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

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.

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’.