

Rightmove Plus: User Guide

Upload and manage your property adverts

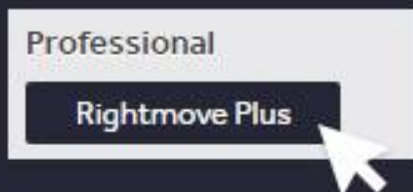
- Access your Rightmove account
- Upload or edit your advert
- Reach more home hunters
- How to manage your subscription

Accessing Rightmove Plus

1 Go to www.rightmove.co.uk

2 Click on Rightmove Plus

Scroll to the bottom of the homepage, it's under the small sub-section Professional



3 Log in

Using the email address you provided on your contract form

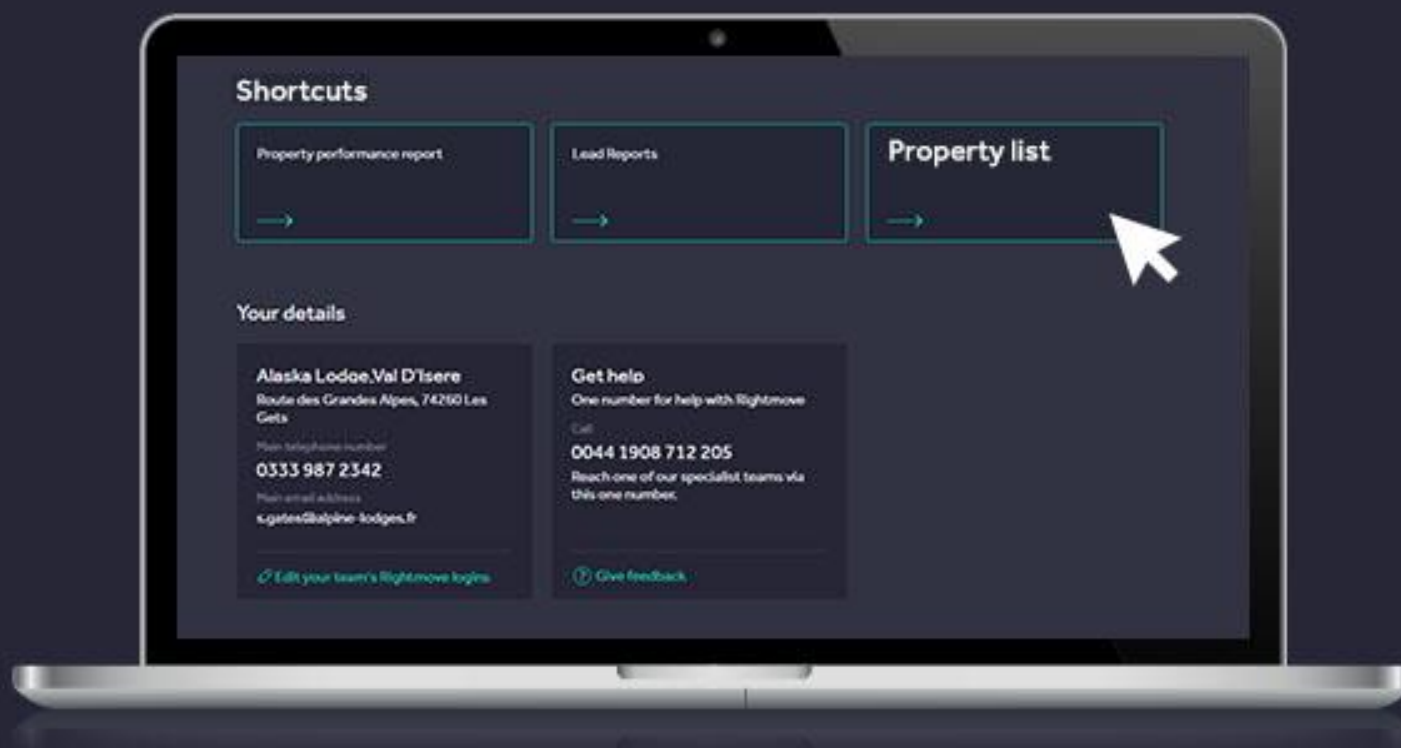
New member?

You'll need to create a password first.

