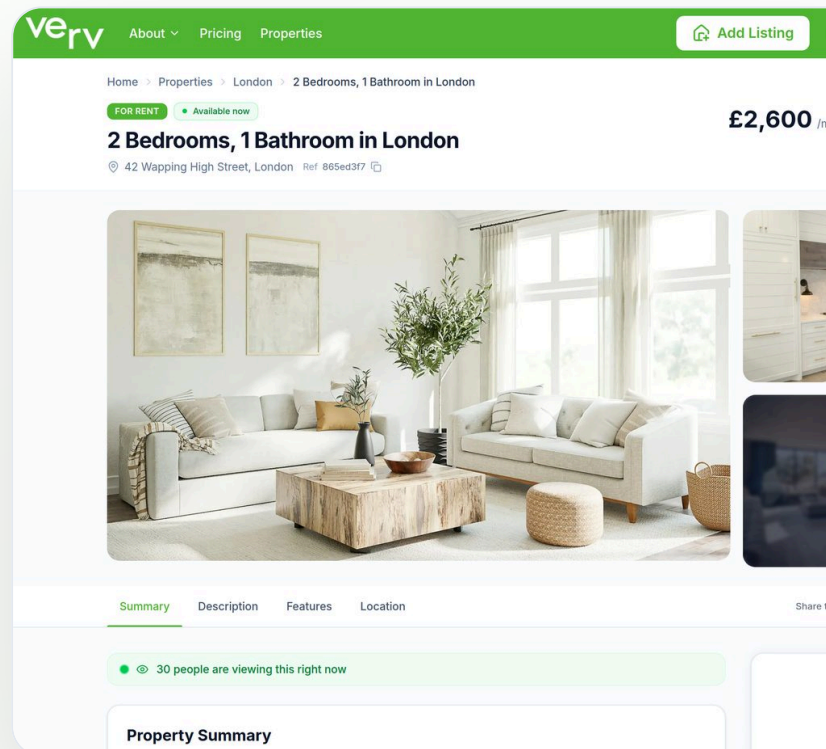


A GUIDE FOR LANDLORDS

How to list your property on Verv

Every screen of the listing flow, in order, with the fields explained and the buttons pointed out. Follow it start to finish and your property is live and taking enquiries.



What you will need

The listing flow is eight steps, then a preview, a plan and a checkout. Nothing is charged until you publish, and every step saves as you go — you can stop half way and pick it up later from your Properties page.

HAVE THIS READY	WHY
The address	Including the postcode and house number. You can also drop a pin on the map instead.
Bedrooms and bathrooms	Bedrooms means separate, lockable rooms only. Bathrooms includes en-suites and WCs.
Your rent and deposit	A monthly rent figure and which deposit policy you want to hold. Verv can suggest a rent if you are unsure.
Earliest move-in date	The first date a tenant could take occupancy.
Photos of every room	JPG or PNG, up to 5 MB each, up to ten photos. Landscape, shot in daylight.
Your EPC position	Either your rating (and optionally the certificate number and expiry), or ask Verv to arrange an assessor, or declare the property exempt.

The eight steps

1 Listing details

Property type, bedrooms, bathrooms, size and furnishing.

2 Location

The address, and the pin tenants see on map view.

3 Features & preferences

What the property offers and who you will rent to.

OPTIONAL

4 Tenancy details

Rent, deposit policy, minimum tenancy and move-in date.

5 Description

The write-up tenants read once they have shortlisted you.

6 Photos

Up to ten. Your cover photo does most of the work.

7 Viewing availability

The days and time slots tenants can self-book.

OPTIONAL

8 Compliance

Your EPC declaration.

Two of the eight steps — **Features & preferences** and **Viewing availability** — are optional and can be skipped, but listings with features set attract noticeably more enquiries.

Choose how to let the property

From your dashboard, click **Add Listing**. The first screen asks how you want to let the property. This sets up the rest of the flow, and you can change it later.

How would you like to let your property?

Choose the setup that best matches your rental strategy. You can change this later.

AI-powered matching
We match you with quality tenants faster.

Global tenant reach
Advertise to verified tenants worldwide.

Secure & trusted
Safe messaging and verified users only.

Book viewings
Tenants can book viewings instantly.

1 **Most popular**

Simple & streamlined
Perfect for families, professionals and long-term lets.

Whole Property
Best for single lets, families, couples or one group

Simple setup · One agreement · Lower management

List the full property under one rental agreement.

- ✓ One tenancy agreement
- ✓ One rent payment
- ✓ Easier management
- ✓ Ideal for houses, flats and apartments
- ✓ Faster to list and manage

3 Let as whole property →

2 **Higher yield**

Maximise rental income
Ideal for HMOs, shared living and flexible renting.

Individual Rooms
Best for HMOs, shared houses and room-by-room rentals

Higher income · Multiple agreements · More control

List each room separately with its own availability, price and agreement.

- ✓ Maximise rental income
- ✓ Separate room listings
- ✓ Manage each room individually
- ✓ Ideal for HMOs and house shares
- ✓ Flexible availability per room

Let by room →

Choosing how to let the property

- 1 Whole Property** — the full property on one tenancy agreement, one rent payment. Use this for flats, houses and apartments let to a single household or group.
- 2 Individual Rooms** — each room gets its own listing, price and availability. Use this for HMOs and house shares.
- 3** Click the button on the option you want. You can change this later.

