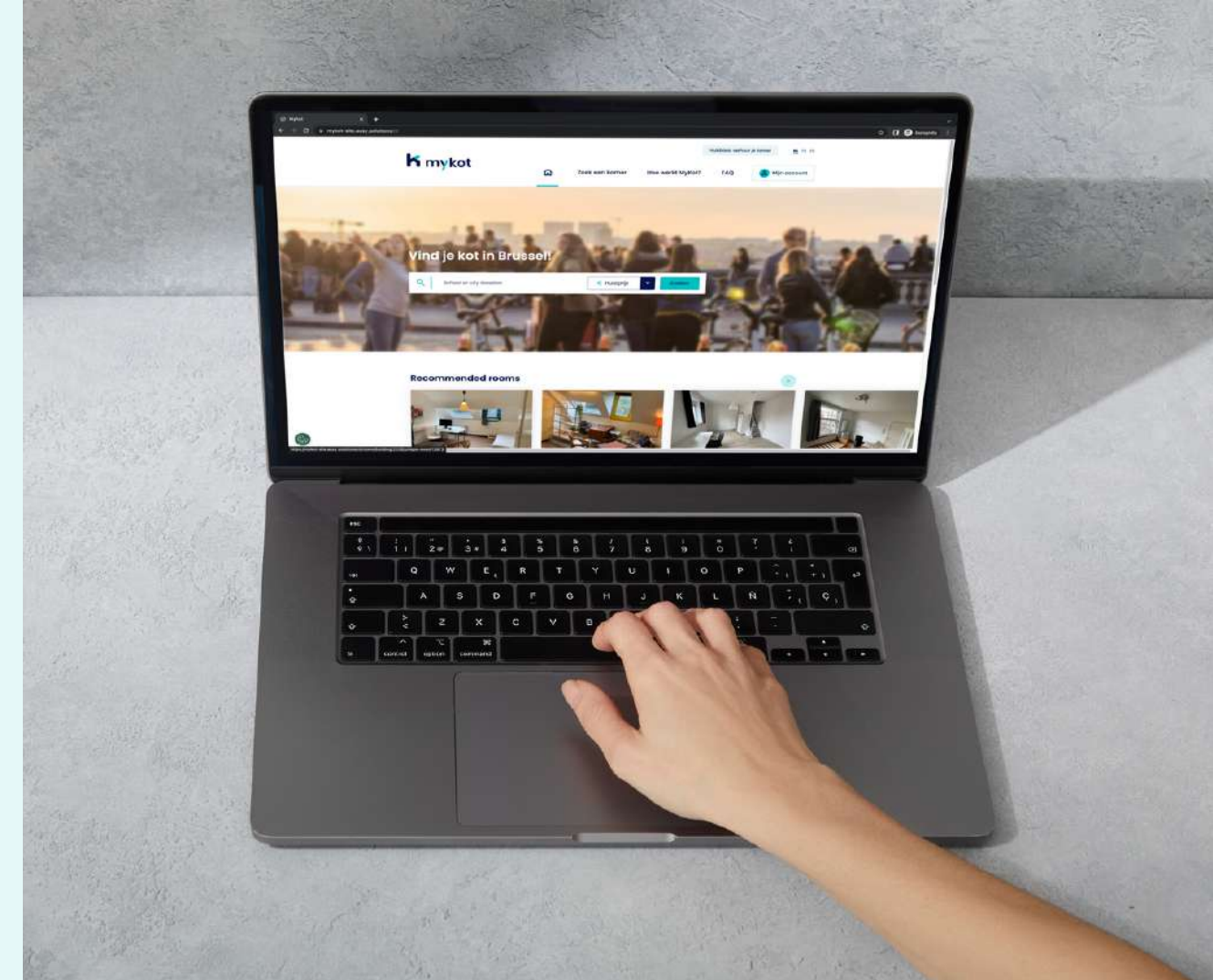


mykot for landlords

Let's go >



This presentation
provides a smooth
introduction to the
website.

Step-by-step

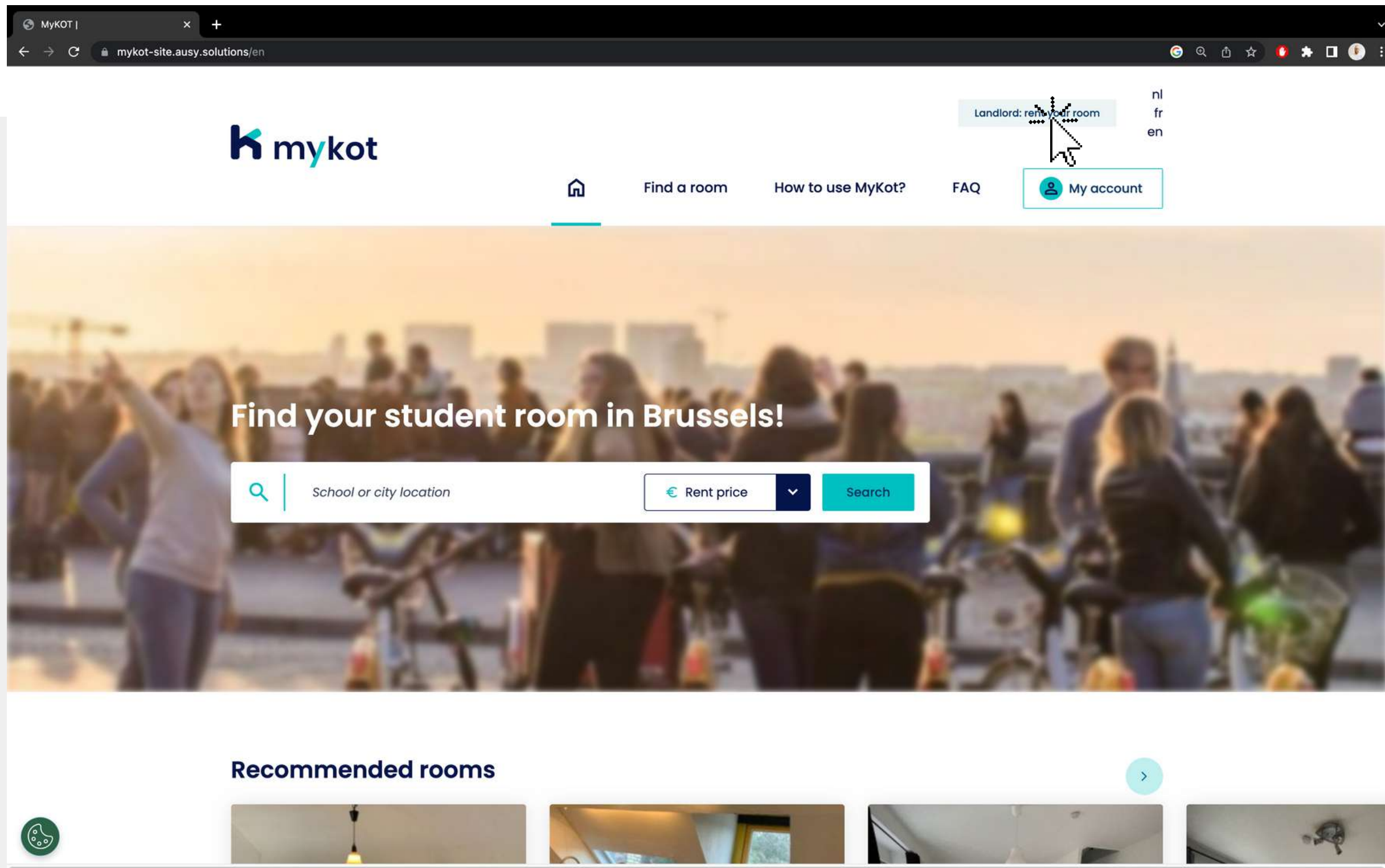


- Create an account
- Log in with your account
- Adjust your account
- Add a building or room
- Edit a building or room
- Edit rooms in bulk
- Reply to a message
- Generate a contract

Create an account

In 6 steps

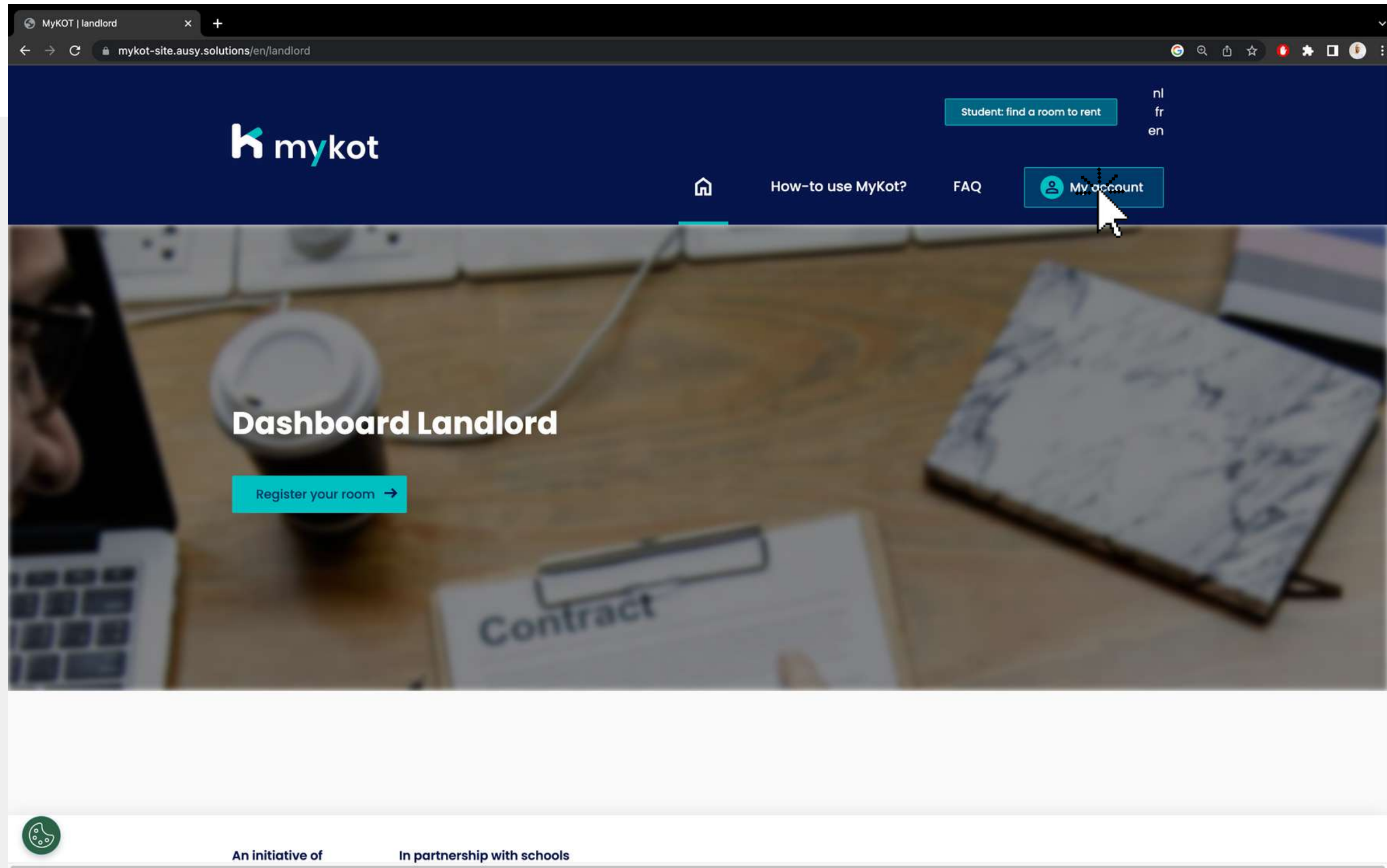
Create an account – step 1



Click on '**Landlord: rent your room**'



