![Universidad de Málaga logo] **UNIVERSIDAD DE MÁLAGA**

Accommodation: Register a property

Access the application

In order to access the application, you must request access as an external user. To do so, please click on the following link:

https://sara.uma.es/solicitudregistroidentidad/proceso/alojamiento

During the application process you will be asked for your personal information. Please refer to the corresponding manual for detailed information on the process.
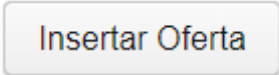
Once the identification data has been received, you must access the following webpage to enter the application:

https://encuentrame.uma.es/

When you log in you will be asked to identify yourself with your username and password, which you will have previously received by SMS.

Registering a property:

From the top menu, select 'Inmuebles' (Properties). In the window that is displayed, select: 'Insertar Oferta'

The registration form will be displayed.

Rental information

Please select the modality in which you want to offer the property. The options available are:
- Rent whole flat
- Rent rooms in a flat
- Rent room in a family flat
- Rent room in a family flat + breakfast
- Rent room in a family flat + half board
- Rent room in a family flat + full board

For each modality in which you want to offer your property, you must tick the checkbox and indicate the price of each modality. You must click on 'Accept' after inserting the price in each modality.

In the 'Gastos Incluidos' ('Expenses Included') column you must state which expenses are included in the price you have given:
- Internet
- Electricity
- Gas
- Water
- Community fees

Accommodation Availability

Please indicate the dates for which the property is available, and if it is currently available.

Property Details

In this section we ask you for additional information about your property. Please provide the following information:

- Zone: select the zone where you are located from the options available
- Bus lines: Bus line with stops near the house
- Metro: Metro lines with stops nearby
- House address
- Postcode
- Number of single rooms
- Number of double rooms

- Number of bathrooms
- Number of toilets
- Services: Tick the boxes of the services offered with the house:
- Refrigerator, Washing machine, Microwave, Telephone, Air conditioning, Internet, TV
- Other services: Other additional services not specified above.
- Remarks: Any other information you would like to provide about the property.

Photographs

You can attach up to four photographs with your offer. You can also add a brief description of the photographs.
To add a photograph, first write a description of the image, then click on 'Subir Nueva Fotografía' ('Upload New Photo') and select the image you want to upload.
You can modify the photographs of your property by clicking on 'Eliminar' ('Delete') and uploading a new image.

Data protection

In order to process your request, you must accept the data protection clause that can be found at the bottom of the registration form.

Once you have completed your request, click on Accept to save it.

Validation process

After registering your property, it must be validated. If everything is in order you will receive an email confirming that your property has been accepted. If your property has not been accepted, you will receive an email stating the reasons why it has been rejected.
You can address the reasons given for rejection by logging back into the application and editing the application. After you have addressed the reasons for rejection, your application will be validated again.

Once your property has been validated, it will be shown to applicants via the accommodation search system.

Contacts

Applicants interested in your property will be able to contact you directly by phone or via a contact form that is sent by email..

Technical Support

If you have any questions about how the application works or you need to report any technical problems, you can do it from the 'Soporte' (Support) option in the top menu..