Listing details

The fundamentals tenants filter on before anything else, so accuracy here drives every enquiry that follows.

Required: property type, bedrooms, bathrooms, furnishing. **Optional:** size in square metres.

WHAT YOU ARE LOOKING AT — THE NUMBERS BELOW ARE MARKED ON THE SCREEN OVERLEAF.

- 1 Property type.** Pick the one option that matches the layout. The tile turns green with a tick when it is selected.
- 2 Layout & furnishing.** Bedrooms, Bathrooms and Furnishing are required. Size (sqm) is optional. Bedrooms means separate lockable rooms only; bathrooms includes en-suites and WCs.
- 3 Save & continue** saves this step and moves you to the next one.

VERV'S TIP ON THIS SCREEN

“Get the bedroom and bathroom count right. Listings with mismatched specs lead to cancelled viewings and damage your response rate.”

Shown at the top of the step as you fill it in.

Listing details

Tell us the fundamentals about your property. Tenants filter on these fields before anything else, so accuracy here drives every enquiry that follows.

 Get the bedroom and bathroom count right. Listings with mismatched specs lead to cancelled viewings and damage your response rate.

1

Property type

Pick the option that best describes the layout.

**Flat**
Self-contained unit in a building

**Apartment**
Self-contained unit, larger building

**House**
Whole house, your own front door

**Studio**
Single open-plan living space

**Bedsit**
Single room with shared facilities

**Duplex**
Two-storey self-contained unit

**Townhouse**
Multi-storey terraced home

**Penthouse**
Top-floor premium unit

**Condo**
Privately-owned unit in a complex

**Loft**
Open-plan converted space

**Villa**
Detached luxury home

**Cottage**
Small, characterful house

**Farmhouse**
Rural property with land

Layout & furnishing

Help tenants understand the size and how it's set up.

2

Bedrooms *

—

2

+

Separate, lockable rooms only.

Size (sqm)

68

Internal floor area.

Bathrooms *

—

1

+

Include en-suites and WCs.

Furnishing *

Furnished

▼

What's included when tenants move in.

3

Save & continue →

Location

Where the property is. Verv uses these coordinates to surface your listing in nearby searches and on map view.

Required: country, city, postcode, house number, address, area / neighbourhood. **Optional:** address line 2. Tenants see only the area and city until they enquire.

WHAT YOU ARE LOOKING AT — THE NUMBERS BELOW ARE MARKED ON THE SCREEN OVERLEAF.

- 1 Search by address.** Start typing the street, postcode or building name and choose your address from the list — the fields at the bottom fill in for you.
- 2 Or pick on the map. Open map** lets you drag a pin onto the exact building. Useful for new builds and rural addresses.
- 3 Confirm the address.** Country, City, Postcode, House number, Address and Area / neighbourhood are required. Address line 2 is optional. Tenants only see the area and city until they enquire.
- 4** Save & continue.

VERV'S TIP ON THIS SCREEN

“Use the search to auto-fill the address, then drag the pin to the precise entrance. Accurate pins lift map-view enquiries significantly.”

Shown at the top of the step as you fill it in.

Location

Search for the address and fine-tune the pin on the map. We use these coordinates to surface your listing in nearby searches and on map view.

 Use the search to auto-fill the address, then drag the pin to the precise entrance. Accurate pins lift map-view enquiries significantly.



Find your property

Two ways to set the location — pick whichever's easier.

1 SEARCH BY ADDRESS

 Search street, postcode, or building name...

OR

2 PICK ON THE MAP



Drop a pin at the exact spot

Drag the marker around your building to fine-tune the coordinates. Great for new builds and rural addresses.

2

 Open map

3

Confirm the address

Tenants see only the area and city until they enquire.

Country *

United Kingdom

City *

London

Postcode *

E1W 1PN

House number *

42

Address *

42 Wapping High Street

Address line 2

Flat / unit (optional)

Area / neighbourhood *

Greater London

← Back

4

Save & continue →

Features & preferences

What the property offers, and the kind of tenant you want to hear from.

This whole step is optional — but every feature you tick is one more tenant search your listing can appear in.

WHAT YOU ARE LOOKING AT — THE NUMBERS BELOW ARE MARKED ON THE SCREEN OVERLEAF.

- 1 Property features.** Tick everything the property actually has, grouped into Indoor comfort, Outdoor & parking, Building amenities and Bills & extras. Each ticked box is one more tenant search your listing appears in.
- 2 Tenant preferences.** Smoking, students, pets, families and DSS. These show up as filters tenants can match against, so answer them honestly.
- 3** This whole step is marked **OPTIONAL** — you can Save & continue without ticking anything and come back to it later.

VERV'S TIP ON THIS SCREEN

“Be generous with features — every box ticked is one more search where your listing appears. Be honest with preferences to avoid wasted viewings.”

Shown at the top of the step as you fill it in.

Features & preferences OPTIONAL

Tick every feature your property offers, then set out the type of tenant you want to hear from. You can skip this for now and come back later — but listings with features set typically receive twice as many enquiries.

 Be generous with features — every box ticked is one more search where your listing appears. Be honest with preferences to avoid wasted viewings.

