

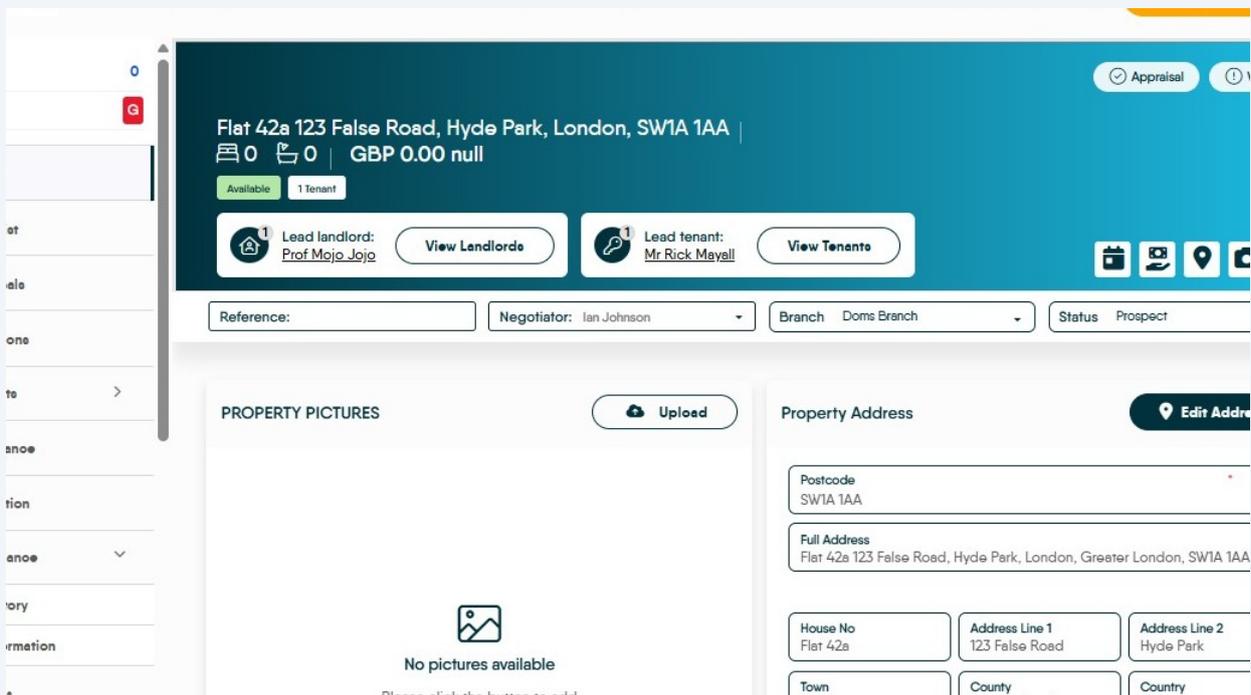
Editing the Property Marketing Address Details



This guide provides steps for editing property marketing address details, ensuring accurate and appealing listings. It highlights the importance of customizing address formats, especially for properties like flats, to enhance visibility and professionalism.

1

When marketing a property, by default the property address will be uploaded as Address Line 1 and 2, Town, County, and the first half of the Postcode.



2 Click 'Edit Address' to view the formatting of a property's address

The screenshot shows a property management interface. At the top, there is a blue header with the address "123 False Road, Hyde Park, London, SW1A 1AA" and a price of "GBP 0.00 null". Below the header, there are buttons for "View Landlords" and "View Tenants". The "Lead tenant" is listed as "Mr Rick Mayall". There are also icons for calendar, chat, location, camera, and a menu. Below the header, there are dropdown menus for "Negotiator: Ian Johnson", "Branch: Doms Branch", and "Status: Prospect". The main content area is divided into two sections. On the left, there is a "PROPERTY PICTURES" section with an "Upload" button and a message "No pictures available Please click the button to add". On the right, there is a "Property Address" section with an "Edit Address" button highlighted in orange. Below this, there are input fields for "Postcode" (SW1A 1AA) and "Full Address" (Flat 42a 123 False Road, Hyde Park, London, Greater London, SW1A 1AA, UK). Below the address section, there is a "Property Information" section with several input fields.