Follow the **Reset password** link in the **Rightmove User Account** notification we've emailed to you

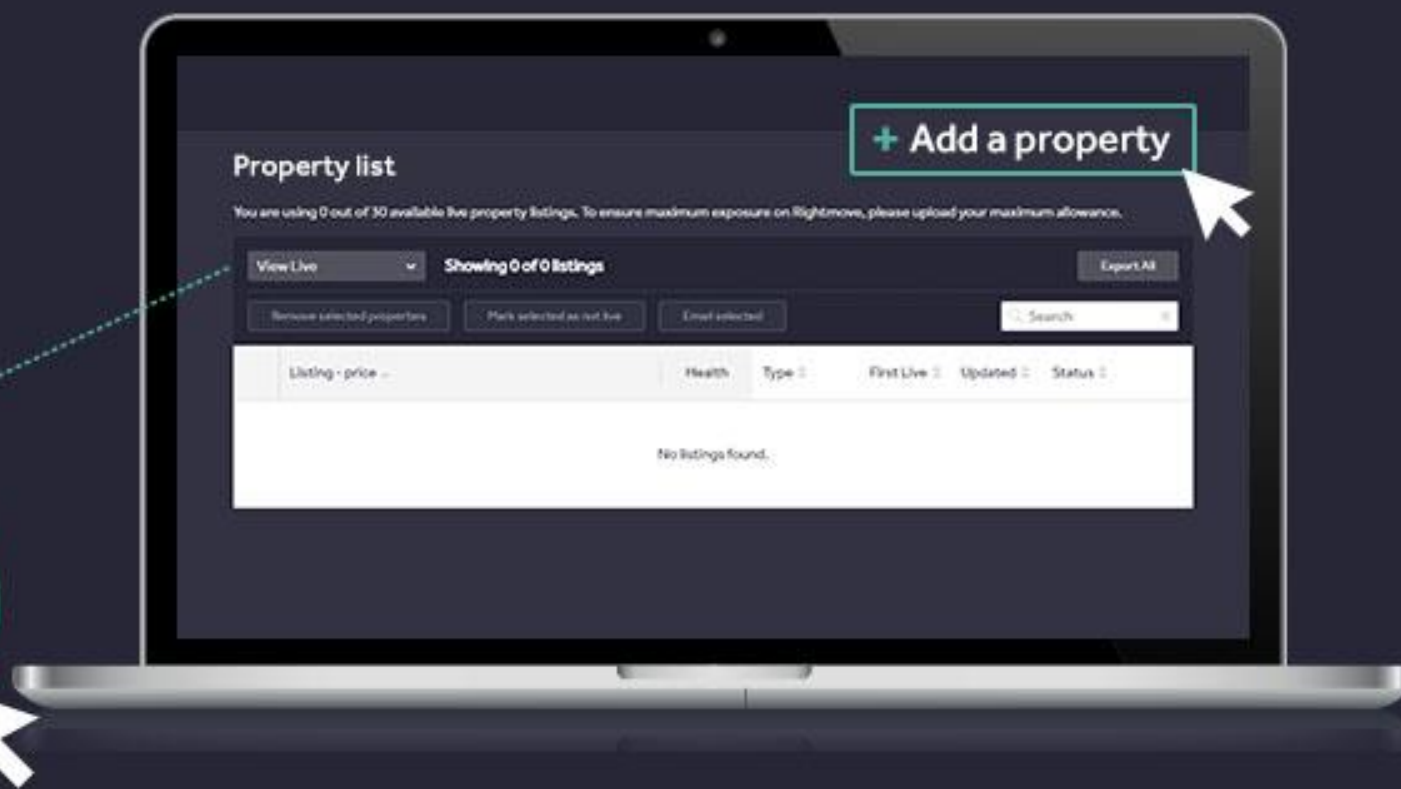
Uploading or Editing an Advert

From the **Shortcuts** page, click on **Property list** to upload a new advert or edit an existing advert



Uploading a Property Advert

To get started, first click on **Add a property**



Find your draft property
in the **Not Live** section

Location

- 1 Select the country
- 2 Type in the name of the town or city and click **Search**
Alternatively, select the region and town using the drop down menus.
- 3 Click and drag the pin on the map to your property's exact location

Town not appearing?

Please contact us on Private.Seller@rightmove.co.uk to discuss the next steps.

The screenshot shows the 'Location' tab of a Rightmove property listing form. It includes dropdown menus for 'Spain' and 'Marbella', a 'Search' button, a map of Marbella with a pin, and a table with location coordinates.

Latitude	Longitude	Distance from the centre of Spain (metres)
36.51208	-4.00410	467340

* Indicate fields that must be completed to make the property live

Continue

Basic information

- 1 Enter your own **Property reference**. This can be anything you wish, excluding spaces and symbols.
Example of a property reference: 101
- 2 Enter the property **Price** according to the currency displayed
Select a **Price qualifier** (*optional*) to inform buyers that your price is negotiable
- 3 Tick this box if your property is a brand new building
A flag will appear on your advert to alert potential buyers
- 4 The **Summary description** will be visible from the search result page on the website. Here make sure to include key words and CAPITALISE them so they stand out.