1

Property features OPTIONAL



Indoor comfort

Heating, climate, and connectivity



 Central heating



 Air conditioning



 Wi-Fi included



 Fireplace



 Storage room



 Laundry facilities



Outdoor & parking

Gardens, balconies, and vehicle access



 Parking



 Balcony



 Garden access



 Swimming pool



Building amenities

Shared and accessibility features



↑↓ Elevator



Security system



Wheelchair access



Bills & extras

Inclusive pricing perks



⇒ Bills included

2

Tenant preferences

OPTIONAL

Set who you're happy to rent to. These appear as filters tenants can match against.



Smoking allowed

Tenants may smoke inside



Pets allowed

Dogs, cats, or small pets welcome



Students welcome

Open to student tenancies



Families welcome

Suitable for families with children



DSS income accepted

Housing benefit applicants considered



← Back

3

Save & continue →

Tenancy details

The financial terms. Tenants compare these side by side against similar properties, so pitch them realistically.

Required: monthly rent, deposit policy, earliest move-in date. **Optional:** minimum tenancy in months.

WHAT YOU ARE LOOKING AT — THE NUMBERS BELOW ARE MARKED ON THE SCREEN OVERLEAF.

- 1 **Estimate rent** compares your property against similar listings in the area and suggests a monthly figure. It is a suggestion — you can type your own.
- 2 **Monthly rent (£)** is required. The weekly figure underneath is worked out for you automatically.
- 3 **Deposit policy** is required. Every policy is available at any rent; the cash amount is shown underneath.
- 4 **Minimum tenancy (months)** — the shortest stay you will accept.
- 5 **Earliest move-in date** is required — the first date a tenant can take occupancy.
- 6 Save & continue.

VERV'S TIP ON THIS SCREEN

“Use the AI rent estimator to benchmark against comparable local listings. Over-priced listings sit unrented for an average of three weeks longer.”

Shown at the top of the step as you fill it in.

Tenancy details

Set the financial terms and tenancy length. Tenants compare these side-by-side with similar properties — pitch them realistically.

 Use the AI rent estimator to benchmark against comparable local listings. Over-priced listings sit unrented for an average of three weeks longer.

 **Estimate the right rent** AI

1

 Estimate rent

We compare against similar listings in your area and suggest a competitive monthly figure.

2

Monthly rent (£) *

2600

The headline figure tenants compare on.

3

Deposit policy *

Five Weeks' Rent

How much deposit you'll hold. Every policy is available at any rent, six weeks' rent included.

WEEKLY RENT

£600.00 / week

SECURITY DEPOSIT

£3,000.00

Five weeks' rent

Tenancy length

Set the shortest stay you'll accept.

4

Minimum tenancy (months)

12

Shortest tenancy you'll accept.

Move-in date

The earliest a tenant can take occupancy.

5

Earliest move-in date *

Thursday, 1st October 2026

← Back

6

Save & continue →

Step 4 of 8 — Tenancy details

Description

The story your photos cannot tell — the neighbourhood, the light, the nearest station.

WHAT YOU ARE LOOKING AT — THE NUMBERS BELOW ARE MARKED ON THE SCREEN OVERLEAF.

- 1 **Generate draft** writes a first description from the details you have already entered. Read it, then edit it in your own words before saving.
- 2 **Property description.** The main write-up tenants read once they have shortlisted you. Lead with transport links, recent works and what makes the place different.
- 3 **Viewing notes (optional)** — preferred times, which door to use, the buzzer number, where to park.
- 4 **Extras (optional)** — tick *Available for remote video viewings*, and paste a YouTube link if you have a walkthrough video.
- 5 Save & continue.

VERV'S TIP ON THIS SCREEN

“Lead with what's special. Mention transport links, nearby amenities, and any recent works. Use the AI generator as a starting point, then add your voice.”

Shown at the top of the step as you fill it in.

 Lead with what's special. Mention transport links, nearby amenities, and any recent works. Use the AI generator as a starting point, then add your voice.



We'll generate a polished first draft from your listing details. Review it before replacing your own copy.

1

 Generate draft

2

Lead with what's special — the neighbourhood, transport links, recent works, and what makes living here feel different.



Shops, cafes and the Thames path are on the doorstep, with St Katharine Docks and Tower Bridge a short walk west. Available from 1 October on a twelve-month tenancy. Professional couples and small families welcome, and we are happy to consider one small pet.

3

Viewing notes (optional)

Anything tenants should know before booking a viewing — preferred times, access instructions, what to bring

↶ ↷ H₁ H₂ H₃ B I U S & ≡ ≡ ≡ ≡ ≡ ∞ ∞ —

Viewings are easiest after 6pm on weekdays or any time at the weekend. The entrance is the black door to the left of the cafe, buzz flat 12 and I will come down. Please allow twenty minutes.

4

Extras (optional)

Remote viewing options and video tours can substantially boost enquiry rates from out-of-town tenants



Available for remote video viewings

Allow tenants to view this property over a video call.

Property video tour

<https://youtube.com/watch?v=...>

Paste a YouTube link to a walkthrough video.

← Back

5

Save & continue →

Photos

The first thing tenants see. Your cover photo is the single biggest factor in whether they click through from search results.

JPG or PNG, up to 5 MB each, up to ten photos. Shoot in daylight, tidy each room, pull back to show scale, and lead with the brightest space.

