

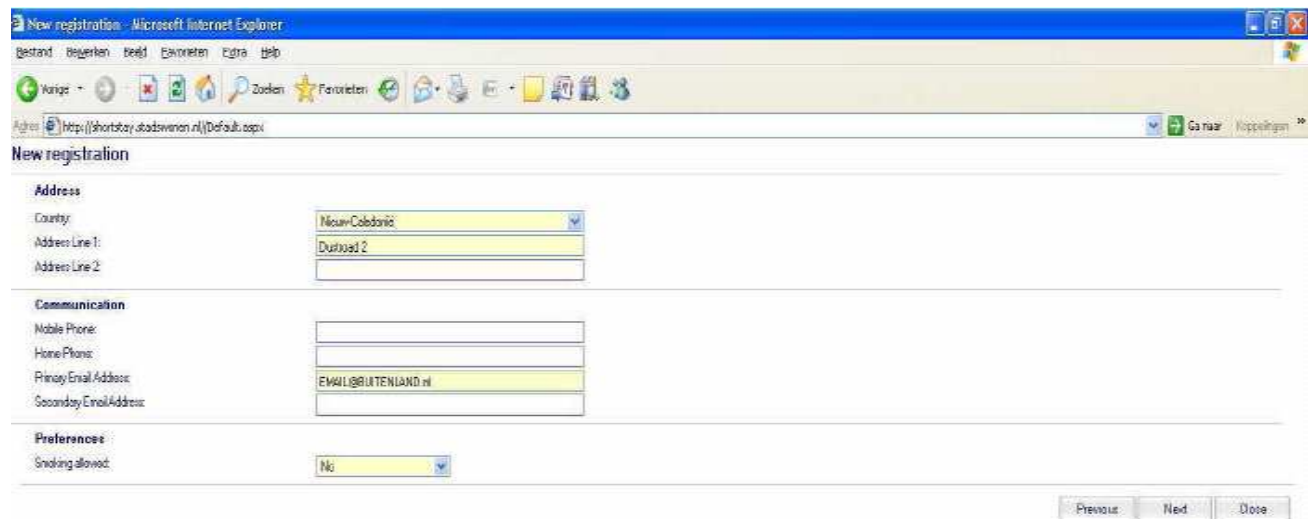
INSTRUCTION MANUAL SHORT STAY RESERVATION SYSTEM

Step 1

Register yourself online through the Shortstay Reservation System. Please take care to choose the correct university and faculty in your registration (for more information visit website www.housing.eur.nl).

Keep in mind Stadswonen only rents out for whole months!

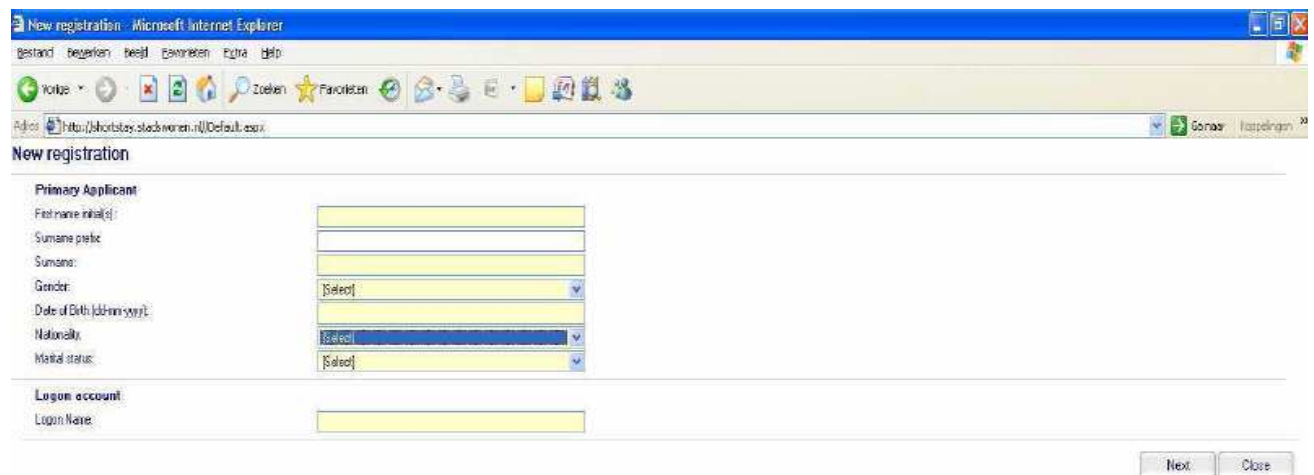
First fill out your personal details like name, address and date of birth.



