

Managing STRA Listings

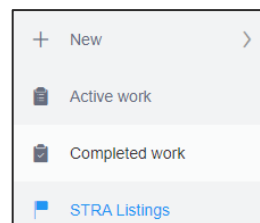
Following the registration of a short-term rental accommodation (STRA) property, registrants can manage their properties via the STRA listings area in the NSW Planning Portal.

The STRA listings area allows registrants to view and manage their STRA property details including the registration status. The below steps will outline how to use the STRA listings area and manage your registered properties.

To de-register a STRA listing, please refer to our *De-registering a Short-Term Rental Accommodation listing* quick reference guide.

Locating STRA listings

1. Log in to the NSW Planning Portal and **click** STRA Listings from the main menu to open the STRA Properties area.



Note: The STRA Properties area will open displaying all STRA properties that have been registered under your Portal account.

STRA Properties							
Property ID	Site Address	Hosting Type	Renewal Date	Status	Sub Status	Actions	
PID-STRA-1011	200 BLACKTOWN ROAD BLACKTOWN 2148	Non-Hosted	10/03/2022	De-Registered	No longer want to be in STRA	Actions	
PID-STRA-740-1	105 SECOND AVENUE BERALA 2141	Non-Hosted	21/02/2022	De-Registered	Sold	Actions	

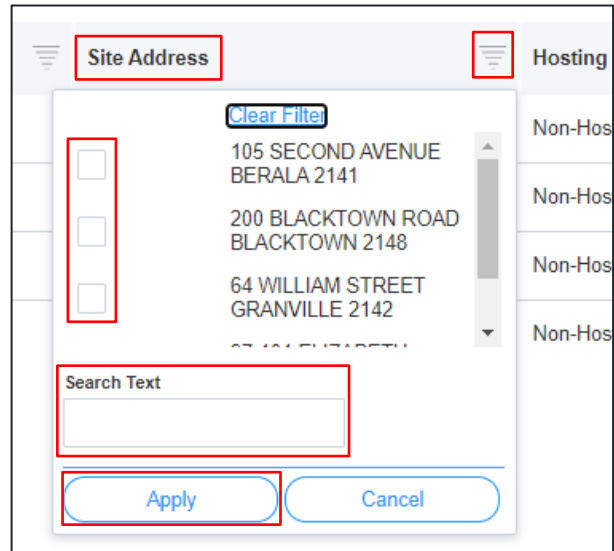
Column descriptions

Column Name	Description
Property ID	Unique identifier for the property assigned by the Portal after the registration process is complete
Site Address	The address of the site on the registration
Hosting Type	Can be either hosted or non-hosted as defined in the legislation
Renewal Date	The date the property registration is due to be renewed in the Portal
Status	The current status of the registration
Sub Status	Identifies information as an extension of the property status

Sorting and filtering

To locate a property, use the column sort and filter functions.

2. **Click** a column heading to sort by that column.
3. **Click** the filter icon to the right of a column heading to open the filter panel for that column.
4. Use the contents listed to **select** and filter for specific entry/entries. You can also search for a specific entry by **entering** a keyword into the search field.
5. Once all options have been selected or entered, **click** the Apply button.

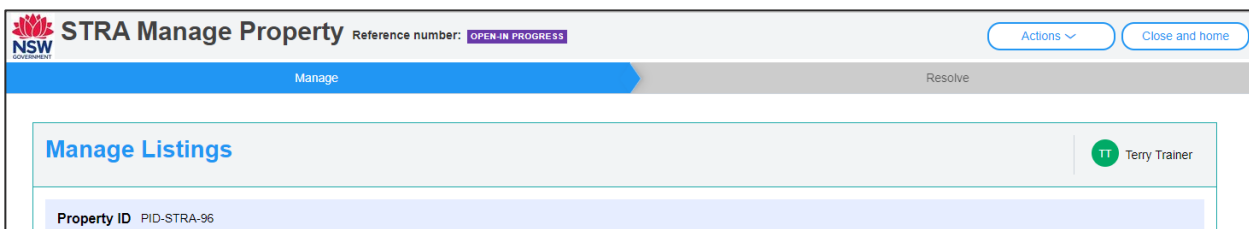
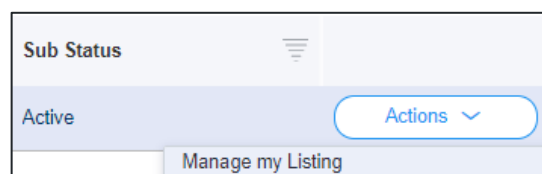


Note: You can only sort and filter by one column at a time, but you may check multiple options when filtering. When using column filters, the information available under the STRA properties will change to show only the records that match your filtering. If there are no results you can refresh by clicking on the STRA listings menu option.

Managing a listing

Once the property is registered, you can update the residential accommodation type, hosting type and dwelling address under Manage my Listing. The dwelling suburb and postcode cannot be updated.

6. **Select** Manage my Listing from the actions dropdown menu.



Note: The Manage Property screen will display.

7. Make your changes to the dwelling details.

Dwelling Details

Residential Accommodation Type * ⓘ

Dwelling House ▾

Hosting Type * ⓘ

Hosted STRA

Non-Hosted STRA

Dwelling Address

Address * ⓘ

20 GRANDVIEW GROVE SEAFORTH 2092

Address did not display ? ⓘ

Note: For unregistered addresses, there is no auto-populate feature. Tick the Address did not display box and enter the address manually.

8. Click Submit.

Submit

Note: You may also click Cancel to return to the active work area.

Changing the hosting type may alter the number of booking days allocated for your property.

End of steps

If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/support/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.