WHAT YOU ARE LOOKING AT — THE NUMBERS BELOW ARE MARKED ON THE SCREEN OVERLEAF.

- 1 **Listing photos** shows how many you have added out of a maximum of 10.
- 2 The first photo is marked **Cover**. This is the image tenants see in search results, so make it your best and brightest room.
- 3 Use the star on any other photo to make that one the cover instead. The red bin removes a photo.
- 4 **Add photos** — JPG or PNG, up to 5 MB each. Aim for at least six: every room, shot in daylight, landscape.
- 5 Save photos & continue.

VERV'S TIP ON THIS SCREEN

“Shoot in daylight with windows open. Tidy each room, pull back to show scale, and lead with the brightest space. Aim for at least six photos.”

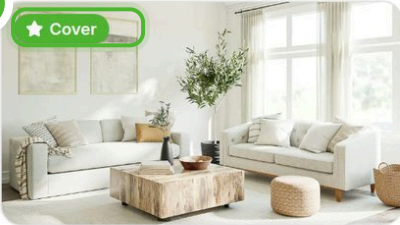
Shown at the top of the step as you fill it in.

Photos

Upload bright, landscape photos of every room. Your cover photo is the single biggest factor in whether tenants click through from search results.

 Shoot in daylight with windows open. Tidy each room, pull back to show scale, and lead with the brightest space. Aim for at least six photos.

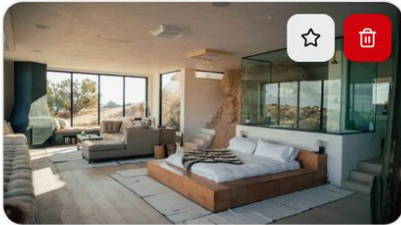
1 Listing photos 6/10

2 

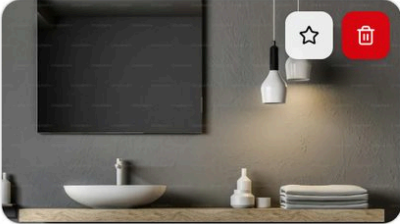
★ Cover

3 

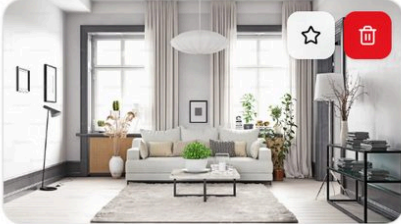
☆ 



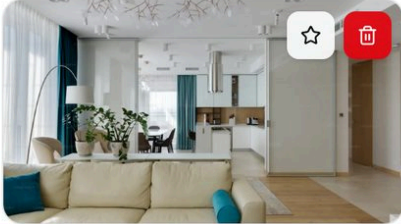
☆ 



☆ 



☆ 



☆ 

4



Add photos

JPG or PNG, up to 5 MB

← Back

5 Save photos & continue →

Step 6 of 8 — Photos

Viewing availability

Set the days and times you are happy to host viewings, and tenants book themselves into the slots instead of ringing you.

Optional, but all-or-nothing: either leave the whole step blank, or fill in every field. Skip it and tenants reach you through **Message Landlord** instead, with the **Book a Viewing** button hidden on your listing.

WHAT YOU ARE LOOKING AT — THE NUMBERS BELOW ARE MARKED ON THE SCREEN OVERLEAF.

- 1 Availability window.** The date range tenants are allowed to book a viewing inside.
- 2 Daily hours & slots.** Choose the days of the week, then the daily start and end time, how long each slot is, and any break between slots.
- 3 Booking rules.** Minimum notice in hours (24 is the lowest allowed) and how many days ahead tenants can reserve a slot.
- 4** This step is optional, but it is all-or-nothing: leave it completely blank to skip, or fill in every field. If you skip it, tenants contact you through **Message Landlord** and the **Book a Viewing** button is hidden on your listing.
- 5** Save & continue.

VERV'S TIP ON THIS SCREEN

"Offer at least two days a week and an evening slot — properties with broader availability fill 40% faster than weekday-only listings."

Shown at the top of the step as you fill it in.

Viewing availability OPTIONAL

Set the window when you're happy to host viewings and the daily hours you're available. Tenants self-book from these slots, so you don't field calls. Skip it and you can still publish — tenants reach you through Message Landlord instead, and the Book a Viewing button is hidden on your listing.

 Offer at least two days a week and an evening slot — properties with broader availability fill 40% faster than weekday-only listings.

4

Leave this step blank to skip it. If you do set a viewing window, fill in every field below — tenants can only self-book from a complete schedule.

1

Availability window

The date range during which tenants can book a viewing.

Date range

 Thu, Oct 1, 2026 → Sat, Oct 31, 2026

2

Daily hours & slots

Which days of the week, what hours, and how long each slot is.

Available days

☐ Sun☐ Mon☒ Tue☐ Wed☒ Thu☐ Fri☒ Sat

Daily start time

05:00 PM 

Daily end time

08:00 PM 

Slot duration

30 minutes 

Break between slots

No break 

3

Booking rules

How much notice tenants must give and how far ahead they can book.

Minimum notice (hours)

24

Tenants must book at least this far in advance (minimum 24 hours).

Maximum advance booking (days)

60

How far ahead tenants can reserve a slot.

 Back

5

Save & continue 

Compliance

An Energy Performance Certificate is a legal requirement before a property can be marketed to let in the UK, and the rating has to be shown to tenants.