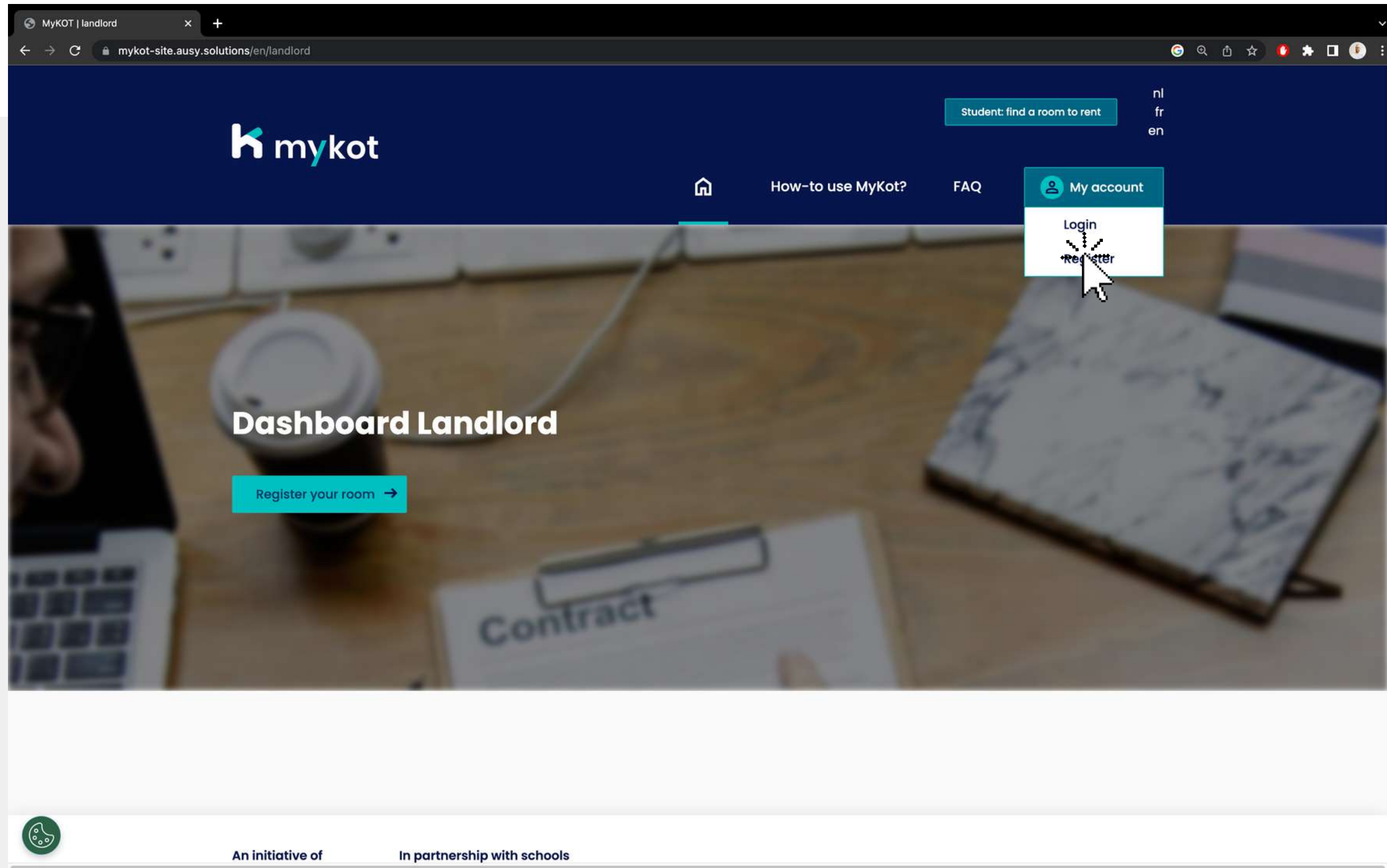
Create an account – step 2



Click on **'My account'**



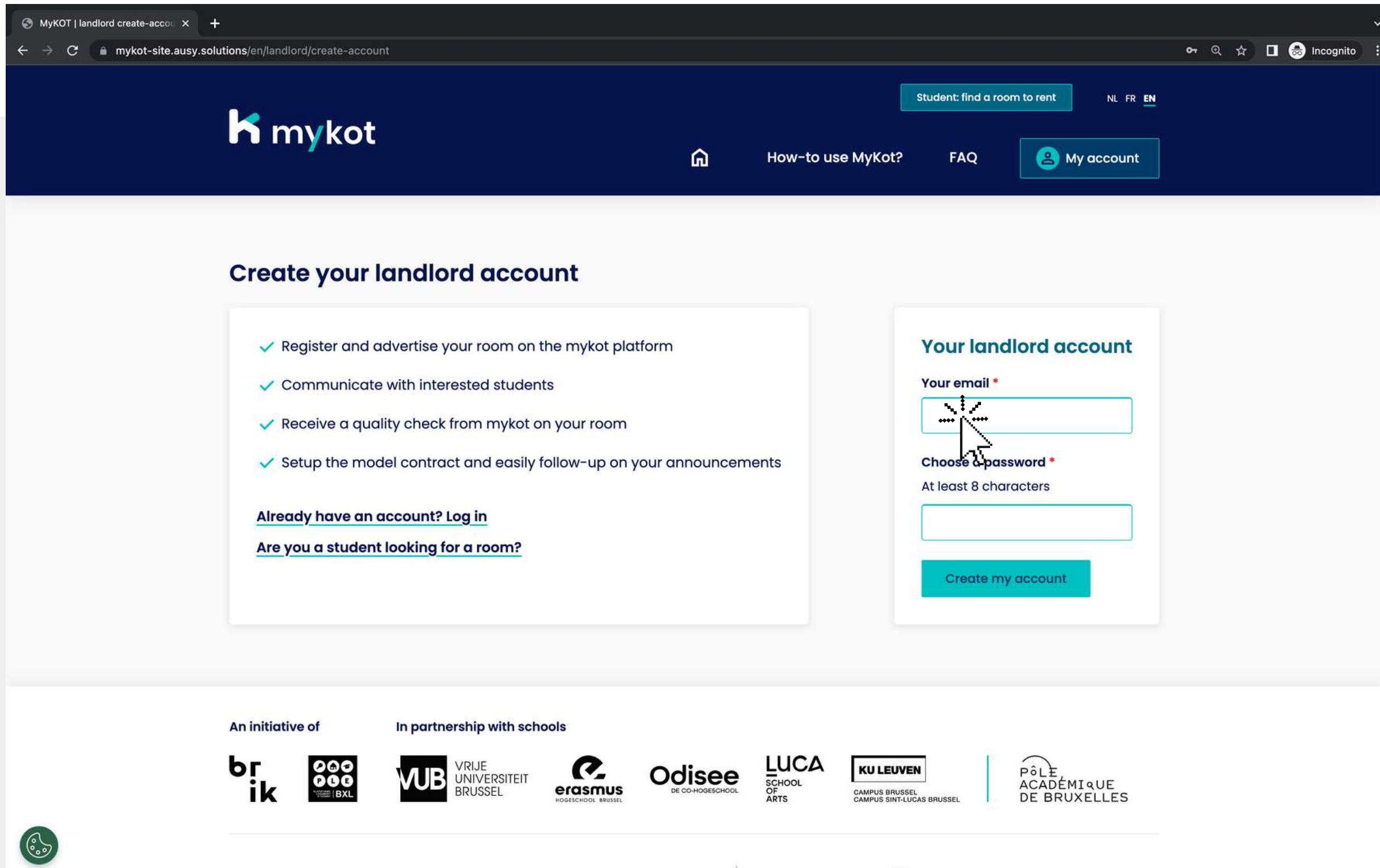
Create an account- **step 3**



Click on '**Register**'



Create an account – step 4



MyKOT | landlord create-accou x

mykot-site.ausy.solutions/en/landlord/create-account

Student: find a room to rent

NL FR EN

mykot

How-to use MyKot? FAQ My account

Create your landlord account

- ✓ Register and advertise your room on the mykot platform
- ✓ Communicate with interested students
- ✓ Receive a quality check from mykot on your room
- ✓ Setup the model contract and easily follow-up on your announcements

[Already have an account? Log in](#)

[Are you a student looking for a room?](#)

Your landlord account

Your email *

Choose a password *

At least 8 characters

Create my account

An initiative of

In partnership with schools

br ik

BXL

VUB VRIJE UNIVERSITEIT BRUSSEL

erasmus HOGESCHOOL BRUSSEL

Odisee DE CO-HOGESCHOOL

LUCA SCHOOL OF ARTS

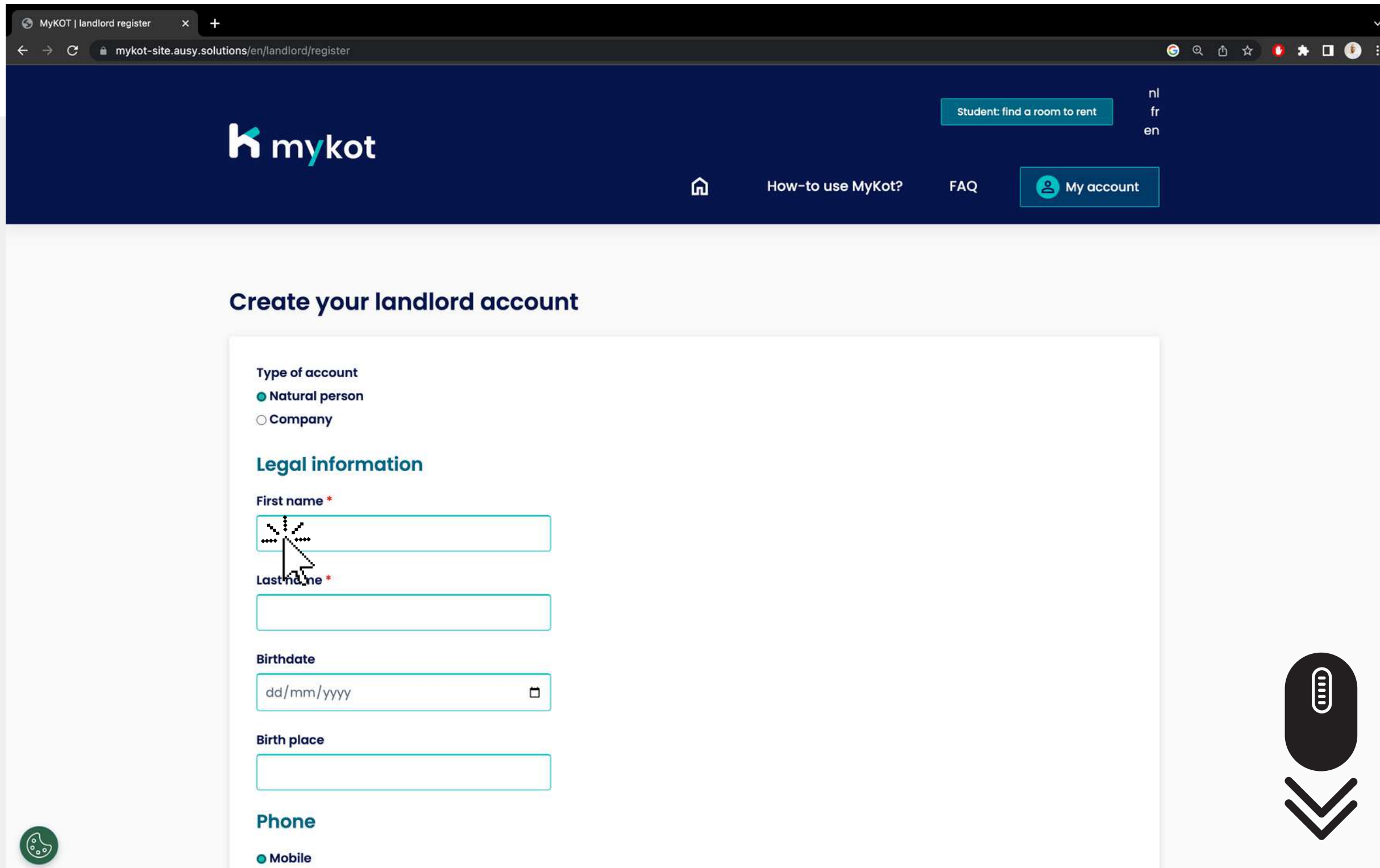
KU LEUVEN CAMPUS BRUSSEL CAMPUS SINT-LUCAS BRUSSEL

PÔLE ACADÉMIQUE DE BRUXELLES

1. Enter your email and choose a password
2. Click on '**Create my account**'



Create an account – step 5



MyKOT | landlord register

mykot-site.ausy.solutions/en/landlord/register

Student: find a room to rent

nl
fr
en

mykot

How-to use MyKot? FAQ My account

Create your landlord account

Type of account

Natural person

Company

Legal information

First name *

Last name *

Birthdate

dd/mm/yyyy

Birth place

Phone

Mobile

1. Fill in all requested information
2. Click on '**Activate your account**'



Create an account – step 6



MyKOT | landlord account

mykot-site.ausy.solutions/en/landlord/account

Student: find a room to rent

nl
fr
en

mykot

How-to use MyKot? FAQ Brik

✓ Your account has been created.