The screenshot shows a web browser window titled "New registration - Microsoft Internet Explorer". The address bar shows "http://shortstay.stadswonen.nl/Default.aspx". The page content is titled "New registration" and contains the following sections:

- Address:** Country (Nicaragobondic), Address Line 1 (Dustjard 2), Address Line 2 (empty).
- Communication:** Mobile Phone (empty), Home Phone (empty), Primary Email Address (EMAIL@BUTENLAND.nl), Secondary Email Address (empty).
- Preference:** Smoking allowed (No).

Buttons for "Previous", "Next", and "Close" are visible at the bottom right.



The screenshot shows the same web browser window, now displaying the "Primary Applicant" and "Logon account" sections:

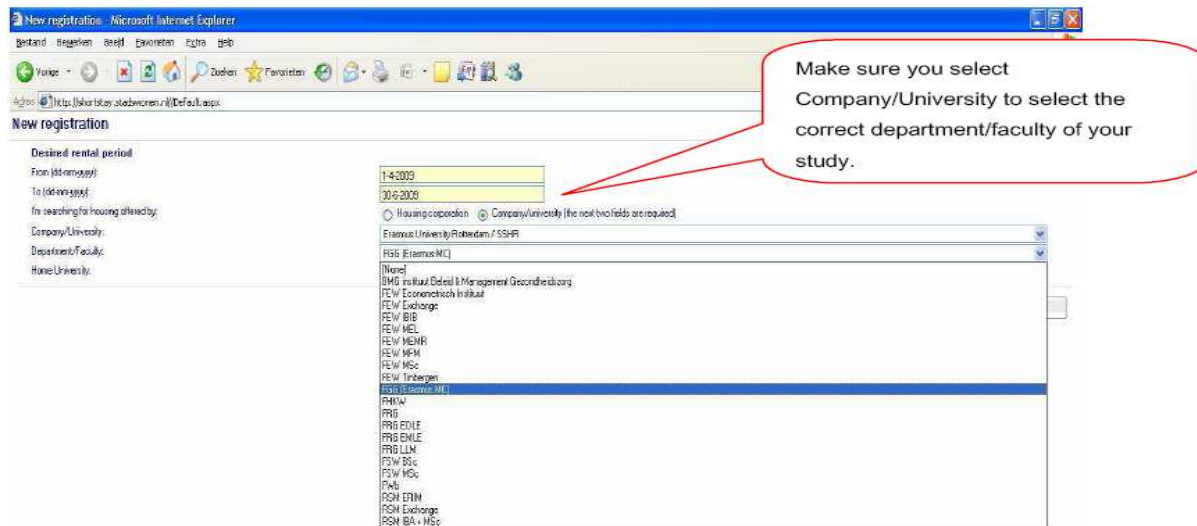
- Primary Applicant:** First name initial(s) (empty), Surname prefix (empty), Surname (empty), Gender (Select), Date of Birth (dd-mm-yyyy) (empty), Nationality (Select), Marital status (Select).
- Logon account:** Logon Name (empty).

Buttons for "Next" and "Close" are visible at the bottom right.

You can choose a logon name yourself. Make sure you can remember it easily.

At the next step you apply for the rental period. Please note that you can only rent a room for a fixed and limited period of time. This period is similar to the programme of your educational institution and is for a maximum of 12 months. Please note that Stadswonen only rents out for whole calendar months, starting on the first of the month.

All reservations are subject to the general Terms & Conditions and the Tenants' Manual which also can be found on our website www.shortstay.nl.



Once your registration is completed you will receive a **confirmation of application** per email.

Step 2

A copy of the **confirmation of application** will be send to the contact person of your department/faculty and then will approve or reject your registration. When your registration is approved or rejected you will receive an email concerning your **application accepted** or **application denied**.

When your registration is rejected, you have the option of changing your application. After you have changed your application, your contact person at your department/faculty will reconsider your status to determine whether you may reapply for housing from the available accommodation.

You can edit your registration and for example edit your rental period or add a secondary applicant.

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ShortStay RMT

home

over Stadswonen

woningzoekenden

servicedesk

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ShortStay RMT

This website is optimized to viewed by IE 6.0 or newer. Certain functions of this site may not be supported by other browsers.