3 For certain properties, like flats, there may be property in Address Line 1 as well as House No. which, when marketing, would be preferred not displayed.

The screenshot shows a detailed view of the "Property Address" section. It includes a "Postcode" field (SW1A 1AA) and a "Full Address" field (Flat 42a 123 False Road, Hyde Park, London, Greater London, SW1A 1AA, UK). Below these, there are three fields for "House No" (Flat 42a), "Address Line 1" (123 False Road), and "Address Line 2" (Hyde Park). There are also fields for "Town" (London), "County" (Greater London), and "Country" (UK). At the bottom, there are fields for "Latitude" (51.501364) and "Longitude" (-0.14189). Below the address section, there is a "Property Information" section with several input fields.

4

Go to the property's Marketing tab, and click the auto-fill button next to the Advertising Address

The screenshot shows the 'Property Marketing' section of a software interface. On the left is a vertical navigation menu with items: Accounts, Compliance, Information, maintenance, History, Information, Payment, Marketing (highlighted), Key Control, Media, Rooms, Portals, and Viewings. The main content area includes a summary row with 'Rent (GBP)' (0.00), 'Deposit (GBP)' (0.00), 'Bedrooms' (0), 'Bathrooms' (0), and 'Receptions' (0). Below this is the 'Property Advertising' section with several input fields: 'Advertise?' (checkbox), 'New build?' (checkbox), 'Select Date Available From' (09/09/2025), 'Board Status' (No Board), and 'Let Type' (Please select a let type). The 'Advertising Address' field is highlighted with a blue border and contains an auto-fill icon (a square with a cross). Other fields include 'Advertising Status' (Available), 'Advertising Url', 'Virtual Tour Url 1' (https://youtu.be/UA4dcVZ0j8?feature=share), 'Virtual Tour Url 2', 'Premium Listing' (Please select a premium listing), 'Pets?' (checkbox), 'Smokers?' (checkbox), and 'Tenancy Info'. At the bottom, 'Online Booking' is partially visible.

5

This will fill in the box with the address in the format previously given

This screenshot shows the same 'Property Marketing' interface as above, but with the 'Advertising Address' field filled with the text '123 False Road, Hyde Park, London, Greater L...'. The auto-fill icon is still present. The 'Select Date Available From' field now has a 'Today' button next to the date '09/09/2025'. The 'Currency' is set to 'GBP'. The rest of the interface, including the navigation menu and other form fields, remains the same.

6 You can then delete or add whatever you may want to the address.

The screenshot shows a sidebar menu on the left with 'Marketing' selected. The main content area is titled 'Property Advertising' and includes several input fields and checkboxes. The 'Advertising Address' field is highlighted with an orange circle and contains the text '123 False Road, Hyde Park, London, Greater London'. Other fields include 'Rent (GBP)', 'Deposit (GBP)', 'Bedrooms', 'Bathrooms', 'Advertising Status', 'Virtual Tour Url 1', 'Virtual Tour Url 2', 'Premium Listing', 'Pets?', 'Smokers?', and 'Tenancy Info'. A 'Board Status' dropdown is set to 'No Board' and 'Let Type' is set to 'Please select a let type'. The 'Date Available From' is set to '09/09/2025'.

7 Save the page, and when you upload the property to the Portals, this is the address that will show.

This screenshot shows the same 'Property Advertising' interface as in step 6. The 'Advertising Address' field now contains the text 'False Road, Hyde Park, SW1A'. The 'Date Available From' field now has a 'Today' button next to the date '09/09/2025'. The 'Board Status' dropdown is still 'No Board' and 'Let Type' is 'Please select a let type'. The 'Virtual Tour Url 1' field contains the URL 'https://youtu.be/UA4dcVZ0j8?feature=share'.