My account

- Account information >
- My rooms & buildings >
- Communication >
- Messages >

Password

Current password

New password

Confirm password

Update password

Account type

Natural person

Your account has been successfully created

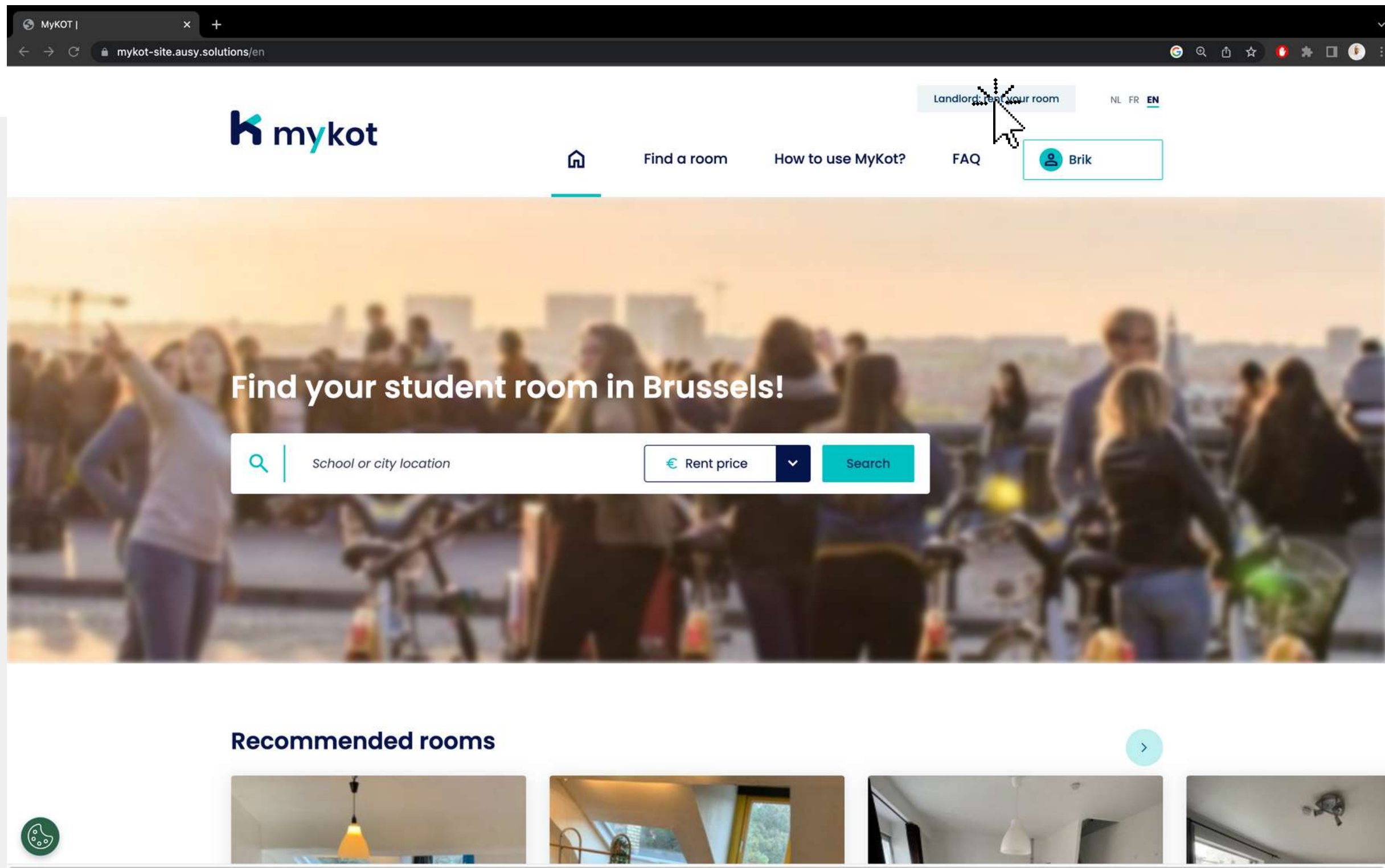
You will receive a confirmation by e-mail



Log in with your account

In 5 steps

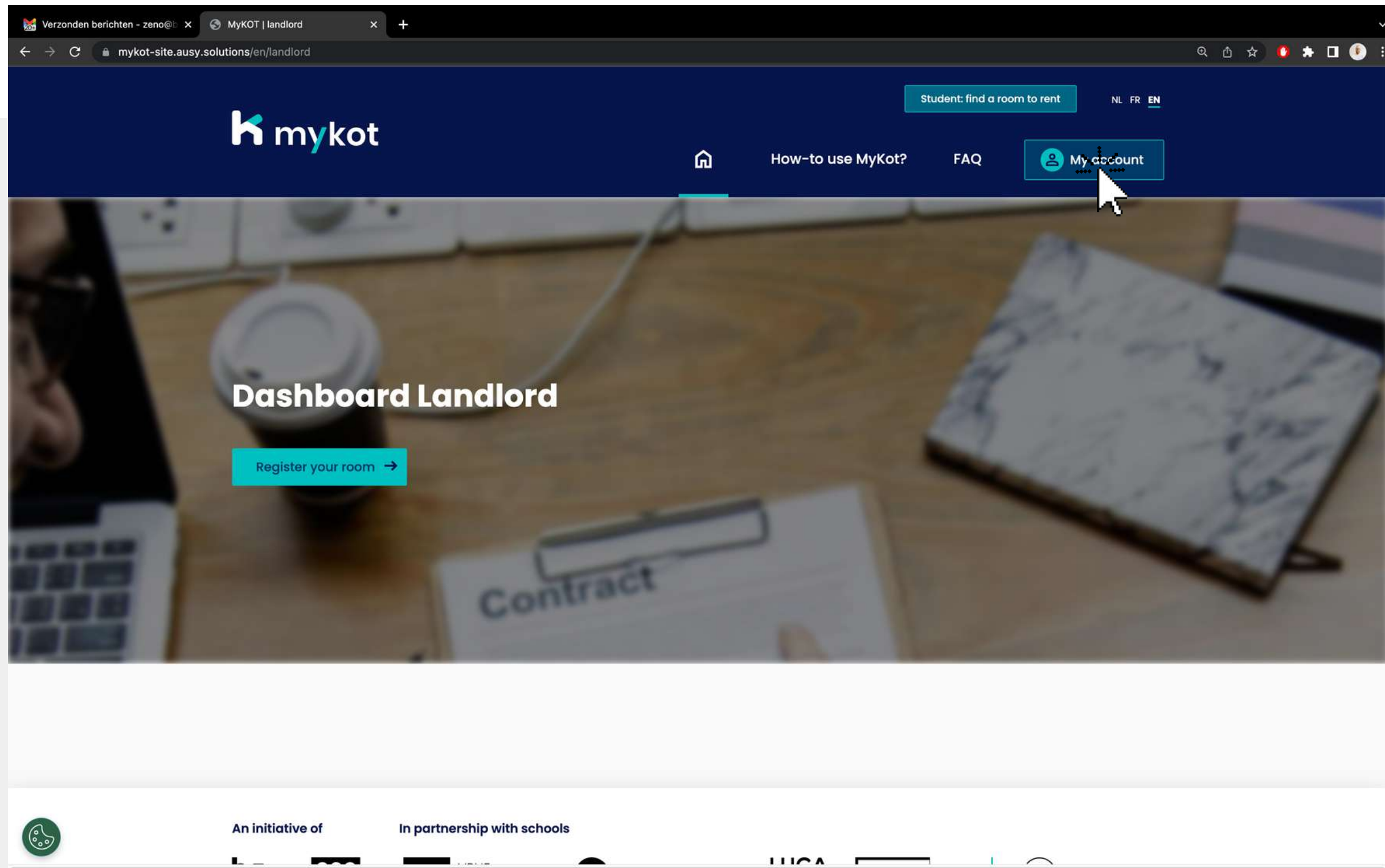
Log in with your account – step 1



Click on '**Landlord: rent your room**'



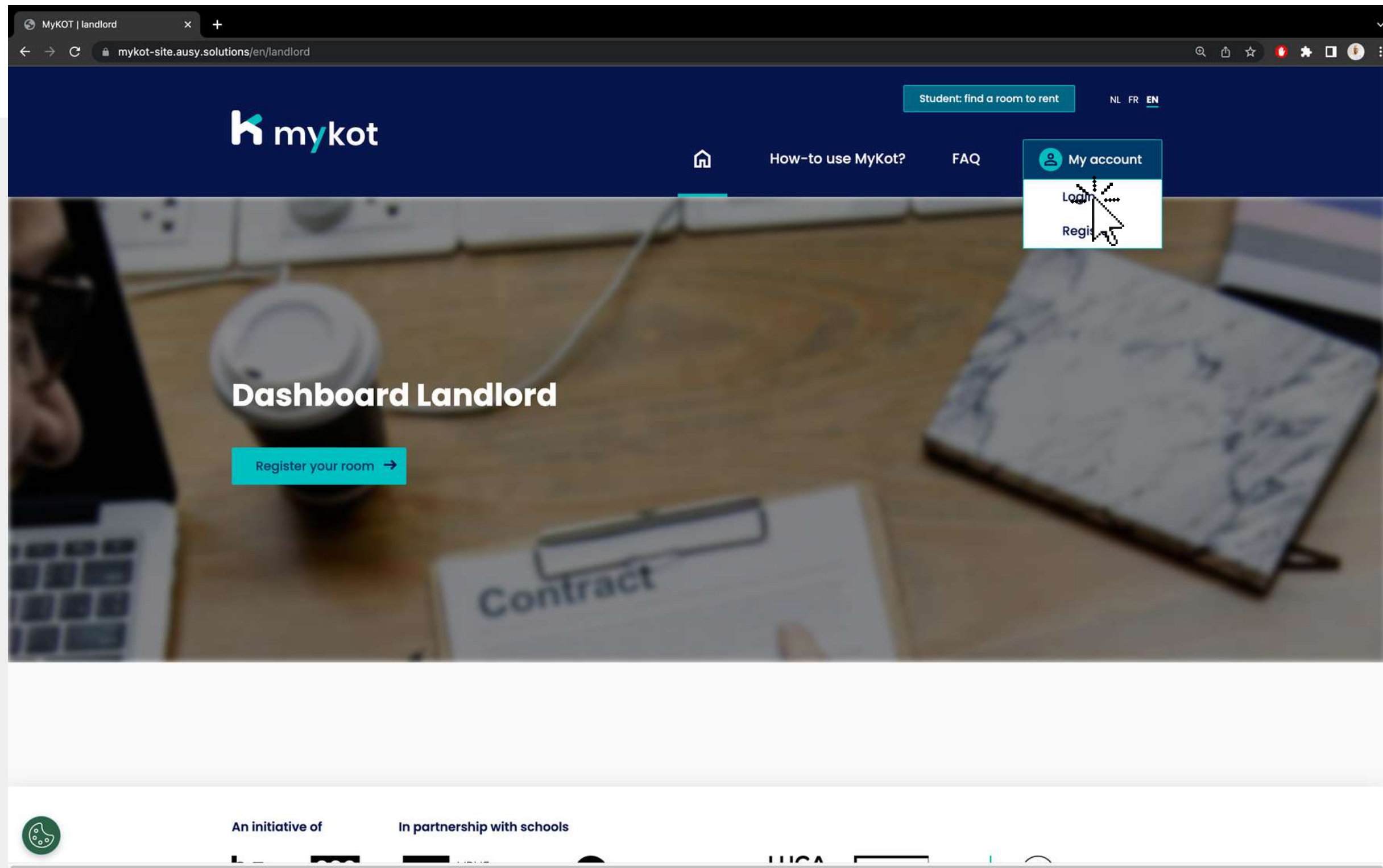
Log in with your account – step 2



Click on '**My account**'



Log in with your account – step 3



Click on '**Log in**'



Log in with your account – step 4

MyKOT | login

mykot-site.ausy.solutions/en/login

Landlord: rent your room NL FR EN

mykot

Find a room How to use MyKot? FAQ My account

Log In

Email

Password

Remember me [Forgot your password?](#)