Three ways to answer: you have a valid EPC, you want Verv to arrange one, or the property is exempt.

WHAT YOU ARE LOOKING AT — THE NUMBERS BELOW ARE MARKED ON THE SCREEN OVERLEAF.

- 1 **Yes, I have a valid EPC** — tell us the rating and it is shown on your listing.
- 2 **Not yet — arrange one for me.** Verv books an accredited assessor and attaches the certificate to your listing once it is issued.
- 3 **This property is exempt** — for the small number of properties, such as certain listed buildings, that do not require an EPC.
- 4 **Your certificate.** Pick the current energy rating A-G. The certificate number and expiry date are optional.
- 5 Tick to confirm the information is accurate. Giving false EPC information when marketing a property to let can carry a penalty from your local trading standards office.
- 6 **Save & preview** takes you to the preview of your finished listing.

VERV'S TIP ON THIS SCREEN

"Don't have one? We'll arrange an accredited assessor for you and attach the certificate to your listing the moment it's issued."

Shown at the top of the step as you fill it in.

Compliance

An Energy Performance Certificate is a legal requirement before a property can be marketed to let in the UK, and the rating has to be shown to tenants. Tell us where you stand and we'll do the rest.

💡 Don't have one? We'll arrange an accredited assessor for you and attach the certificate to your listing the moment it's issued.

✓ Energy Performance Certificate

A valid EPC is a legal requirement before a property can be marketed to let in the UK, and the rating has to be shown to tenants. Confirm where you stand below.

1



Yes, I have a valid EPC

Tell us the rating and we'll show it on your listing, where tenants expect to find it.

2



Not yet — arrange one for me

We'll book an accredited assessor and add the certificate to your listing once it's issued.

3



This property is exempt

Some properties, such as certain listed buildings, don't require an EPC.

4

Your certificate

The rating is shown to tenants. The certificate number and expiry are optional, and help us keep your listing compliant.

Current energy rating



Certificate number (optional)

Expiry date (optional)

5



I confirm the information above is accurate to the best of my knowledge.

Giving false EPC information when marketing a property to let can carry a penalty from your local trading standards office.

[< Back](#)

6

[Save & preview >](#)

1

✓

EPC rating C

Energy Performance Certificate

Edit

2

✎

Edit details

3

Continue to publishing

→

4

Home > Properties > London > 2 Bedrooms, 1 Bathroom in London

FOR RENT

Available now

£2,600

/mo

• £600/wk

Apply to Rent >

2 Bedrooms, 1 Bathroom in London

42 Wapping High Street, London • Ref: 865e0317

5





Edit

+3

VIEW ALL PHOTOS

- 1 Your EPC rating is carried through from Step 8. **Edit** on the right takes you back to that step.
- 2 **Edit details** reopens the form if you want to change anything before publishing.
- 3 **Continue to publishing** moves you on to choosing a plan.
- 4 From here down is the tenant's view of your listing: the headline, the address, the rent per month and per week.
- 5 Your photos, with the cover image leading. Everything here can still be changed after the listing goes live.

30 people are viewing this right now

1

Property Summary

PROPERTY TYPE
Flat

BEDROOMS
2

BATHROOMS
1

PROPERTY SIZE
68 sqm

DEPOSIT
£3,000

PREFERRED MINIMUM
TENANCY ⓘ
12 months

FURNISHING
FURNISHED

REMOTE VIEWING
Available

PROPERTY FOR
RENT

EPC RATING ⓘ
C

Edit

2



Rahat Landlord

New landlord · No reviews yet
12 yrs experience · Speaks English, German, Bangla

Apply to Rent >

Book a Viewing >

Message Landlord

Have questions? Contact the landlord directly or start your application.

3

Pricing Breakdown

Monthly Rent
£600 per week
£2,600

Deposit
Five weeks' rent
£3,000

Edit

Preview — checking your details

- 1 Property Summary** — the tiles tenants scan first. Check every one against what you entered.
- Each section has its own **Edit** button, so you can fix one detail without walking back through the whole form.
- 3 Pricing Breakdown** — monthly rent, the weekly equivalent, the deposit and whether bills are included.
- This is the panel tenants use to apply or book a viewing. The buttons are inactive while you are previewing.

Pick a plan

Choose how much reach you want. Basic Listing is free for three months and is selected for you — nothing is charged until you publish.

ALMOST THERE

4

Pay only when published

1

Preview listing

Choose how to list your property

Pick the plan that fits your listing and add any optional services you need. You can change or cancel any time - no commitment until you publish.

