



Student Services

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The University of Western Australia
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CRAWLEY WA 6009

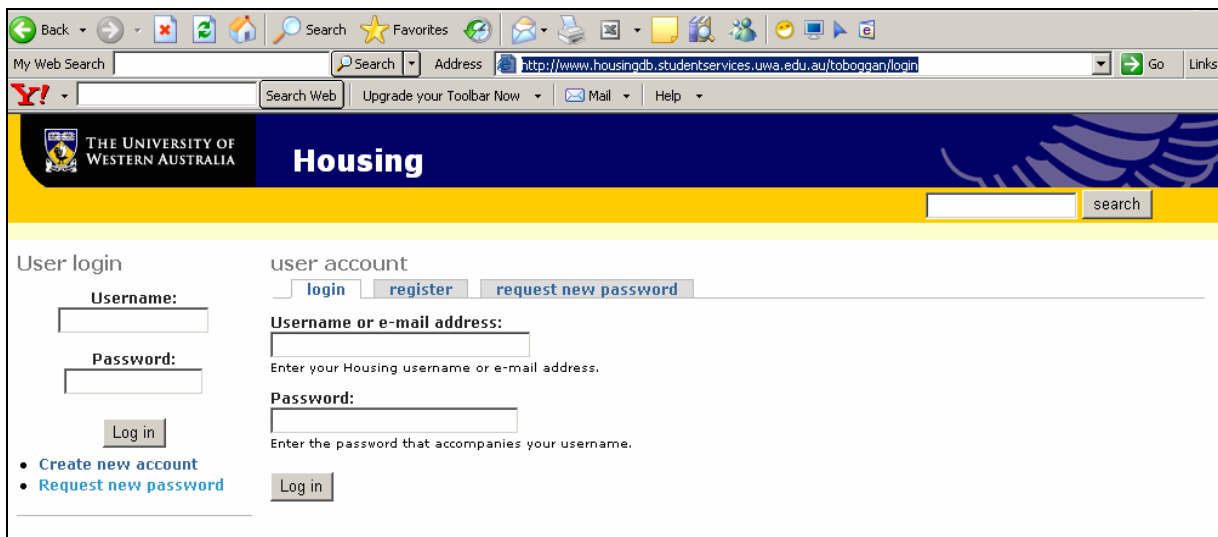
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Web: www.studentservices.uwa.edu.au

**INSTRUCTIONS FOR SEARCHING THE
ONLINE HOUSING DATABASE**

The Housing Office within Student Services offers a free online Housing Database to advertise vacant rooms and properties to prospective and current UWA students and staff. The properties listed on the database have been submitted by members of the community. The Housing Office has not inspected any of the properties for suitability and does not arrange accommodation for you.

To view a vacant rental property, share property or room to let, users are required to **create an account** and login to the service.

Go to <http://www.housingdb.studentservices.uwa.edu.au/toboggan/login> to log in or register.



- Create an account using your UWA email address (UWA students should use their **UWA email address only**. Use a personal email address if you don't have a UWA email address).
- To get full access, contact Student Services Reception or email housing@uwa.edu.au with the following:
 - Your account user name
 - Your full name
 - Student number as advised on your offer from the university
 - The name of your course of study

Confirmation of your account will be sent to your email address. Please allow 1 day for authorisation. Please make a secure note of your username and password. Once your account has been established you will not be able to create a new account using the same email address.

Non UWA students or those who do not yet have a UWA email address may access the Housing database but with **limited access**. Access to contact details for listed properties is only available to UWA students and staff unless listed in the 'description of property'. **If you do not have any evidence of an offer of a place at UWA or of your enrolment, you cannot be given immediate authorisation for full access to the database.** If you will be a UWA student and need full access, you should contact the Financial Aid / Housing Office at housing@uwa.edu.au or +61 8 6488 3547 or +61 8 6488 2423 with the details above.

USING THE DATABASE

1. Logon to the database using your username and password (case sensitive).
2. Click on **View share properties** or **View vacant properties**.
 - To search by suburb click on **Suburb listing**

The left screenshot shows the 'Advanced category search' page. It includes a sidebar with navigation links like 'Add a vacant rental property', 'View share properties', and 'Suburb listing'. The main search area has filters for 'Restrict search by content type', 'Suburb' (with a dropdown menu showing suburbs like East Fremantle, East Perth, etc.), 'Accommodation type' (set to 'Room only with use of facilities'), and 'Rent (\$)' (set to '\$101-\$150 p/w'). There are radio buttons for search scope: 'Items containing all terms' and 'Items containing any terms'. A 'Search' button is at the bottom.

The right screenshot shows the 'Suburb listing' page. It displays a table with columns for 'Suburb' and 'Title'. The table lists various suburbs and their corresponding property titles, such as 'Granny Flat in great suburb with full board' and 'Claremont share house'. The author's name is listed in blue text next to each entry.

3. Refine your search options and click on the **Search** button at the bottom of the screen.
 - Click on **Search Instructions** to view a full list of search instructions.
4. To refine your search further click on any criteria highlighted in blue at the top of each entry e.g. \$151-\$200 p/w, <1km from UWA. This will bring up all listed properties in that category.
5. Recent listings can be viewed by clicking on **recent posts** in the left hand menu. The right hand side **Last Post** shows when it was listed. As properties and rooms are snapped up quickly, this might be the most reliable route.

recent posts				
Type	Title	Author	Replies	Last Post
Property	House for Rent in Dalkeith *	Syed Asyraf	0	13 hours 25 min
Property (Share)	Room in Daglish, close to UWA *	admin	0	23 hours 19 min
Property (Share)	Room to rent in charming house in nedlands *	asund	0	1 day 12 hours
Property	Room to rent in BRAND NEW house in Dianella *	admin	0	1 day 12 hours

6. To find the contact details for a property click on the provider's username (highlighted in blue next to 'Submitted by' just below the title of each entry). **(If you are unable to access the contact details this probably means you have not been granted full access of the database - see page 1 for details)**
 - If the entry has been submitted by **admin**, the contact details are that of the Housing Office. Please don't call us. You should scroll to the **Description of Property** to access the contact details.

7. PLEASE LOG OUT WHEN YOU HAVE FINISHED USING THE DATABASE

- Properties listed by local Real Estate Agents can be viewed by logging onto www.studentservices.uwa.edu.au/ss/housing and selecting 'Living Off Campus' then 'Real Estate Agents'.