE
WARD
ESTATE AGENTS

 08452302032  

Back to Contact Agents Page **Contents Page**

Viewing the Agent Profile Page


Agent Profile Page

EXIT GUIDE

The agent profile page is available so that you can read more about the letting agent.

How to find the agent profile pages

To navigate to the agent profile page simply go to the town page of your choice.

Within the agent box is an icon as shown here 

Simply click on the icon of the agent that you would like to see more information on

To go back to the town page click on the back button



Agent Profile Page

What can I do from the Profile Page?

- (1) Click through to the agent website
- (2) Click on the list of properties advertised by that agent to view in specific locations.
- (3) Send email directly to that agent.
- (4) View the full address details of the agent
- (5) See a photo of the agency

Contents Page

Refining your Property Search

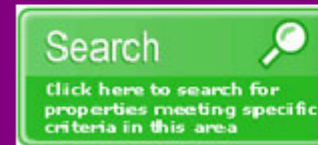
The Search Function

EXIT GUIDE

Before listing all the property you may have a specific criteria. For example maybe you are only interested in 2 bedroom houses with a garage. Below is how to perform this type of search.

Step 1.. Navigate to the town page of your choice.

Step 2..Click on the large green 'Search' button



Step 3..From the screen that opens enter in the search criteria that you are looking for.

NB.. You are able to select as much or as little criteria as you like.

Step 4..Increase search proximity upto 25 miles from centre of chosen town.

NB.. Keep set to default of 0 if just want property of chosen town displayed

Step 5..Click Submit button to view property list

Tip.. Click back button on browser to go back to search page if no property is displayed.

Search Page

[Contents Page](#)

Registration and why you should Register

The screenshot shows a registration guide page with a dark blue background and white text. At the top left, it says "Registration - How to make the most of being a registered user" and at the top right, "EXIT GUIDE". The main content is organized into three numbered sections, each with a title and a "Click Here to Learn More" button:

- 1 - How to Register [**Click Here to Learn More**](#)
- 2 - How to use your registered user area. [**Click Here to Learn More**](#)
- 3 - How to set property criteria. [**Click Here to Learn More**](#)

At the bottom left, there is a "Contents Page" link. At the bottom center, a white box contains the text "RENTRIGHT IS FREE FOR USERS REGISTERED OR UNREGISTERED".

How to Register on Rentright

How to Register with Rentright

[EXIT GUIDE](#)

Registration is very simple with Rentright, just click on the tenant tab from the homepage to enter the tenant homepage.

Now click on the Register Now Button

Step 1 of the Process - Tenant Details

Fill in all your personal details as requested.

NB.. To use the postcode finder simply enter your home postcode and click on the grey arrow button

This will bring up a pop up box with the remainder of your address, select your address and click on the 4arrow button and then click on select if correct.

The rest of your address will now be filled in automatically.

Once all the details are set click proceed to stage 2. Simply now click proceed to confirm your details.

Now you are registered and will be in your registered tenant area.



Tenant Homepage

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[How to use your tenant area - click here for more](#)

What Functions are Available in the Registered Area and the Quick Property Search

How to use your registered user area. **EXIT GUIDE**

Firstly lets go through the logged in screen. You should be seeing a screen the same as the one to the right.


My Profile
Change personal details, username, password, address, email notification details.

Quick Property Search
Set the property criteria and locations of interest

Emailed Agents
Email enquiries that you have sent.


Town and County Directory
Search for agents through the directory structure.

Registered Tenant Area



IMPORTANT FIRST STEP AFTER REGISTRATION

Before doing anything it is wise to setup the Quick Property Search
- Click on the Search Button



Contents Page **Back** **The Quick Property Search Setup - Click Here**

Quick Property Search Setup Continued

Quick Property Search Setup

Step 1 - Setting the Property Preferences

Just select the criteria that is important for your search.

Once you have selected your criteria then simply click on proceed to step 2.

NB/ You must fill at least the property type and price fields.

Step 2 - Setting the Search Parameters

(1) In the search by Town box input the town you would like to view property in

(2) Click Search

(3) In the search match results click in the square box next to the desired returned result.



(4) Click on Add Selected Town to Locations button

(5) If you want to add more towns then simply follow the process 1 - 3 again.

(6) Increase the search proximity upto 25 miles in the Search Surrounding Area box.

(7) Once completed click on Continue

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[Quick Property Guide Continued](#)

Step 1

[EXIT GUIDE](#)



Step 2



Quick Property Search Continued (2)

Quick Property Search Setup Continued**EXIT GUIDE**

A screen as seen to the right will be shown where the property that match your criteria are shown.

If required it is possible to look at more information on the property, contact the agent or go back and reset your property preferences or locations.

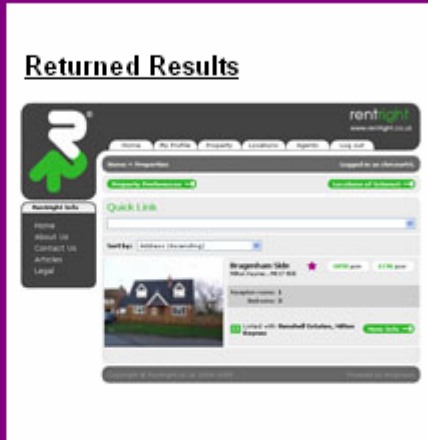
To get back to the main tenant screen simply click on the property details button and then on the back button.

If set in your profile then you will now automatically receive property emails when new property are added to the site that match your criteria you have set.

Now all you need to do is wait for any specific property to come into your inbox that is added by the agents and contact them if it looks like a property you would like to view.

If you have finished using rentright and want to be removed simply contact us with your username and we will remove you from the database.

Returned Results



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