Log in

[No account yet? Register for free.](#)

An initiative of

In partnership with schools

br ik BXL VUB VRIJE UNIVERSITEIT BRUSSEL erasmus HOGESCHOOL BRUSSEL Odisee DE CO-HOGESCHOOL LUCA SCHOOL OF ARTS KU LEUVEN CAMPUS BRUSSEL CAMPUS SINT-LUCAS BRUSSEL PÔLE ACADÉMIQUE DE BRUXELLES

1. Click on **'Enter your details'**
2. Click on **'Log in'**



Log in with your account – step 5



MyKOT | landlord account

mykot-site.ausy.solutions/en/landlord/account

Student: find a room to rent

NL FR EN

mykot

How-to use MyKot? FAQ Brik

My account

- Account information >
- My rooms & buildings >
- Communication >
- Messages >

Password

Current password

New password

Confirm password

Update password

Account type

Natural person

Personal information

Your email *

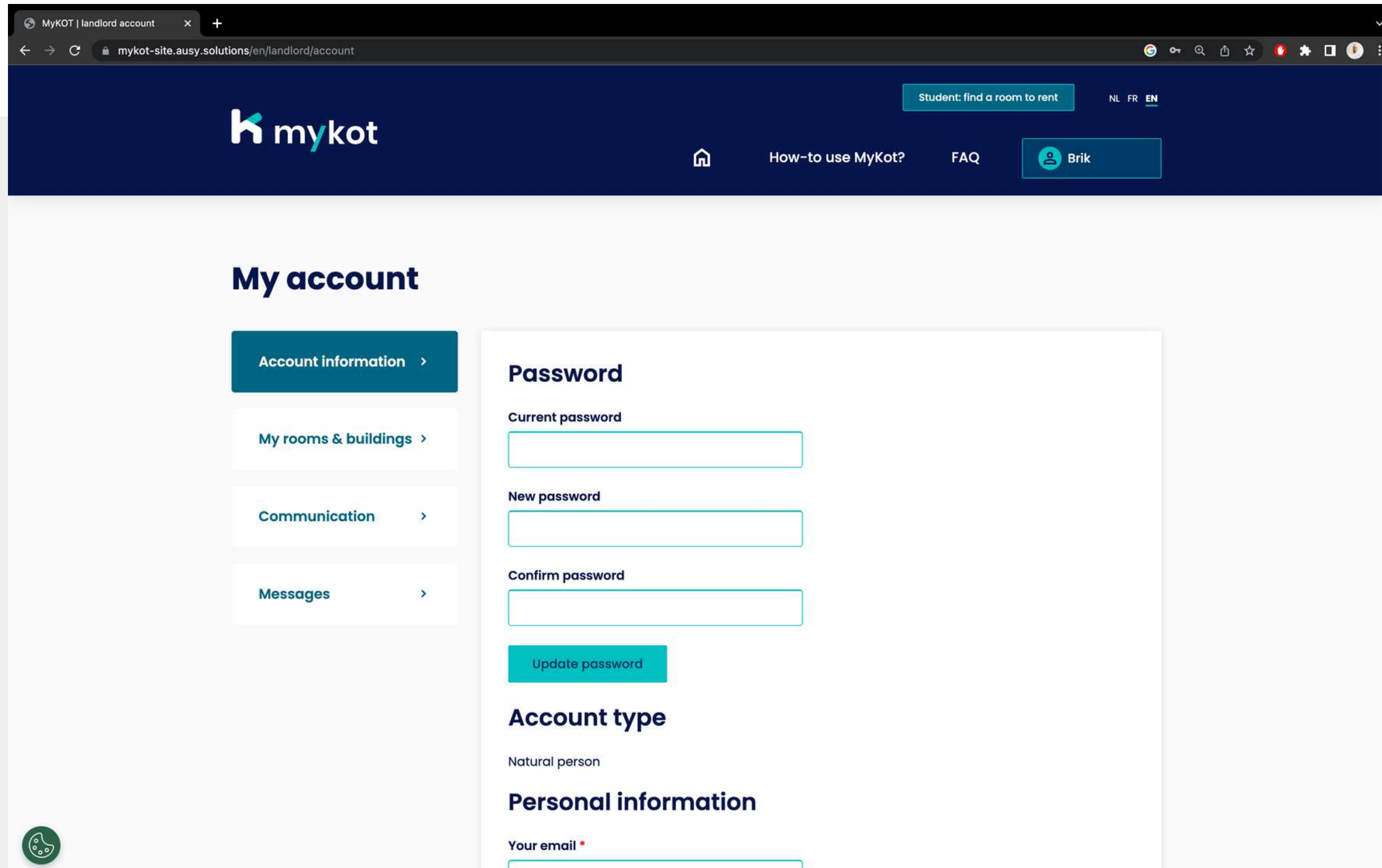
You are now
successfully logged
in!



Adjust your account

In 5 steps

Adjusting your account – step 1

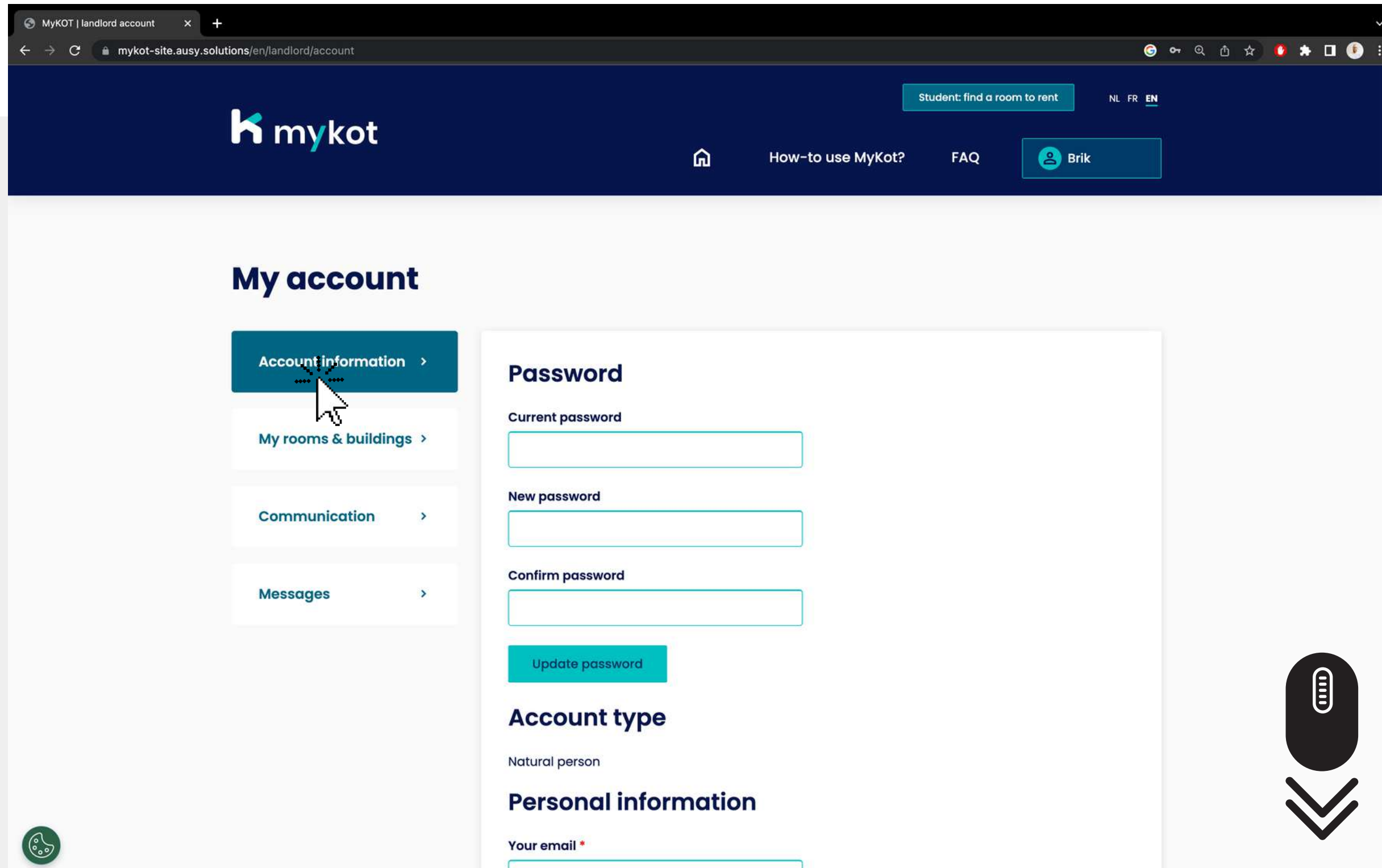


The screenshot shows a web browser window with the URL `mykot-site.ausy.solutions/en/landlord/account`. The page header includes the MyKOT logo, a navigation menu with links for 'How-to use MyKot?', 'FAQ', and 'Brik', and a button for 'Student: find a room to rent'. The main content area is titled 'My account' and features a sidebar with links for 'Account information', 'My rooms & buildings', 'Communication', and 'Messages'. The 'Account information' section is active, displaying a 'Password' form with three input fields: 'Current password', 'New password', and 'Confirm password', followed by an 'Update password' button. Below the password form, the 'Account type' is set to 'Natural person', and the 'Personal information' section shows a 'Your email' field.

Start by logging in



Adjusting your account – step 2



The screenshot shows a web browser window with the URL `mykot-site.ausy.solutions/en/landlord/account`. The page header includes the MyKOT logo, a navigation menu with 'How-to use MyKot?', 'FAQ', and a user profile 'Brik', and a button for 'Student: find a room to rent'. The main content area is titled 'My account' and features a sidebar with menu items: 'Account information' (highlighted with a mouse cursor), 'My rooms & buildings', 'Communication', and 'Messages'. The main content area is divided into sections: 'Password' with three input fields for 'Current password', 'New password', and 'Confirm password', followed by an 'Update password' button; 'Account type' with the text 'Natural person'; and 'Personal information' with a 'Your email' input field. A mobile menu icon is visible on the right side of the page.

On the '**account information**' page you can change the following:

- Password
- Personal information
- Legal information
- Representative
- Phone
- Headquarters address
- Private address
- Contract information