The screenshot shows the 'Basic information' tab of a property listing form. It includes sections for property reference, basic information (price, bedrooms, property type), a checkbox for newly built properties, and a summary description. Numbered callouts 1-4 point to specific fields: 1 points to the property reference field, 2 points to the price and price qualifier fields, 3 points to the 'Newly built property' checkbox, and 4 points to the summary description text area.

Location Basic information Details Media

Enter the property reference

Property reference.*
101

Enter basic property information

Price (£).* 250,000 Price qualifier: Guide price

Bedrooms.* 4 Property type.* Detached House

☒ Newly built property

* Indicate fields that must be completed to make the property live

Enter summary description* [Top Tips](#)

Make your property advert stand out and encourage users to click through to your full property listing.

A beautiful RECENTLY RENOVATED home situated just on the outskirts of Malaga town. Enjoy STUNNING VIEWS whilst CLOSE TO ALL AMENITIES & BEACH. Perfect for holidays with GREAT RENTAL RETURN or as a permanent residence

* Indicate fields that must be completed to make the property live

Continue

Details

- 1 Add 'tag' to your property advert by selecting them from the **additional property details** drop-down menus
- 2 Click **Add multiple key features**. Provide a minimum of 5 and a maximum of 10 Keywords.
Examples of keywords: swimming pool, sea view, fireplace, rural.
- 3 Include as much information as possible in your **full description** as this tends to deliver leads that are more qualified. Add information about the property itself and the local area.

What NOT to include

- Your personal details or contact information such as your telephone number and email address.
- External links to other websites or to marketing material hosted on external websites are also not permitted.

Top tip: Prepare your description before beginning the upload to avoid our system timing out before you are finished.

1

2

3

The screenshot shows the 'Details' section of a property listing form on Rightmove. It has tabs for 'Location', 'Basic information', 'Details', and 'Media'. The 'Details' tab is active, showing a section titled 'Enter additional property details' with a 'Top Tips' link. Below this are several drop-down menus for 'Approximate internal area', 'Number of floors', 'Entrance located on', 'Bathrooms', and 'Reception rooms'. A list of 'Local amenities' includes Heating, Parking, Outside space, Accessibility, Local amenities, and Property features. A section titled 'Enter key features' prompts the user to 'Highlight the unique selling points of your property and enter information that will make it stand out'. It includes a text input field, an 'Add more' button, and a red-bordered box labeled 'Add multiple key features'. Below this is the 'Enter full description*' section, which prompts the user to 'Include as much detail as possible about your property that potential buyers will find interesting'. It has a large text input field, a character count '0 / 1000 characters used', and a 'Continue' button. Three numbered callouts point to specific parts of the form: 1 points to the 'Local amenities' list, 2 points to the 'Add multiple key features' button, and 3 points to the 'Enter full description*' section. Two pop-up windows are shown: one for 'Local amenities' with buttons for 'Near a golf course' and 'Near a beach', and another for 'Add multiple key features' with a list of keywords: 'Swimming pool', 'Sea views', 'Double garage', and 'Walking distance from the beach'.

Location Basic information Details Media

Enter additional property details [Top Tips](#)

Approximate internal area
sq ft

Number of floors
Entrance located on

Bathrooms Reception rooms

Local amenities
Heating
Parking
Outside space
Accessibility
Local amenities
Property features

Enter key features
Highlight the unique selling points of your property and enter information that will make it stand out

Add multiple key features

Add more

Enter full description*
Include as much detail as possible about your property that potential buyers will find interesting

0 / 1000 characters used

* Include facts that must be completed to make the property live

Continue

Local amenities
Near a golf course
Near a beach

Add multiple key features
Swimming pool
Sea views
Double garage
Walking distance from the beach
Ok

Media

- 1 Click **Add photos**. Upload a minimum of 7 images. Ideally they should be 900 (w) x 600 (h) pixels in size. Please note all images must be smaller than 1.5MB. Reorder your images by dragging and dropping them into the desired order.
- 2 **Floorplans** can be loaded in jpeg and gif formats. For **virtual tours**, please supply the link of where the virtual tour is hosted (either YouTube or Vimeo). **PDF brochures** can be uploaded under the brochures section.

Save and finish

Preview

Visibility:
Live

Property Status:
Available

Save

Saving

Before saving click **Preview** to check how your listing will look across different platforms (desktop, mobile).

Upside-down images?

Open the image on your computer and ensure the orientation is correct. Click 'save as' and rename the photo. Upload the new (renamed) photo onto your advert. If the issue persists, email

Location

Basic information

Details


Media

Photos | 6


Add and remove photos using the buttons below, drag the thumbnails to reorder them, and save to apply your changes.

