

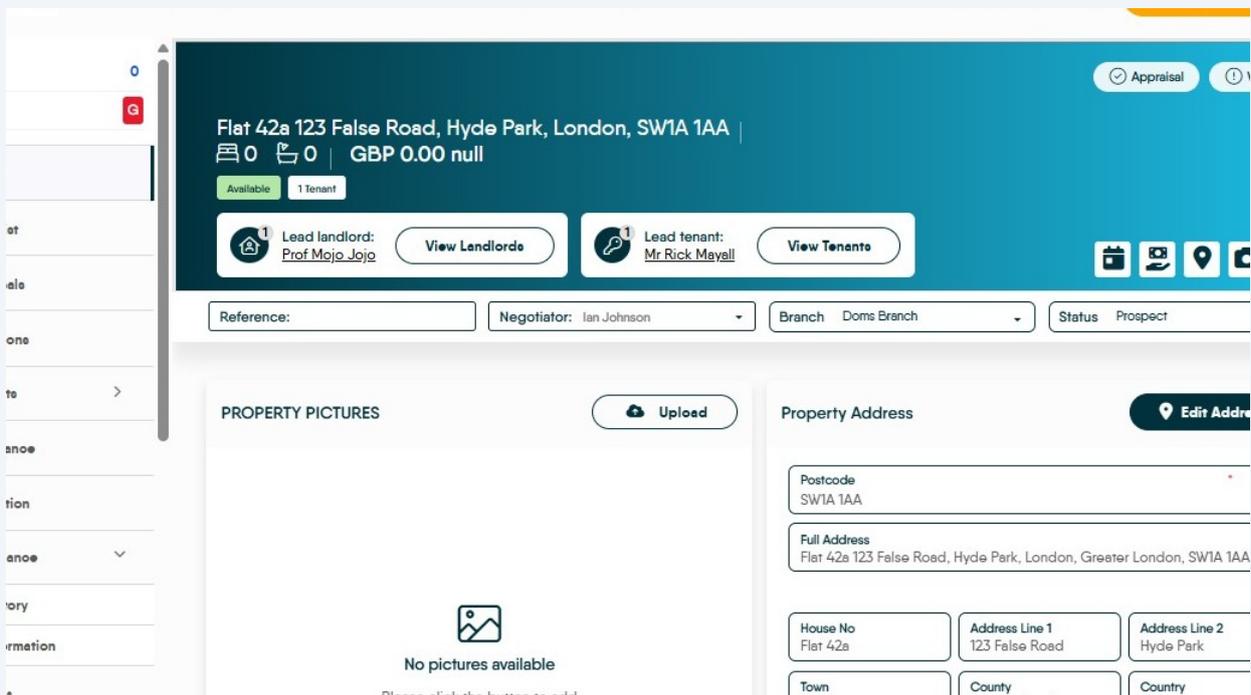
Editing the Property Marketing Address Details



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 dashboard. At the top, there's a header with the property address "123 False Road, Hyde Park, London, SW1A 1AA" and a price of "GBP 0.00 null". Below this, there are buttons for "View Landlords" and "View Tenants". A navigation bar includes fields for "Negotiator: Ian Johnson", "Branch: Doms Branch", and "Status: Prospect". The main content area is divided into sections: "PROPERTY PICTURES" with an "Upload" button and a message "No pictures available"; "Property Address" with an "Edit Address" button circled in orange, and input fields for "Postcode: SW1A 1AA" and "Full Address: Flat 42a 123 False Road, Hyde Park, London, Greater London, SW1A 1AA, UK"; and "Property Information" 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.

This screenshot provides a closer view of the "Property Address" section. It shows the "Postcode" field with "SW1A 1AA" and a search icon. Below it is the "Full Address" field with the text "Flat 42a 123 False Road, Hyde Park, London, Greater London, SW1A 1AA, UK". Further down, there are three separate input fields: "House No" containing "Flat 42a", "Address Line 1" containing "123 False Road", and "Address Line 2" containing "Hyde Park". Below these are fields for "Town" (London), "County" (Greater London), and "Country" (UK). At the bottom of this section are "Latitude" (51.501364) and "Longitude" (-0.14189) fields. The "Property Information" section below is partially visible.

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' form in a web application. On the left is a sidebar menu with items: Accounts, Compliance, Information, maintenance, History, Information, Payment, Marketing (highlighted), Key Control, Media, Rooms, Portals, and Viewings. The main form area includes fields for Rent (GBP), Deposit (GBP), Bedrooms, Bathrooms, and Receptions, all set to 0.00 or 0. Below these is the 'Property Advertising' section with checkboxes for 'Advertise?' and 'New build?'. A date field 'Select Date Available From' is set to 09/09/2025. There are dropdowns for 'Board Status' (No Board) and 'Let Type'. The 'Advertising Address' field is highlighted with a blue border, and an orange circle highlights the auto-fill icon (a square with a cross) next to it. Other fields include 'Advertising Status' (Available), 'Advertising Url', 'Virtual Tour Url 1' (https://youtu.be/UA4dcVZ0j8?feature=share), 'Virtual Tour Url 2', 'Premium Listing', 'Pets?', 'Smokers?', and 'Tenancy Info'.

5

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

This screenshot shows the same 'Property Marketing' form 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 no longer highlighted. The 'Virtual Tour Url 1' field now contains the URL 'https://youtu.be/UA4dcVZ0j8?feature=share'. The 'Currency' is set to GBP, and the 'Today' button is visible next to the date field.

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'. There are also checkboxes for 'Advertise?', 'New build?', 'Pets?', and 'Smokers?'.

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

The screenshot shows the same 'Property Advertising' section, but with the 'Advertising Address' field updated to 'False Road, Hyde Park, SW1A'. The 'Virtual Tour Url 1' field is highlighted with a blue circle and contains the text 'https://youtu.be/UA4dcVZ0j8?feature=share'. The 'Advertising Status' is set to 'Available'. The 'Board Status' is set to 'No Board'. The 'Let Type' is set to 'Please select a let type'. The 'Premium Listing' is set to 'Please select a premium listing'. The 'Tenancy Info' field is empty. The 'Currency' is set to 'GBP'.