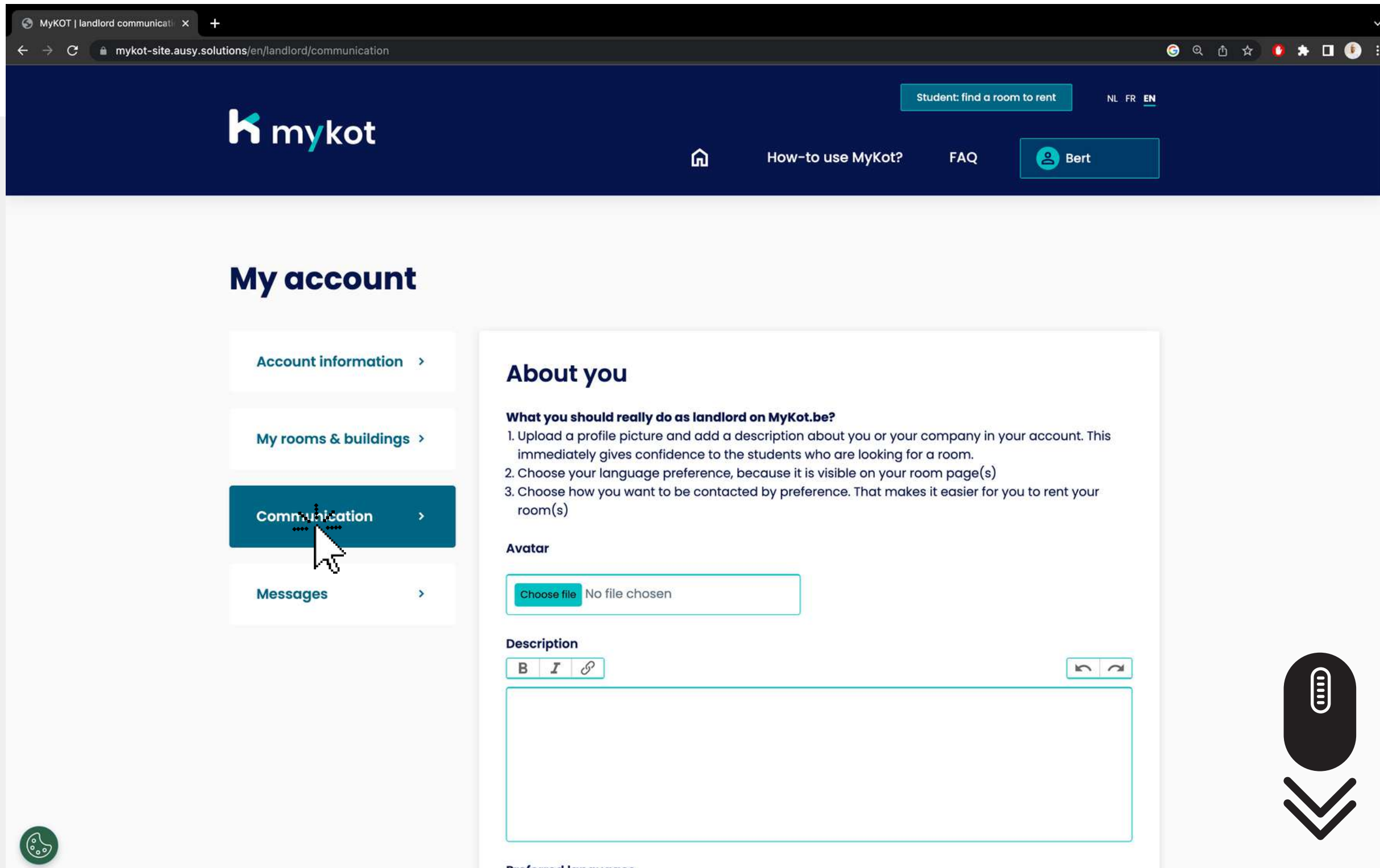
Adjusting your account – step 3

The screenshot shows a web browser window with the URL `mykot-site.ausy.solutions/en/landlord/rooms-buildings`. The page header includes the MyKOT logo, a language selector (NL, FR, EN), and a user profile button for 'Brik vzw'. The main content area is titled 'My account' and features a sidebar with navigation options: 'Account information', 'My rooms & buildings' (highlighted with a mouse cursor), 'Communication', and 'Messages'. The main content area displays '409 rooms registered' and a 'Register a new building' button. Below this, there is a 'Bulk operations' section and a list of rooms. The first room listed is 'Sint-Michielstraat 28' located at 'Generaal Michelstraat 28, 1000 Brussel', with an 'Edit' button. Below it, a list of '12 rooms' is shown, with the first room being 'Room: 295030' (Apartment - 55,00m²) and the second being 'Room: 296030'. Both rooms have 'Published (30d left)' status and an 'Edit' button. A mobile menu icon is visible in the bottom right corner of the page.

On the '**My rooms and buildings**' page you can add **buildings**

You can then divide them into **kots**

Adjusting your account – step 4



The screenshot shows a web browser window with the URL `mykot-site.ausy.solutions/en/landlord/communication`. The page features a dark blue header with the MyKOT logo, a navigation menu with links for 'Home', 'How-to use MyKot?', 'FAQ', and a user profile for 'Bert'. A 'Student: find a room to rent' button is also visible. The main content area is titled 'My account' and contains a sidebar with links for 'Account information', 'My rooms & buildings', 'Communication', and 'Messages'. The 'Communication' link is highlighted with a mouse cursor. The main content area is titled 'About you' and includes a section 'What you should really do as landlord on MyKot.be?' with three numbered steps. Below this is an 'Avatar' section with a 'Choose file' button and a 'Description' section with a rich text editor containing bold, italic, and link icons, and undo/redo buttons. A 'Preferred languages' section is partially visible at the bottom.

On the '**Communication**' page you can adjust the following:

- **Profile picture**
- **Description**
- **Preferred Language**
- **Email notifications**

Adjusting your account – step 5



The screenshot shows the MyKOT website interface. At the top, there's a dark blue header with the MyKOT logo, a 'Student: find a room to rent' button, and language options (NL, FR, EN). Below the header is a navigation bar with a home icon, 'How-to use MyKot?', 'FAQ', and a user profile button for 'Bert'. The main content area is titled 'My account' and features a sidebar with links for 'Account information', 'My rooms & buildings', 'Communication', and 'Messages' (which is highlighted with a mouse cursor). The main content area shows filters for 'All buildings' and 'All rooms', a message count of '0 unread messages', and a text box with the message 'No conversations yet' and a prompt to 'Open a conversation by clicking on one'. At the bottom, there are logos for partner institutions: 'An initiative of' (br ik, BXL) and 'In partnership with schools' (VUB, erasmus, Odisee, LUCA, KU LEUVEN, PÔLE ACADÉMIQUE DE BRUXELLES).

On the **'Messages'** page you will receive messages from students

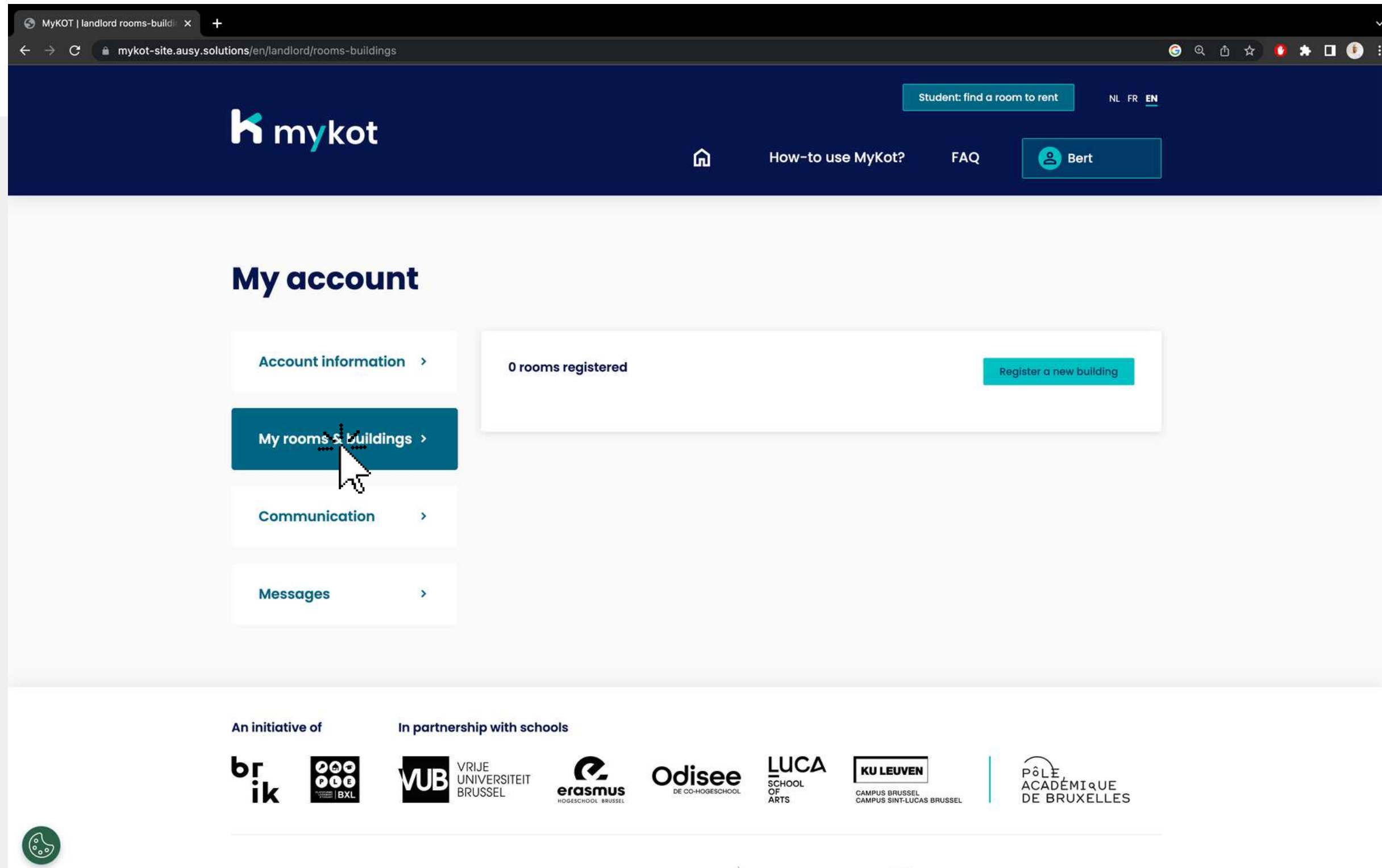
Here you can send messages to the student



Add a building or room

In 9 steps

Add a building or room – step 1



The screenshot shows a web browser window with the URL `mykot-site.ausy.solutions/en/landlord/rooms-buildings`. The page features a dark blue header with the MyKOT logo, a navigation menu with links for 'Home', 'How-to use MyKot?', 'FAQ', and a user profile 'Bert'. A 'Student: find a room to rent' button is also present. The main content area is titled 'My account' and contains a sidebar with links for 'Account information', 'My rooms & buildings' (highlighted with a mouse cursor), 'Communication', and 'Messages'. A central box displays '0 rooms registered' and a 'Register a new building' button. The footer includes logos for 'An initiative of' (br ik, BXL) and 'In partnership with schools' (VUB, erasmus, Odisee, LUCA, KU LEUVEN, PÔLE ACADÉMIQUE DE BRUXELLES).

Go to the **'My rooms and buildings'** page



Add a building or room – step 2

The screenshot shows a web browser window with the URL `mykot-site.ausy.solutions/en/landlord/rooms-buildings`. The page features a dark blue header with the MyKOT logo, a navigation menu with links for 'How-to use MyKot?', 'FAQ', and a user profile for 'Bert', and a 'Student: find a room to rent' button. The main content area is titled 'My account' and includes a sidebar with links for 'Account information', 'My rooms & buildings', 'Communication', and 'Messages'. A central card displays '0 rooms registered' and a teal button labeled 'Register a new building', which is being clicked by a mouse cursor. The footer contains logos for partner institutions: 'An initiative of' (br ik, BXL) and 'In partnership with schools' (VUB, erasmus, Odisee, LUCA, KU LEUVEN, PÔLE ACADÉMIQUE DE BRUXELLES).

Click on '**Register a new building**'



Add a building or room – step 3

MyKOT | landlord building regi: x

mykot-site.ausy.solutions/en/landlord/building/register

Student: find a room to rent NL FR EN

mykot

How-to use MyKot? FAQ Bert

Register a building

Need support registering your building? Or do you develop a big student housing project? [Contact us.](#)

Address

Must be an address in Brussels.

Address
Use this autocomplete field to fill the address automatically or enter the individual fields below manually

Start typing a street name

Municipality*

Postal code*

Street*

Number*

Continue

Enter all properties of your building

Click '**Continue**'



Add a building or room – step 4

MyKOT | landlord building regi: x

mykot-site.ausy.solutions/en/landlord/building/register/floor-plan

Student: find a room to rent NL FR EN

mykot

How-to use MyKot? FAQ Bert

Describe your building

Add the floors and the relevant rooms for your future tenants: student rooms but also shared rooms like kitchens, bathrooms or common rooms.

Ground floor Copy from another floor

+ Add a room Staircase

Floor 1 Copy from another floor

+ Add a room Staircase

+ Add a floor

Total number of rooms to rent: 0

Confirm floor plan

Add the kots and common areas on the right floor

Add a building or room – step 5

MyKOT | landlord building regi: x

mykot-site.ausy.solutions/en/landlord/building/register/floor-plan

Student: find a room to rent NL FR EN

mykot

How-to use MyKot? FAQ Bert

Describe your building

Add the floors and the relevant rooms for your future tenants: student rooms but also shared rooms like kitchens, bathrooms or common rooms.

Ground floor Copy from another floor

+ Add a room Staircase Shared kitchen Shared bathroom Shared toilet

Room 01 Room Plus 02

Floor 1 Copy from another floor

+ Add a room Staircase

Studio 03 Apartment 04

+ Add a floor

Total number of rooms to rent: 4

Confirm floor plan

Is your map correct?