Add photos


Remove (0)




Enter caption...




Enter caption...




Enter caption...



Enter caption...



Enter caption...



Enter caption...

Enter caption...

Enter caption...

Enter caption...

Enter caption...

Cancel changes

Floorplans | 0

Add


Additional media (e.g. virtual tours) | 0

Add

Brochures | 0

Add

Save

rightmove 

Reach More Home Hunters

Featured Property

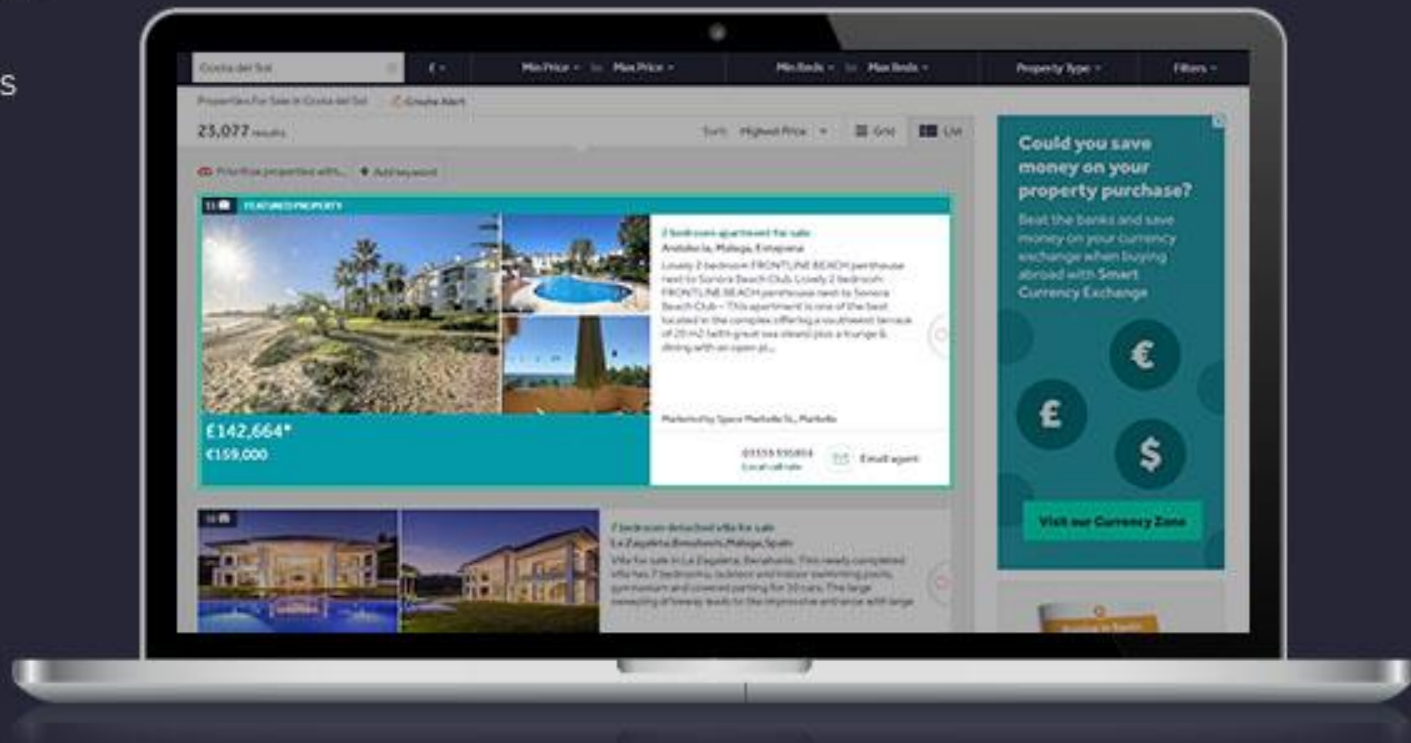
Your property appearing at the very top of the search page. On average, Featured Properties can gain twice the number of property views. More views means a greater opportunity to gain leads allowing your

Premium listing

Upgrading to a Premium Listing includes more images and an eye-catching label to tell buyers why they must find out more! It stays on the property for 12 months and helps **increase property performance by up to 20%!**

Boost your advert

Please contact private.seller@rightmove.co.uk to receive a quote for these products



Managing your subscription

Should you wish to terminate your contract, we need one full calendar month notice in advance in writing (email), which you must send to **private.seller@rightmove.co.uk**

If you have sold your property, please don't forget to mention that on your cancellation notice.

