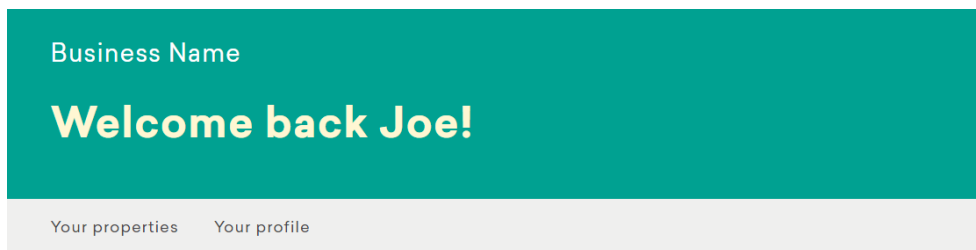


## NEST USER GUIDE: Providers

### How to add a single property

You can add property details to Nest one at a time or using our “Bulk Uploader” tool. To upload one property at a time, follow these instructions.

1. Login to Nest at [gonest.com.au](http://gonest.com.au)
2. Select the “Your Properties” tab.
3. Click on “+ Add new property” on the right-hand side of the page.



Manage your properties

[+ Bulk upload](#) [+ Add new property](#)

4. This will bring up the property form where you add the details of your property. To get the best matches, it's best to include as much information as you can. Fields with an asterix (\*) are mandatory and you will get an error message if you do not submit information. To submit your property for approval, you need to complete all the mandatory fields. The table below gives you an explanation of the information you need to provide:

Name	This should be an identifiable title for your property so that you and people with disability can differentiate this property from similar ones listed on Nest. It's good to use something descriptive and the suburb where the property is located. For example, "Blue house in
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	Parramatta".
Search Visibility Status	<p>This determines whether your property/vacancy can be seen by users searching for properties.</p> <p>“Visible” means your property/vacancy will appear in searches.</p> <p>“Hidden” means your property/vacancy will not appear in searches.</p> <p>“Release date” is the date you want the property/vacancy to become visible in searches - this is good for new builds, for example.</p>
Property address	<p>This is the full address of the property. This information is used to generate the location map on the property description. Please note, the full address is never disclosed to people searching for homes to respect the privacy of current residents.</p>
Entire house or individual rooms in a shared home?	<p>This is whether you are looking to list the entire house, or individual rooms in a group accommodation setting.</p>
NDIS Dwelling Enrolment process	<p>This is whether you have completed the NDIS Dwelling Enrolment process for your property.</p>
Livable Housing Australia (LHA) certification process	<p>This is whether you have completed the Livable Housing Australia (LHA) certification process for this property.</p>
Dwelling definition	<p>These are classifications defined by the National Disability Insurance Agency (NDIA) that help to determine the SDA price of the dwelling. For the NDIS definitions and more about the classifications, visit:</p>

	<a href="https://www.ndis.gov.au/medias/documents/hf8/hdf/8802881994782/SDA-Price-Guide-17-18.pdf">https://www.ndis.gov.au/medias/documents/hf8/hdf/8802881994782/SDA-Price-Guide-17-18.pdf</a>
Specialist Disability Accommodation (SDA) approved?	This is whether or not the property is approved as Specialist Disability Accommodation (SDA).
SDA design category	This is the design category allocated to the property according to the NDIA category - for definitions see the NDIA SDA Price Guide: <a href="https://www.ndis.gov.au/medias/documents/hf8/hdf/8802881994782/SDA-Price-Guide-17-18.pdf">https://www.ndis.gov.au/medias/documents/hf8/hdf/8802881994782/SDA-Price-Guide-17-18.pdf</a>
Type of Accommodation	This best describes the type of property the dwelling is.
Long term (Permanent) Or Short/Medium Term	
Maximum number of occupants	This is the maximum number of people who can live in the entire property.
Number of bedrooms	
Number of bathrooms	
Number of parking spots	

Current Specialist Disability Accommodation (SDA) Provider	Choose the provider that is the current Specialist Disability Accommodation (SDA) Provider, (if any).
Current Supporting Independent Living (SIL) provider	Choose the provider that is currently delivering support services (SIL) at the property, (if any).
Property description	For assistance with writing a description for your property see our "User Guide: How to write a property description".
Property features	Tick any features that apply to your property. You can choose all that apply.
Any other application criteria	Please write a short description about any other application criteria that may be relevant for this property, for example: indigenous status, income range, current LGA of applicant
Features relevant to property and surrounds	Please select features relevant to the property, its surrounds and its local community. Please also write a short description of the feature e.g. Bus stop - 10m from home, Shops - 5min walk on flat terrain

5. When you have completed all the mandatory fields, press "Submit". This will open a new page where you can upload images of the property. See our "User Guide: Uploading an image to Nest" for assistance with this step. Once you have uploaded one or more images, your property will need to be approved by a Nest Administrator before appearing in searches.

Your property has been created.



Title

M1Media SR\_Constructions\_005\_edit

Description

M1Media SR\_Constructions\_005\_edit

Is this image a floorplan?

Yes  No

Create vacancies

Delete Image

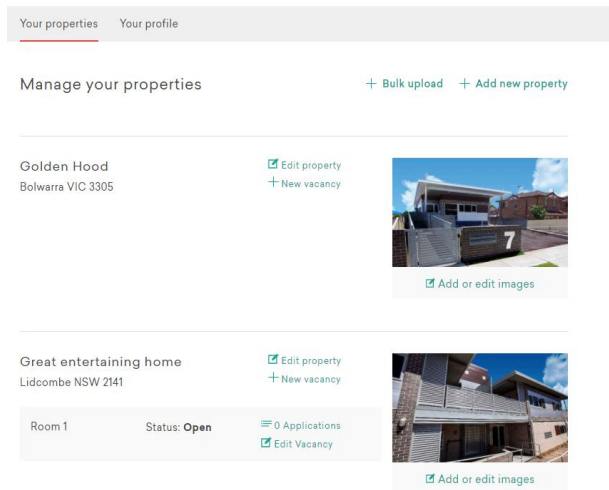
## 5. Creating Vacancies

Once you have created a property, you will be able to create vacancies within that property. Click the “Create Vacancies” button on the “Add Image” page. This will open the “Manage your properties” page.

6. Choose “New vacancy” to add/create vacancies. Fill in the “Add vacancy” form with specific details about the vacancy. The more information you can provide about a vacancy, the better matches you will get. You will also be able to specify the maximum number of applications you want to receive for each vacancy as well as the status of the vacancy listing. See the definitions below:

- Open - The provider is still accepting applications.
- Under review - The provider has received the maximum number of applications and is reviewing applications.
- Occupied - This vacancy has been accepted by an applicant and is no longer available.

- Under offer- The provider has offered this property to an applicant.
7. Press "Save", once you have completed all the information. After saving, you can view the vacancy you just added within the property where you have added it. To change or update the vacancy information, click on "Edit Vacancy".



If you need further assistance, please contact us at [info@gonest.com.au](mailto:info@gonest.com.au)