STEP 1 - PICK A PLAN

Choose a plan

2

3

Most Popular

Basic Listing

Get your property live and take enquiries direct

Free (Valid for 3 months)

✓ Selected

- ✓ Unlimited property listings ⓘ
- ✓ Direct tenant enquiries ⓘ
- ✓ Secure messaging ⓘ
- ✓ Viewing requests from tenants ⓘ
- ✓ Pay only for optional services ⓘ

Verified Listing

Get verified and rank higher in tenant searches

£25 (Valid for 3 months)

Get Started

- ✓ Everything in Basic Listing ⓘ
- ✓ Verified listing badge ⓘ
- ✓ Priority placement in search ⓘ
- ✓ Increased exposure to tenants ⓘ
- ✓ Enquiry management dashboard ⓘ
- ✓ Access to optional services ⓘ

Verified Plus

Verified, with rent collection handled for you

£45 (Valid for 3 months)

Get Started

- ✓ Everything in Verified Listing ⓘ
- ✓ Rent Collection service included ⓘ
- ✓ Secure tenant payment processing ⓘ
- ✓ Secured Payment System ⓘ
- ✓ Rent statements and transaction records ⓘ
- ✓ Timely transfer of rental income ⓘ

Featured Listing

Maximum exposure across every Verv surface

£65 (Valid for 3 months)

Get Started

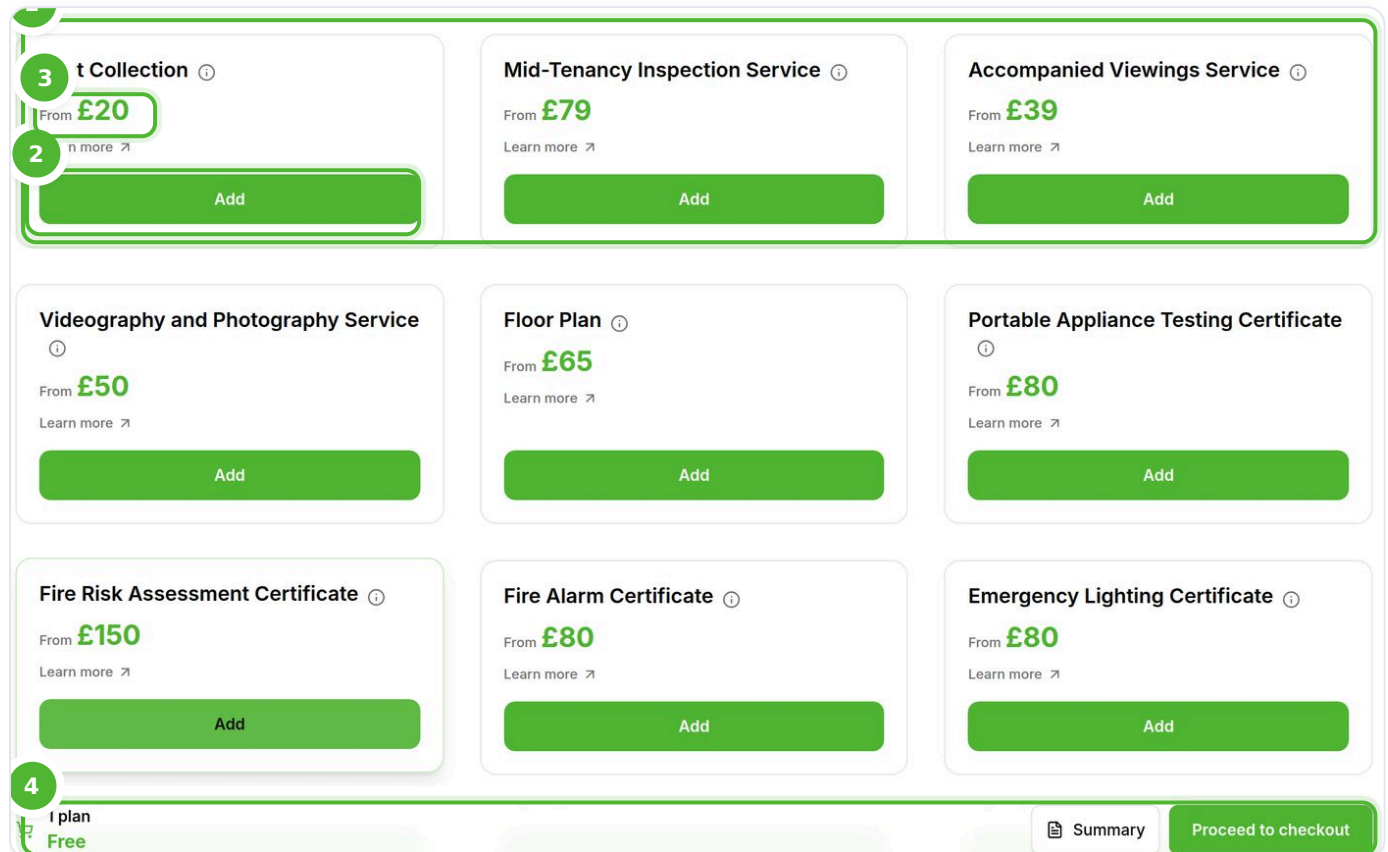
- ✓ Everything in Verified Listing ⓘ
- ✓ Featured placement across Verv ⓘ
- ✓ Homepage exposure ⓘ
- ✓ Top search positioning ⓘ
- ✓ Highlighted listing badge ⓘ
- ✓ Early visibility to new tenant enquiries ⓘ
- ✓ Priority support ⓘ

Choosing a plan

- 1 Preview listing** opens the tenant view again if you want one more look.
- 2 Basic Listing** is free for 3 months and is already selected. It gets your property live and takes enquiries directly — you only pay for optional services.
- 3** The paid plans add verification, priority placement in search, rent collection and featured exposure. Prices shown are for 3 months.
- 4** Nothing is charged until you publish — the banner at the top says *Pay only when published*.

Add services (optional)

Certificates, inspections, photography, accompanied viewings and rent collection can be bought alongside your plan. None of them are needed to go live, and you can add them later.