Then click on "**Confirm floor plan**" at the bottom

Add a building or room – step 6

The screenshot shows a web browser window with the URL `mykot-site.ausy.solutions/en/landlord/building/register/safety`. The page header includes the MyKOT logo, a navigation menu with 'Home', 'How-to use MyKot?', 'FAQ', and a user profile 'Bert', and a button for 'Student: find a room to rent'. The main content area is titled 'Safety' and contains the following sections:

- Construction year***
It matters for the conformity of the electrical system. If you don't know the exact year, give an estimate.
A text input field is shown with a mouse cursor over it. Below it is a checkbox labeled 'It is not built yet (construction project)'.
- Evacuation**
The building has 2 evacuation ways
 Yes
 No
 I don't know
- The stairs and corridors are at least 70 cm wide
 Yes
 No
 I don't know
- Heating**
 Central heating

On the right side of the form, there is a large black button with a white 'Confirm' label and a downward-pointing arrow icon.

Fill in all properties of the building around **Security**

- **Evacuation**
- **Heating**
- **Electricity**
- **Fire safety**

Click on '**Confirm**'

Add a building or room – step 7

MyKOT | landlord building regi: x

mykot-site.ausy.solutions/en/landlord/building/register/sworn-statement

Student: find a room to rent

NL FR EN

mykot

How-to use MyKot? FAQ Bert

Sworn statement

All statements are required

Placeholder statement

Placeholder statement

Placeholder statement

Confirm

An initiative of

In partnership with schools

br ik

0000 BXL

VUB VRIJE UNIVERSITEIT BRUSSEL

erasmus HOGESCHOOL BRUSSEL

Odisee DE CO-HOGESCHOOL

LUCA SCHOOL OF ARTS

KU LEUVEN CAMPUS BRUSSEL CAMPUS SINT-LUCAS BRUSSEL

PÔLE ACADÉMIQUE DE BRUXELLES

Privacy Terms and Conditions About MyKot Contact

Vlaanderen verbeelding werkt

REGION DE BRUXELLES-CAPITALE BRUSSELS HOOFDSTEDELIJK GEWEST

Confirm that the information you have entered on the website is true

Then click on '**Confirm**'



Add a building or room – step 8

MyKOT | landlord building reg: x

mykot-site.ausy.solutions/en/landlord/building/register/preparation/3811

Student: find a room to rent NL FR EN

mykot

How-to use MyKot? FAQ Bert

Preparation

ZAVELPUT 20 Awaiting audit

ZAVELPUT, 1000 BRUSSEL

Your building and rooms are registered

Next step: an employee of MyKot will contact you shortly to schedule a visit.

Your rooms are not visible yet. You will be able to describe them and publish them once they are verified.

To make the audit quicker, you can already provide documents:

Building plan / Building permit

Upload a pdf, png, webp, jpg or jpeg file, max 5MB.

Choose file No file chosen

Heating Conformity attest

Upload a pdf, png, webp, jpg or jpeg file, max 5MB.

Choose file No file chosen



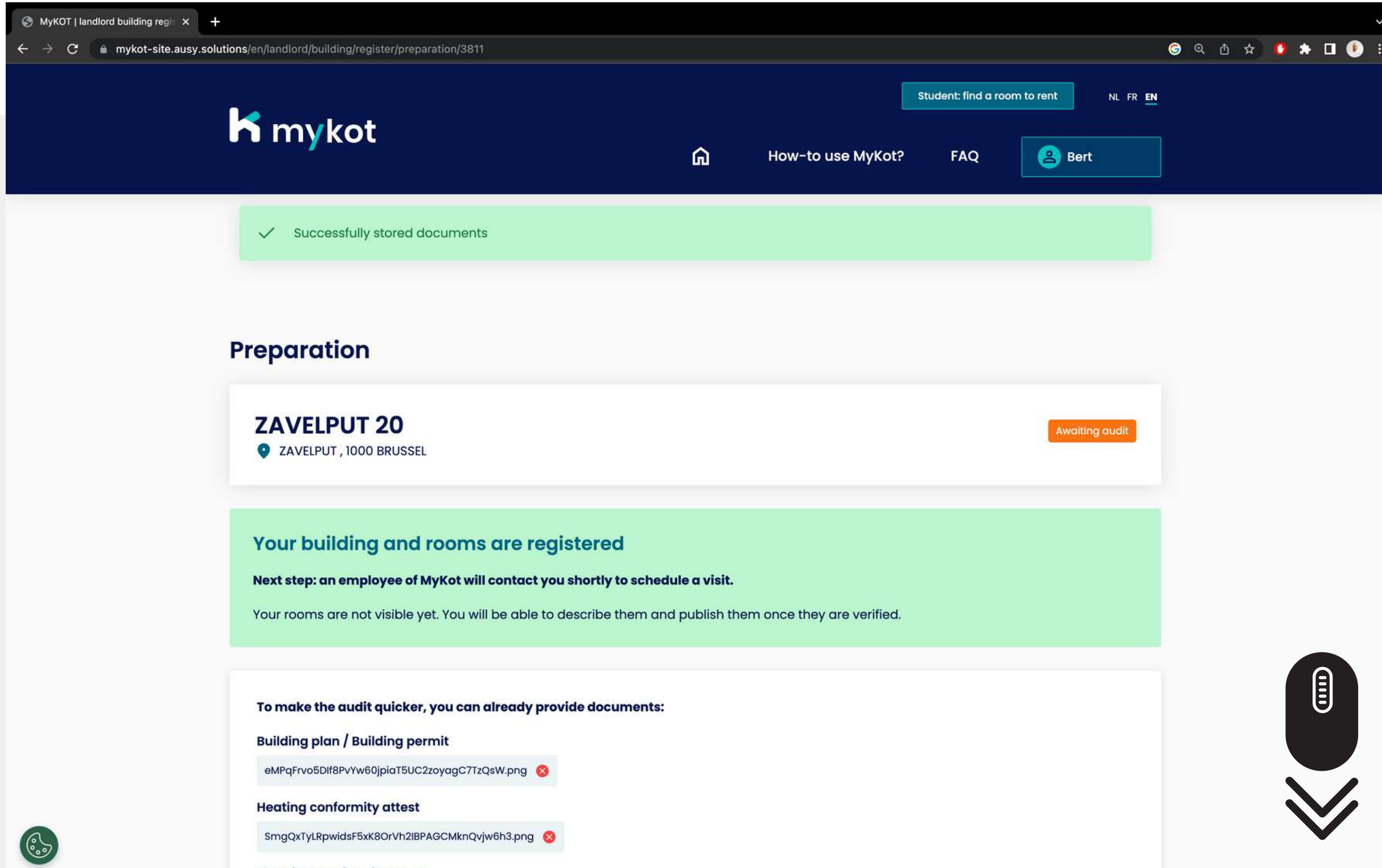
Next step: a MyKot employee will contact you to record a visit

While you wait for an audit you can

1. Add all requested documents of your building.
2. Click on **'Save'**



Een gebouw of kot toevoegen – stap 9



The screenshot shows a web browser window with the URL `mykot-site.ausy.solutions/en/landlord/building/register/preparation/3811`. The page features the MyKot logo and navigation links for "Student: find a room to rent", "NL FR EN", "How-to use MyKot?", "FAQ", and a user profile for "Bert". A green notification bar at the top states "Successfully stored documents". Below this, the "Preparation" section displays a card for "ZAVELPUT 20" located at "ZAVELPUT, 1000 BRUSSEL", with an "Awaiting audit" status. A large green box contains the message: "Your building and rooms are registered. Next step: an employee of MyKot will contact you shortly to schedule a visit. Your rooms are not visible yet. You will be able to describe them and publish them once they are verified." At the bottom, there is a section for document uploads with the heading "To make the audit quicker, you can already provide documents:". It lists "Building plan / Building permit" and "Heating conformity attest", each with a corresponding file name and a red 'x' icon. A floating chat icon is visible in the bottom right corner of the page.

You will receive a confirmation if your data has been saved correctly

Edit a building or room

In 7 steps

Editing a building or room – step 1

The screenshot shows the MyKOT website interface. At the top, there's a dark blue header with the MyKOT logo, navigation links like 'How-to use MyKot?', 'FAQ', and a user profile 'Brik vzw'. A search bar and language options (NL, FR, EN) are also present. Below the header, the 'My account' section is visible on the left, with a sidebar menu containing 'Account information', 'My rooms & buildings' (highlighted with a mouse cursor), 'Communication', and 'Messages'. The main content area displays '409 rooms registered' and a 'Register a new building' button. Below this, there's a 'Bulk operations' section. The main focus is on a building profile for 'Sint-Michielstraat 28' located at 'Generaal Michelstraat 28, 1000 Brussel'. This profile includes an 'Edit' button and an 'Add a room' button. Underneath, a list of '12 rooms' is shown, with the first two being 'Room: 295030' (Apartment - 55,00m²) and 'Room: 296030', both marked as 'Published (30d left)' with their own 'Edit' buttons.

Go to the **'My rooms and buildings'** page



Editing a building or room – step 2

The screenshot shows the MyKOT website interface. At the top, there is a dark blue navigation bar with the MyKOT logo, a home icon, and links for 'How-to use MyKot?', 'FAQ', and 'Brik vzw'. A search bar and language options (NL, FR, EN) are also present. Below the navigation bar, the 'My account' section is displayed. On the left, there is a sidebar with menu items: 'Account information', 'My rooms & buildings', 'Communication', and 'Messages'. The main content area shows '409 rooms registered' and a 'Register a new building' button. Below this, there is a 'Bulk operations' section. The main content area displays a list of buildings. The first building is 'Sint-Michielstraat 28' located at 'Generaal Michelstraat 28, 1000 Brussel'. It has an 'Edit' button and an 'Add room' button. Below the building list, there is a section for '12 rooms:'. The first room listed is 'Room: 295030', an 'Apartment - 55,00m²', which is 'Published (30d left)' and has an 'Edit' button. The second room listed is 'Room: 296030', also 'Published (30d left)'. A mouse cursor is pointing at the 'Edit' button for the 'Sint-Michielstraat 28' building.

You can edit a building by clicking on **'Edit'**



Editing a building or room – step 3

MyKOT | landlord building 3814

mykot-site.ausy.solutions/en/landlord/building/3814/edit

Student: find a room to rent

NL FR EN

mykot

How-to use MyKot? FAQ Brik vzw

< Back to all my rooms

EN FR NL

Sint-Michielsstraat 28

12 rooms

Generaal Michelstraat 28, 1000 Brussel

Presentation

General

Name *

Sint-Michielsstraat 28

Description

B I

NL:

Rustige en moderne appartementen pal in het centrum en achter de hoek van de Nieuwstraat, de Brusselse winkelstraat bij uitstek.

ENG:

Quiet apartments in Brussels city centre. Right around the corner of Rue Neuve -- shopping district

Check all information and close each time by clicking '**Save**' at the bottom

Attention, you can choose between 3 tabs:

- **Presentation**
- **Photos**
- **Documents**

Editing a building or room – step 4

MyKOT | landlord building 3814

mykot-site.ausy.solutions/en/landlord/building/3814/edit

Student: find a room to rent

NL FR EN

mykot

How-to use MyKot? FAQ Brik vzw

Presentation

Photos

Documents

< Back to all my rooms

Sint-Michielsstraat 28

12 rooms

Generaal Michelstraat 28, 1000 Brussel

Presentation

General

Name *

Sint-Michielsstraat 28

Description

B I

NL:

Rustige en moderne appartementen pal in het centrum en achter de hoek van de Nieuwstraat, de Brusselse winkelstraat bij uitstek.