Edit registration

Primary Applicant

First name initial(s): Surname prefix:

Surname: Gender:

Date of Birth (dd-mm-yyyy): Nationality:

Marital status:

Address

Country: Address Line 1:

Address Line 2:

Communication

Mobile Phone:

Home Phone:

Primary Email Address: Secondary Email Address:

Change password

Password:

Confirm password:

Preferences

Smoking allowed:

Secondary Applicants (when accompanied by partner or children)

First name initial(s)	Surname pr	Surname	Gender	Birth Dat	Nationality	Marital status
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>						

Rental periods

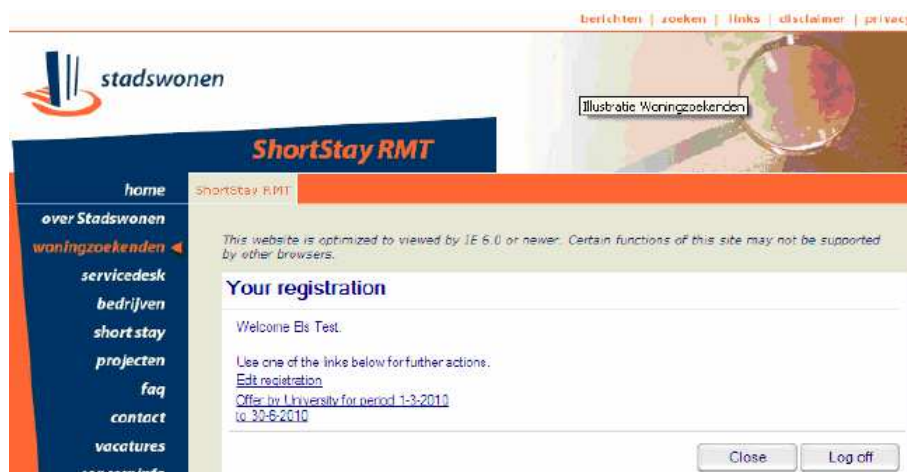
From	To	Department /Faculty	Home university	Status
01-03-2010	30-06-2010	RSM/Exchange Progra		Approved
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>				

Step 3

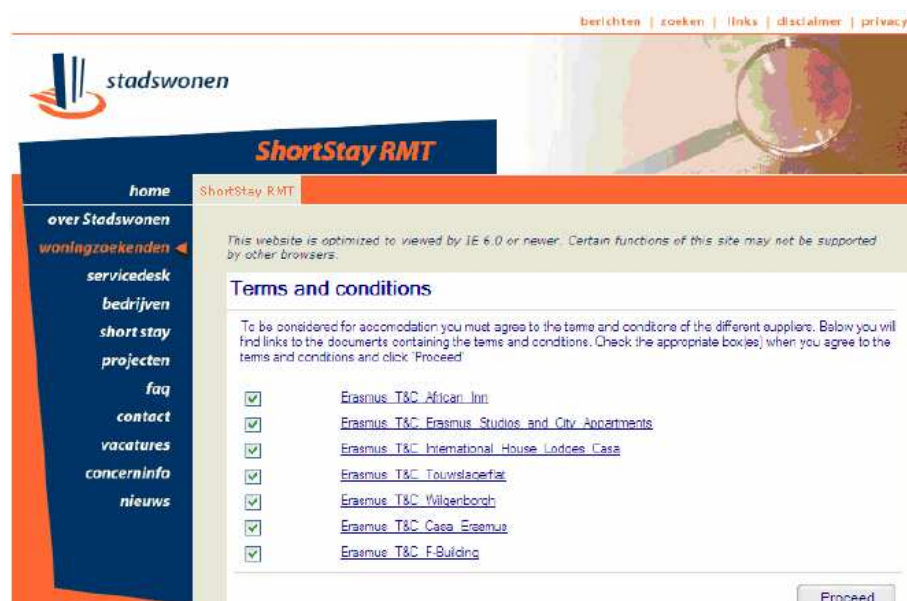
Once you receive the email **application accepted**, you can logon to the website and search for available accommodation. When you forgot your password you can click the button **I forgot my password**.



To view available accommodation you must click the link Offer by University for period



Before you can make a selection at the available accommodation you must first agree to our Terms & Conditions and Tenants' Manual. Please read them carefully before you agree to them.



Once you agreed to our Terms & Conditions and Tenants' Manual you can search for housing.