Optional services

- 1 Optional add-ons: rent collection, inspections, accompanied viewings, photography, and the safety certificates. **None of these are required to publish.**
- 2 **Learn more** opens the detail for that service. **Add** puts it in your order.
- 3 Prices are a starting point — each one reads *From £...*
- 4 A bar pinned to the bottom of the screen keeps a running total. **Proceed to checkout** when you are ready.

Confirm and publish

The last screen. Check the order, agree to the terms, and your listing goes live.

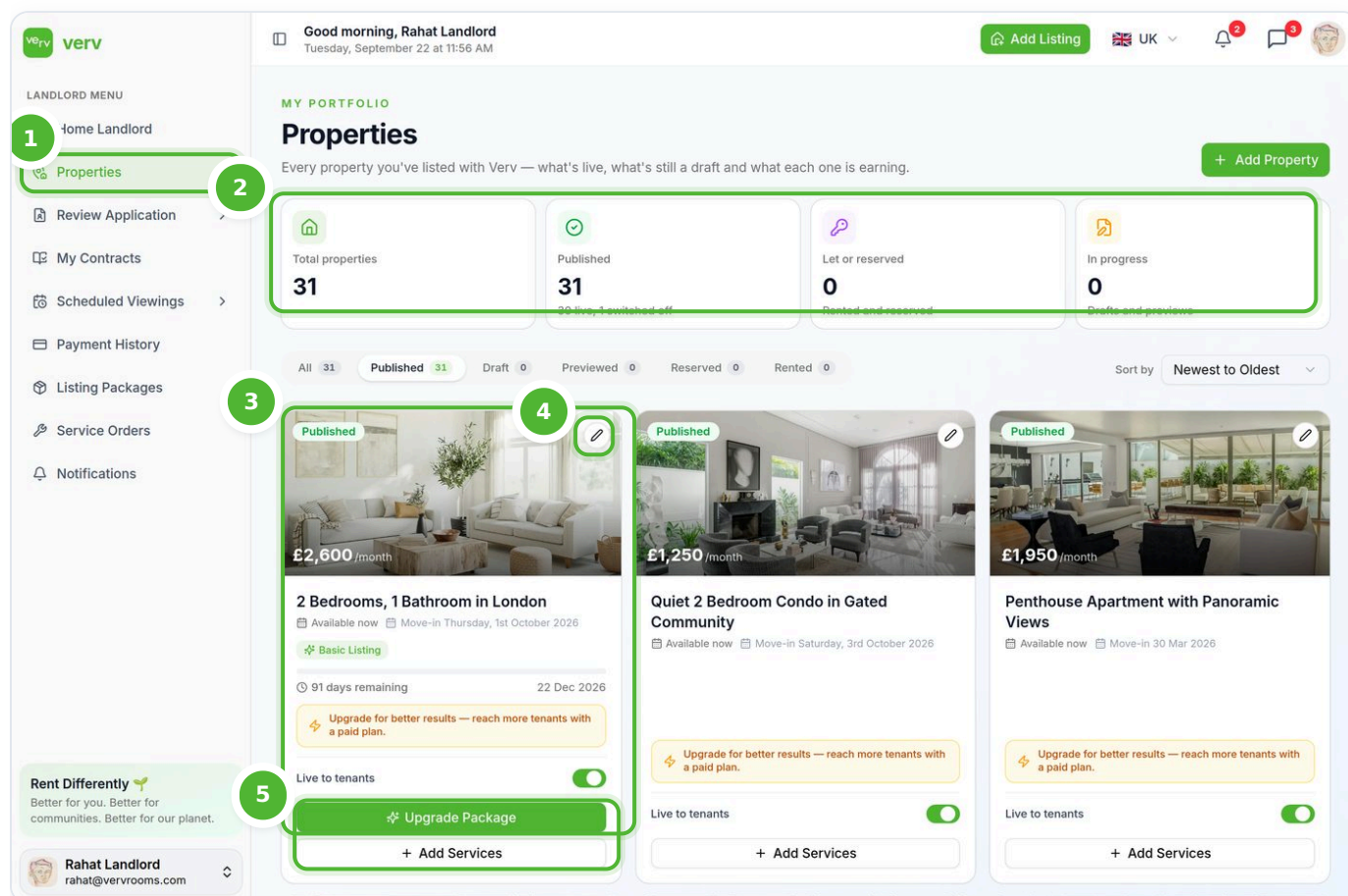
The screenshot shows a 'Confirm and publish' screen with a green border. At the top left, a timer bar shows '14:55' remaining. The main heading is 'Confirm and publish' with a subtext 'Review your order and confirm to activate your listing — no payment needed.' Below this, a section titled 'What you're getting' lists 'Basic Listing' with a 'Listing package' tag and a price of '£0.00'. A green checkmark icon indicates 'Your listing activates as soon as this is confirmed.' On the right, an 'Order summary' box shows 'Payment type', 'Sub-total', and 'Total'. A separate box shows 'Listing Publication' for '£0.00' and 'Free'. At the bottom right, there is a checkbox for 'I agree to Verv's Terms and Privacy Policy.' and a green button labeled 'Claim free access'. A link 'Read our cancellation policy.' is also present. Numbered annotations 1-4 are placed on the screen: 1 points to the timer, 2 points to the 'What you're getting' section, 3 points to the 'Order summary' box, and 4 points to the terms agreement checkbox.