ENG:

Quiet apartments in Brussels city centre. Right around the corner of Rue Neuve -- shopping district

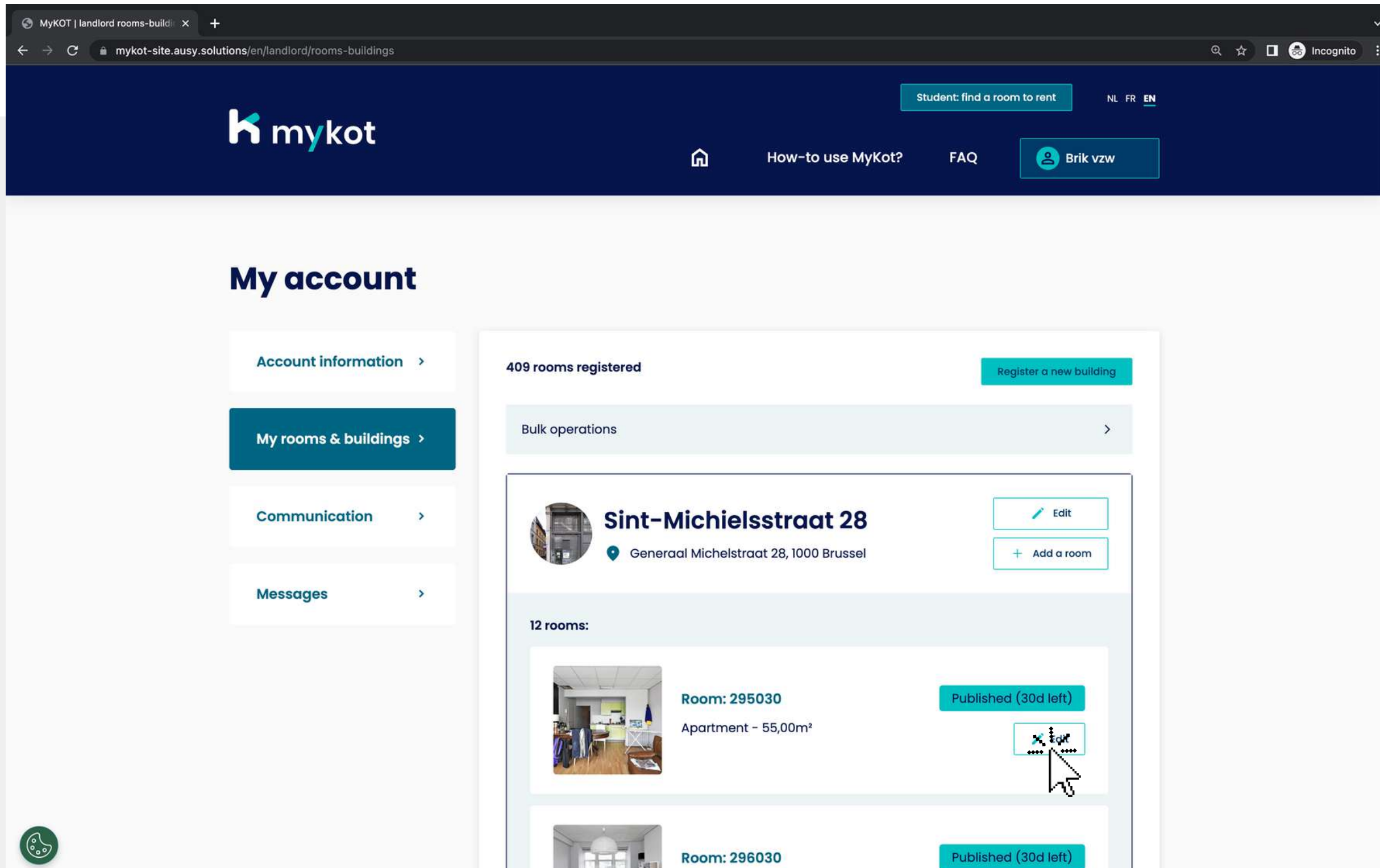
You will receive a confirmation if your building has been successfully saved

Is the information of your building complete and correct?

Then click on '**Back to all my rooms**'



Editing a building or room – step 5



The screenshot shows the MyKOT website interface. At the top, there is a dark blue navigation bar with the MyKOT logo, a home icon, and links for 'How-to use MyKot?', 'FAQ', and a user profile 'Brik vzw'. A search bar contains the text 'Student: find a room to rent' and language options 'NL FR EN'. Below the navigation bar, the 'My account' section is visible on the left, with a sidebar containing links for 'Account information', 'My rooms & buildings', 'Communication', and 'Messages'. The main content area shows '409 rooms registered' and a 'Register a new building' button. A 'Bulk operations' dropdown menu is also present. The main content area displays a building listing for 'Sint-Michielsstraat 28' located at 'Generaal Michelstraat 28, 1000 Brussel'. Below this, a list of 12 rooms is shown. The first room listed is 'Room: 295030', an 'Apartment - 55,00m²', published 30 days ago. An 'Edit' button is visible next to this room, and a mouse cursor is pointing at it. The second room listed is 'Room: 296030', also published 30 days ago.

Then choose the room you want to edit

Click on '**Edit**' next to the desired room



Editing a building or room – step 6

MyKOT | landlord unique-room x +

mykot-site.ausy.solutions/en/landlord/unique-room/19539/availability

Student: find a room to rent NL FR EN

mykot

How-to use MyKot? FAQ Brik vzw

< Back to all my rooms

Room: 295030 Published

Generaal Michelstraat 28 , 1000 Brussel Will be unpublished in 30 days

Availability >

Rental information >

Presentation >

Media >

Model contract >

Availability

From 01/06/2023 To 14/09/2023

Closed

+ Add an extra period

Update

Delete room

Check all information and close each time by clicking '**Save**' or '**Update**' at the bottom

Attention, you can choose between 5 tabs:

- **Availability**
- **Rental information**
- **Presentation**
- **Media**
- **MyKot model contract**



Editing a building or room – step 7



MyKOT | landlord unique-room

mykot-site.ausy.solutions/en/landlord/unique-room/19539/availability

Student: find a room to rent

NL FR EN

mykot

How-to use MyKot? FAQ Brik vzw

✓ Your room has been updated successfully, click [here](#) to view it.

< Back to all my rooms

Room: 295030
Generaal Michelstraat 28, 1000 Brussel

Published

Will be unpublished in 30 days

Availability

From 01/06/2023 To 14/09/2023

Closed

+ Add an extra period

Update

Availability

Renting information

Presentation

Media

Model contract

You will receive a confirmation if your building has been successfully saved



Edit rooms in bulk

In 6 steps

Edit rooms in bulk – step 1

The screenshot shows a web browser window with the URL `mykot-site.ausy.solutions/en/landlord/rooms-buildings`. The page features a dark blue header with the MyKOT logo, a search bar for students, and navigation links for 'How-to use MyKot?', 'FAQ', and a user profile 'Brik vzw'. The main content area is titled 'My account' and includes a sidebar with menu items: 'Account information', 'My rooms & buildings' (highlighted with a mouse cursor), 'Communication', and 'Messages'. The main panel displays '409 rooms registered' and a 'Bulk operations' dropdown. Below this, a building profile for 'Sint-Michielstraat 28' is shown, including an 'Edit' button and an 'Add a room' button. A list of '12 rooms' follows, with the first room 'Room: 295030' (Apartment - 55,00m²) shown as 'Published (30d left)' with an 'Edit' button. A second room 'Room: 296030' is also shown as 'Published (30d left)'. A small green chat icon is visible in the bottom left corner.

Go to the **'My rooms and buildings'** page



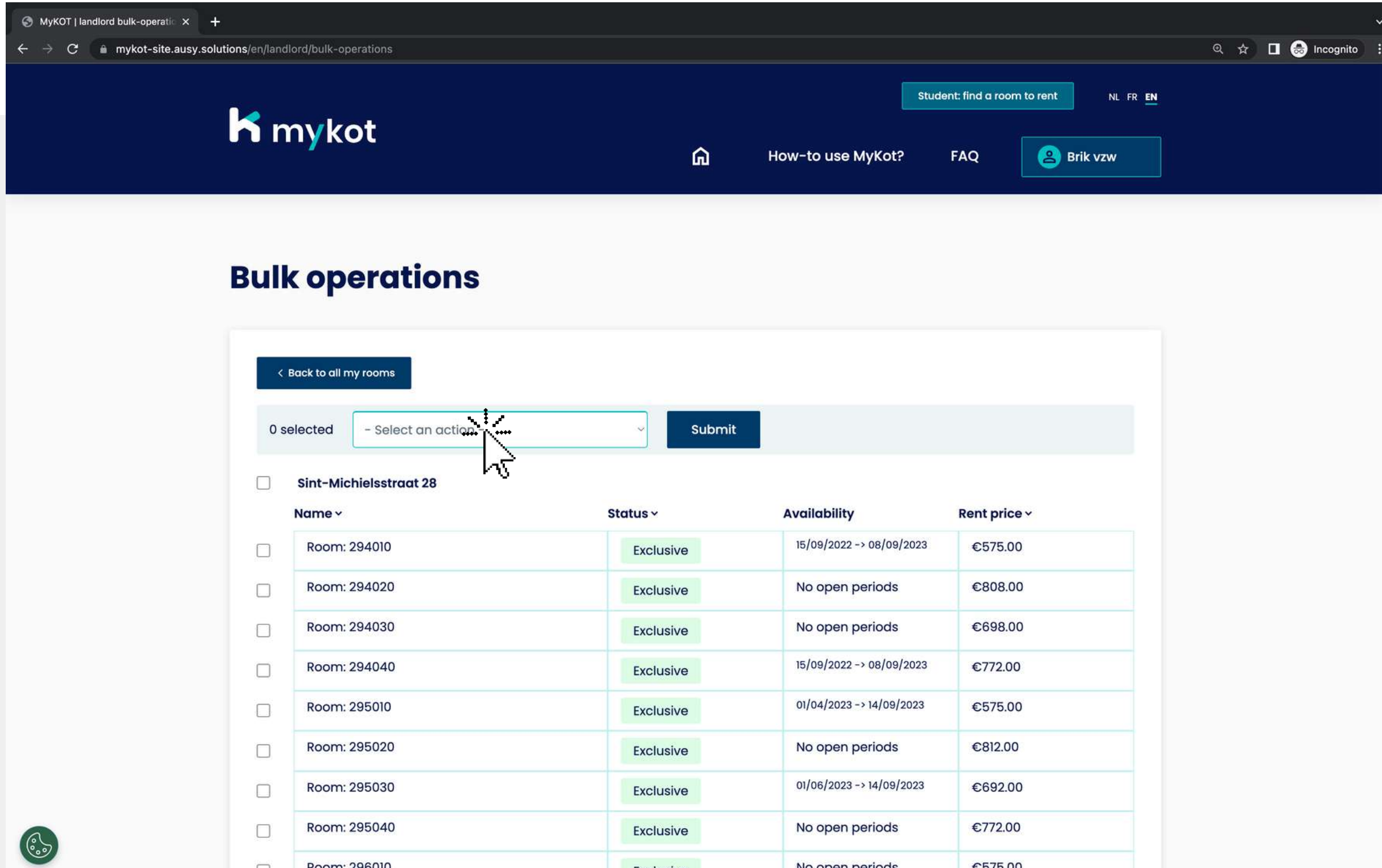
Edit rooms in bulk – step 2

The screenshot shows a web browser window with the URL `mykot-site.ausy.solutions/en/landlord/rooms-buildings`. The page header includes the MyKOT logo, a language selector (NL, FR, EN), and a user profile button for 'Brik vzw'. The main content area is titled 'My account' and features a sidebar with navigation options: 'Account information', 'My rooms & buildings', 'Communication', and 'Messages'. The main content area displays '409 rooms registered' and a 'Bulk operations' menu item, which is highlighted by a mouse cursor. Below this, a building profile for 'Sint-Michelstraat 28' is shown, including an 'Edit' button and an 'Add a room' button. A list of rooms is displayed below, with the first room being 'Room: 295030' (Apartment - 55,00m²) and the second being 'Room: 296030'. Both rooms have 'Published (30d left)' status and an 'Edit' button.

Click on '**Bulk operations**'



Edit rooms in bulk – step 3



The screenshot shows the MyKOT bulk operations interface. At the top, there is a navigation bar with the MyKOT logo, a home icon, and links for 'How-to use MyKot?', 'FAQ', and a user profile 'Brik vzw'. A button for 'Student: find a room to rent' and language options 'NL FR EN' are also present. The main heading is 'Bulk operations'. Below this, there is a control bar with a '< Back to all my rooms' button, a selection status '0 selected', an action dropdown menu with '- Select an action', and a 'Submit' button. A mouse cursor is pointing at the dropdown menu. Below the control bar is a table of rooms for 'Sint-Michielsstraat 28'. The table has columns for 'Name', 'Status', 'Availability', and 'Rent price'. Each row represents a room with its ID, status (all 'Exclusive'), availability dates, and rent price.