The screenshot shows the 'Search for housing' form on the stadswonen website. The page header includes 'stadswonen' and 'ShortStay RMT'. A navigation menu on the left lists 'home', 'over Stadswonen', 'woningzoekenden', 'servicedesk', 'bedrijven', 'short stay', 'projecten', 'faq', 'contact', 'vacatures', 'concerninfo', and 'nieuws'. The search form contains the following fields:

- Price category: [No preference] (dropdown)
- Minimum number of rooms per unit: [No preference] (dropdown)
- Street: [text input]
- House number: [text input]
- City: [text input]

Buttons for 'Back', 'Search', and 'Clear' are located at the bottom right of the form.

The screenshot shows the 'Search result' page on the stadswonen website. The page header includes 'stadswonen' and 'ShortStay RMT'. A navigation menu on the left lists 'home', 'over Stadswonen', 'woningzoekenden', 'servicedesk', 'bedrijven', 'short stay', 'projecten', 'faq', 'contact', 'vacatures', 'concerninfo', and 'nieuws'. The search results are displayed in a table with the following columns: Description, Accommodations, and Price.

Description	Accommodations	Price
Adriaan Kluitstraat 104 - self contained	1	625.0
Adriaan Kluitstraat 110 - Shared room with another student	2	365.0
Adriaan Kluitstraat 144 - self contained	1	625.0
Adriaan Kluitstraat 148 - self contained	1	625.0
Adriaan Kluitstraat 150 - self contained	1	625.0
Adriaan Kluitstraat 152 - self contained	1	625.0
Adriaan Kluitstraat 154 - self contained	1	625.0

When you wish to make a reservation for the accommodation, click the button **Reserve**.

For more information about the accommodation, click on the address link.

stadswonen

ShortStay RMT

home ShortStay RMT

This website is optimized to viewed by IE 6.0 or newer. Certain functions of this site may not be supported by other browsers.

Accommodations Adriaan Kluitstraat 148

Photos

Plans
There is no plan available

Details
Type self contained
Smoking Allowed

Extra details
There is no file with extra details available

External links
[website with more information](#)

Accommodations

<< 1-1 >>

Description	Accommodations	Price
Adriaan Kluitstraat 148 3052RH ROTTERDAM	1	625.0

<< 1-1 >>

Back

stadswonen

ShortStay RMT

home ShortStay RMT

This website is optimized to viewed by IE 6.0 or newer. Certain functions of this site may not be supported by other browsers.

Details accommodation

Photos

Plans
There is no plan available

Details

Rental sum	625.00 euro	Rooms	1
Address	Adriaan Kluitstraat 148	Postal code	3052RH
City District	Oversig	City	ROTTERDAM
Complex	Wijkgebouwh	Smoking	Allowed

Extra details
There is no file with extra details available

External links
[website with more information](#)

Reserve Back

For more information about the building you can click the external link for more information.

[zoeken](#) | [links](#) | [disclaimer](#) | [privacy](#)



[home](#)

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[veilig wonen](#)

[nieuws](#)

Wilgenborgh

Building	international student flat	 <p>Wilgenborgh</p>
type of building	Large	
Number of Stories	9	
Number of homes	65	
Surface	32 m2	
Address	Adriaan Kluitstraat 6 t/m 162	
Rent per month	€ 365 (shared apartments) - € 625 (self contained) (including utility costs)	

Facilities

Bathroom and Kitchen	individual
Television and Radio	not available
Vacuum cleaners	yes
Bicycle shed	available
Parking facilities	available, free of charge
Common spaces	
Lift	yes
Laundry room	ground floor
Telephony service	not possible
Safety	
Extra services	

Services Short Stay

Registration	Look at 'reservation' for the procedure
Key	From Monday till Friday you can pick up your key between 10.00

Step 4

Once you made a reservation for an accommodation you will receive a confirmation per email named **reservation accommodation**. In this confirmation the further procedure will be explained.

Although we aim to assign you the accommodation of your choice as much as possible, Short Stay maintains the right to deviate from a preference and to reserve another room/apartment at the same location similar in rental costs.

Short Stay will always inform you per e-mail of any necessary changes. Short Stay will confirm your reservation at least 4 weeks prior to your arrival or earlier if possible. You will receive the **final conformation** per email.

For your convenience we listed the most frequently asked questions and the answers on our website. In case your question is not listed within the FAQ's, please feel free to contact us. Staff of Short Stay will gladly assist you.