Confirm and publish

- 1 You have 15 minutes to finish. If the timer runs out you are returned to the homepage and nothing is charged.
- 2 **What you're getting** — your plan and any services you added.
- 3 **Order summary** — the total. On the Basic Listing plan this reads **Free**.
- 4 Tick to agree to Verv's Terms and Privacy Policy, then confirm. On the free plan the button reads **Claim free access** and no card details are needed.

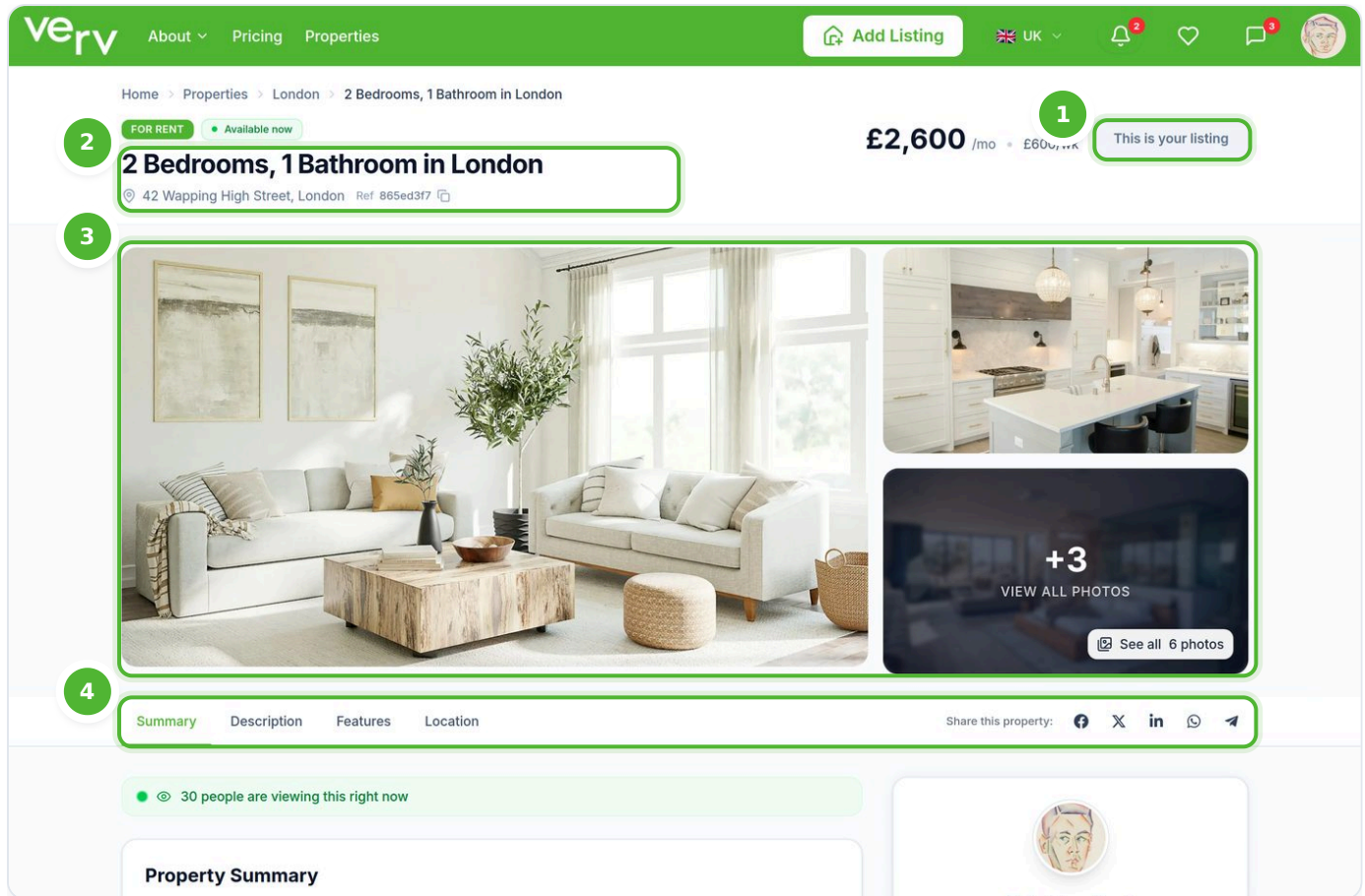
Managing your listing

Your property appears under **Properties** in the landlord menu, with a Published badge. Everything stays editable.



After publishing — managing the listing

- 1 **Properties** in the landlord menu is where every listing you own lives.
- 2 The counters show how many are published, let or reserved, and still in progress.
- 3 A **Published** badge on the card, and the **Live to tenants** switch to take it off the market without deleting it.
- 4 The pencil reopens the listing so you can edit any step.
- 5 **Upgrade Package** and **+ Add Services** — you can change plan or add services at any time after publishing.



The live listing

- 1 **This is your listing** replaces the Apply to Rent button when you are viewing your own property.
- 2 The headline, address and reference tenants quote when they contact you.
- 3 Your photos. **See all** opens the full gallery.
- 4 Tenants move between Summary, Description, Features and Location from here, and share the listing from the right.