Name	Status	Availability	Rent price
<input type="checkbox"/> Room: 294010	Exclusive	15/09/2022 -> 08/09/2023	€575.00
<input type="checkbox"/> Room: 294020	Exclusive	No open periods	€808.00
<input type="checkbox"/> Room: 294030	Exclusive	No open periods	€698.00
<input type="checkbox"/> Room: 294040	Exclusive	15/09/2022 -> 08/09/2023	€772.00
<input type="checkbox"/> Room: 295010	Exclusive	01/04/2023 -> 14/09/2023	€575.00
<input type="checkbox"/> Room: 295020	Exclusive	No open periods	€812.00
<input type="checkbox"/> Room: 295030	Exclusive	01/06/2023 -> 14/09/2023	€692.00
<input type="checkbox"/> Room: 295040	Exclusive	No open periods	€772.00
<input type="checkbox"/> Room: 296010	Exclusive	No open periods	€575.00

On this page you can modify buildings and student rooms in bulk:
Options

- **Add available period**
- **Unpublish**
- **Adjust rental price**

Click on '**Select an action**' and choose an action



Edit rooms in bulk – step 4

The screenshot shows the MyKOT bulk operations interface. At the top, there is a navigation bar with the MyKOT logo, a home icon, links for 'How-to use MyKot?', 'FAQ', and a user profile 'Brik vzw'. A button for 'Student: find a room to rent' and language options 'NL FR EN' are also present. The main heading is 'Bulk operations'. Below this, there is a control bar with a 'Back to all my rooms' link, a selection indicator '4 selected', an action dropdown menu, and a 'Submit' button. A table of rooms is displayed below, with columns for Name, Status, Availability, and Rent price. The table contains 10 rows of room data. A mouse cursor is pointing at the 'Submit' button, and another mouse cursor is pointing at the checkbox for the room 'Room: 295020'.

	Name	Status	Availability	Rent price
<input checked="" type="checkbox"/>	Room: 294010	Exclusive	15/09/2022 -> 08/09/2023	€575.00
<input checked="" type="checkbox"/>	Room: 294020	Exclusive	No open periods	€808.00
<input type="checkbox"/>	Room: 294030	Exclusive	No open periods	€698.00
<input checked="" type="checkbox"/>	Room: 294040	Exclusive	15/09/2022 -> 08/09/2023	€772.00
<input type="checkbox"/>	Room: 295010	Exclusive	01/04/2023 -> 14/09/2023	€575.00
<input checked="" type="checkbox"/>	Room: 295020	Exclusive	No open periods	€812.00
<input type="checkbox"/>	Room: 295030	Exclusive	01/06/2023 -> 14/09/2023	€692.00
<input type="checkbox"/>	Room: 295040	Exclusive	No open periods	€772.00
<input type="checkbox"/>	Room: 296010	Exclusive	No open periods	€575.00

Select the building or rooms where your action applies

Then click on '**Submit**'

Edit rooms in bulk – step 5

MyKOT | landlord bulk-operati: x +

mykot-site.ausy.solutions/en/landlord/bulk-operations/publish?unique-rooms=19012,18775,19101,18891&model-rooms=

Student: find a room to rent NL FR EN

mykot

How-to use MyKot? FAQ Brik vzw

Back to bulk operations
Add an availability period and publish 4 rooms.

Start date *

dd/mm/yyyy

End date *

dd/mm/yyyy

Publish

An initiative of

In partnership with schools

brik

BXL

VUB VRIJE UNIVERSITEIT BRUSSEL

erasmus HOGESCHOOL BRUSSEL

Odisee DE CO-HOGESCHOOL

LUCA SCHOOL OF ARTS

KU LEUVEN CAMPUS BRUSSEL CAMPUS SINT-LUCAS BRUSSEL

PÔLE ACADÉMIQUE DE BRUXELLES

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Vlaanderen verbeelding werkt

RÉGION DE BRUXELLES-CAPITALE BRUSSELS HOOFDSTEDELIJK GEWEST

In this example we add an available period for 4 student rooms

1. Add the dates
2. Click '**Publish**'



Edit rooms in bulk – step 6



MyKOT | landlord bulk-operati: x +

mykot-site.ausy.solutions/en/landlord/bulk-operations

Student: find a room to rent NL FR EN

mykot

How-to use MyKot? FAQ Brik vzw

✓ Updated 1 rooms

Bulk operations

< Back to all my rooms

0 selected - Select an action - Submit

Sint-Michielsstraat 28

Name	Status	Availability	Rent price
<input type="checkbox"/> Room: 294010	Exclusive	15/09/2022 -> 08/09/2023 02/02/2024 -> 02/02/2025 02/02/2024 -> 02/02/2025 20/05/2044 -> 20/05/2045	€575.00
<input type="checkbox"/> Room: 294020	Exclusive	02/02/2024 -> 02/02/2025	€808.00
<input type="checkbox"/> Room: 294030	Exclusive	No open periods	€698.00
<input type="checkbox"/> Room: 294040	Exclusive	15/09/2022 -> 08/09/2023 02/02/2024 -> 02/02/2025	€772.00
<input type="checkbox"/> Room: 295010	Exclusive	01/04/2023 -> 14/09/2023	€575.00

You will receive a confirmation if your action has been successfully completed



Reply to a message

In 4 steps

Reply to a message - step 1

The screenshot shows a web browser window with the URL `mykot-site.ausy.solutions/en/landlord/account`. The page header includes the MyKOT logo, a search bar with the text "Student: find a room to rent", and language options (NL, FR, EN). Below the header, there are navigation links for "How-to use MyKot?", "FAQ", and a user profile button labeled "Brik vzw" with a red dot indicating unread messages. The main content area is titled "My account" and contains a sidebar menu with items: "Account information", "My rooms & buildings", "Communication", and "Messages" (which has a red dot). A black arrow points from the left towards the "Messages" menu item. Another black arrow points upwards from below the "Messages" menu item towards the "Brik vzw" user profile button in the header.

On the **'Messages'** page you will receive messages from students

The red dot indicates that there are unread messages



Reply to a message - step 2

The screenshot shows a web browser window with the URL `mykot-site.ausy.solutions/en/landlord/messages`. The page header includes the MyKOT logo, navigation links for 'How-to use MyKot?', 'FAQ', and a user profile 'Brik vzw'. A blue bar at the top right says 'Student: find a room to rent' with language options 'NL FR EN'. The main content area is titled 'My account' and has a sidebar with 'Account information', 'My rooms & buildings', 'Communication', and 'Messages'. The 'Messages' section shows '0 unread messages' and a list of messages. The selected message is from Bert Hamers, dated 12/05/2023 14:14, with the text: 'Hi, I'm Bert, a student at Odisee. I'm interested in this room. Is it possible to pay a vисти? Thanks, Bert'. Below the message is a reply input field containing the text 't, Nice that you are planning to study in Brussels!' and a blue send button. A mouse cursor is pointing at the send button. To the right of the message list is a 'Delete conversation' link. On the far right of the screenshot, there is a vertical stack of three icons: a speech bubble with a checkmark, a speech bubble with a checkmark, and a speech bubble with a checkmark.

All messages from students appear here

The link of the corresponding room also appears each time

You can **respond to the student's message** in the green bar



Reply to a message - step 3

The screenshot shows the MyKOT website interface. At the top, there's a navigation bar with the MyKOT logo, a home icon, and links for 'How-to use MyKot?', 'FAQ', and a user profile 'Brik vzw'. Below this is a 'My account' sidebar with options for 'Account information', 'My rooms & buildings', 'Communication', and 'Messages'. The main content area shows a filter for 'All buildings' and 'All rooms', and a message list. The first message is from Bert Hamers regarding an apartment. A red 'Delete conversation' button is visible at the bottom right of the message card, with a mouse cursor hovering over it. Below the message card, a message from Bert is visible, dated 12/05/2023 14:14.

Do you want to end a conversation?

1. Then click on 'delete conversation'
2. Then click on 'Yes, permanently delete the conversation'

You will receive a confirmation



Reply to a message - **step 4**



MyKOT | student messages

mykot-site.ausy.solutions/en/student/messages?conversation=23

IT-beheer

Landlord: rent your room NL FR EN

mykot

Find a room How to use MyKot? FAQ Bert

My account

- Account information >
- Favourites >
- Messages >

0 unread messages

Brik vzw
Hi Bart, Nice that y...
Sint-Michielsstraat 28

Brik vzw vzw

Apartment - 55.00m² €837
Room: 295030
Generaal Michelstraat, 1000 Brussel
01/06/2023 > 14/09/2023

Delete conversation

Bert 12/05/2023 14:14
Hi, I'm Bert, a student at Odisee. I'm interested in this room. Is it possible to pay a visit? Thanks, Bert

Brik vzw 12/05/2023 14:20
Hi Bart, Nice that you are planning to study in Brussels! You are welcome to pay a visit to the room. Thanks, Brik

⚡ This conversation was closed by the landlord

The student will be notified of this



Generate a contract

In 6 steps

Generate a contract – step 1

MyKOT | landlord rooms-buildings x Screenshot 2023-05-12 at 14:1 x +

mykot-site.ausy.solutions/en/landlord/rooms-buildings

Student: find a room to rent NL FR EN

mykot

How-to use MyKot? FAQ Brik vzw

My account

- Account information >
- My rooms & buildings >**
- Communication >
- Messages >

409 rooms registered Register a new building

Bulk operations >

Sint-Michielstraat 28
Generaal Michelstraat 28, 1000 Brussel

Edit + Add a room

12 rooms:

Room: 295030
Apartment - 55,00m² Published (30d left) Edit

Room: 296030
Published (30d left)

1. Go to the page **'My rooms and buildings'**
2. Click on the **'Edit'** button next to the room for which you want to generate a contract

Generate a contract – step 2

The screenshot shows a web browser window with the URL `mykot-site.ausy.solutions/en/landlord/unique-room/19539/availability`. The page header includes the MyKot logo, a navigation menu with 'Home', 'How-to use MyKot?', 'FAQ', and a user profile 'Brik vzw', and a language selector 'NL FR EN'. The main content area displays details for 'Room: 295030' at 'Generaal Michelstraat 28, 1000 Brussel'. A sidebar on the left contains a menu with items: 'Availability', 'Renting information', 'Presentation', 'Media', and 'Model contract'. A mouse cursor is pointing at the 'Model contract' item. The main content area also features an 'Availability' section with date pickers for 'From 01/06/2023' and 'To 14/09/2023', a 'Closed' toggle, an 'Add an extra period' button, and an 'Update' button. A 'Delete room' link is visible at the bottom right of the main content area.

Click on the menu:
'MyKot model contract'



Generate a contract – step 3

MyKOT | landlord unique-room x +

mykot-site.ausy.solutions/en/landlord/unique-room/19539/contracts/en

Student: find a room to rent NL FR EN

mykot

How-to use MyKot? FAQ Brik vzw

< Back to all my rooms

Room: 295030 Published

Generaal Michelstraat 28, 1000 Brussel Will be unpublished in 30 days

Availability >

Renting information >

Presentation >

Media >

Model contract >

Contracts

EN FR NL

Select a main tenant

Bert Hamers (01/06/2023 - 14/09/2023)

Start new contract

Download empty contract

Delete room

1. Select the main tenant you have contacted via the **'Messages'** section
2. Click on **'Start new contract'**

Generate a contract – step 4

MyKOT | landlord contract 7 en

mykot-site.ausy.solutions/en/landlord/contract/7/en

Student: find a room to rent

NL FR EN

mykot

How-to use MyKot? FAQ Brik vzw

< Back to all my rooms

Room: 295030

Generaal Michelstraat 28 , 1000 Brussel

Published

Will be unpublished in 30 days

Availability >

Renting information >

Presentation >

Media >

Model contract >

Edit contract

EN FR NL

< Back to contracts

Student information

Ask them via the MyKot messenger to fill in their information:

Send request

Identity

First name*

Send request

On this page you can create the content of the contract in 2 ways:

1. Send a request to the student to fill in the data
2. Enter it manually

Generate a contract – step 5

MyKOT | landlord contract 7 en

mykot-site.ausy.solutions/en/landlord/contract/7/en

Student: find a room to rent

NL FR EN

mykot

How-to use MyKot? FAQ

Brik vzw

< Back to all my rooms

Room: 295030

Generaal Michelstraat 28, 1000 Brussel

Published

Will be unpublished in 30 days

Availability >

Renting information >

Presentation >

Media >

Model contract >

Edit contract

EN FR NL

< Back to contracts

Student information

Ask them via the MyKot messenger to fill in their information:

Send request

Identity

First name*

Save

Fill in all the details to generate the contract. That means:

- **Student information**
- **Your information**
- **Contract information**

Click on **'Save'**



Generate a contract – step 6



1. Click on **'Download PDF'**. To download a copy
2. Click on **'Send to student'** to share the contract with the student via the 'messages'

The student can then sign the completed contract and email it back



mykot
for landlords

Questions?

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