



**novoville**  
shared repairs

# A homeowner's Quick Start Guide

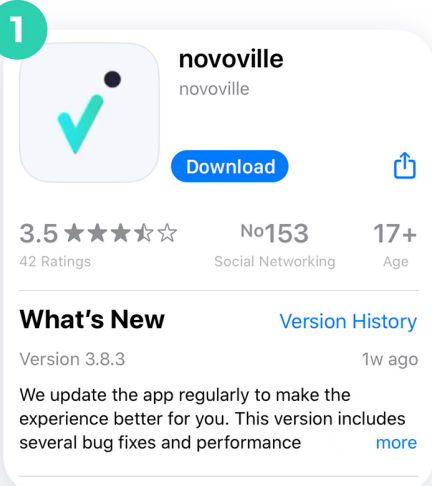
Are you downloading the app from the app stores?

START  
HERE

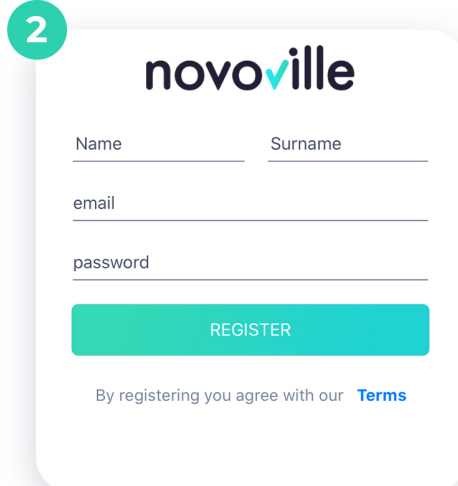


Scan this QR code to find the app  
on the App Store or Google Play.

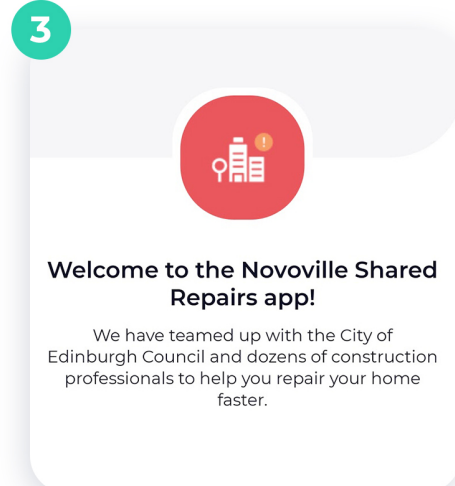
Download and install the Novoville  
app on your mobile device.



Create your Novoville account using  
your real first name & last name.



You will then arrive on the  
Shared Repairs module.



Have you been sent a link from a proprietor in your tenement?

START  
HERE

Tap on the link, it will take you  
to your app store. Install the app  
and create your account.

You will be asked to accept  
Terms & Conditions.

You will then be asked to confirm if you are  
joining the correct virtual tenement. If the  
address is correct, tap "Request to join" &  
wait for the Lead Proprietor to let you in!

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Links look like this:

<https://novovilleapp.page.link/?apn=com.novoville&ibi=com.novoville&ifl=https%3A%2F%2Fsharedrepairs.novoville.com%2F&isi=836634305&link=https%3A%2F%2Fwww.novoville.com%2F%3Fauthority%3Dedinburgh%26country%3Den%26building%3D>



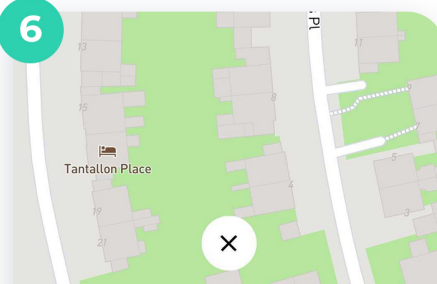
5

...s agreement applies as between you the  
Lead Proprietor on your own behalf and on  
behalf of the other Proprietors, the Users of  
this Application and **NOVOVILLE LIMITED** a  
company incorporated in England (Registered  
Number 10313940) and having its registered  
office at 46 Aldgate High Street, Suite 20,  
London, England, EC3N 1AL trading as  
[Novoville Shared Repairs], the owner(s) of this  
Application. Your agreement to comply with

ACCEPT



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Is this your tenement?

9 MacDowall Road EH9 3ED

Request to join



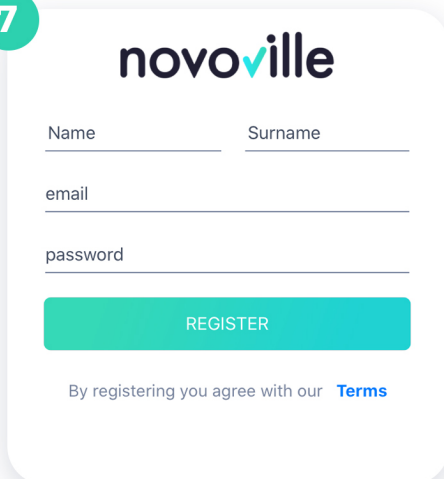


## Have you been sent a personal invitation code by a proprietor in your tenement?

**START  
HERE**

Scan the code above and follow steps 1-3.

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Name  Surname

email

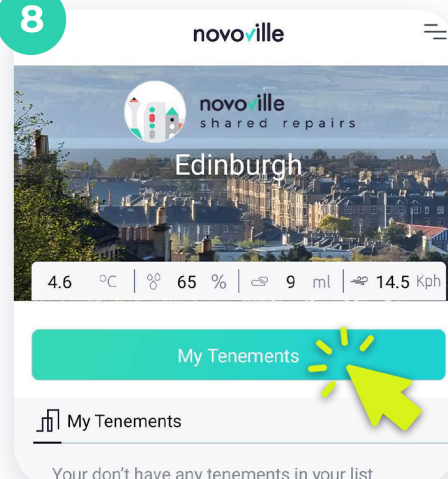
password

**REGISTER**

By registering you agree with our [Terms](#)

Tap on the "My tenements" button, and then the "+" button.

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Edinburgh

4.6 °C | 65 % | 9 ml | 14.5 Kph

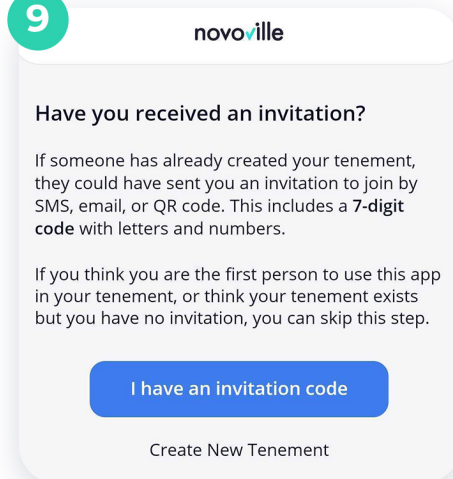
**My Tenements**

My Tenements

Your don't have any tenements in your list

Select "I have an invitation code" and input the code sent to you. This takes you straight to your virtual tenement.

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**Have you received an invitation?**

If someone has already created your tenement, they could have sent you an invitation to join by SMS, email, or QR code. This includes a 7-digit code with letters and numbers.

If you think you are the first person to use this app in your tenement, or think your tenement exists but you have no invitation, you can skip this step.

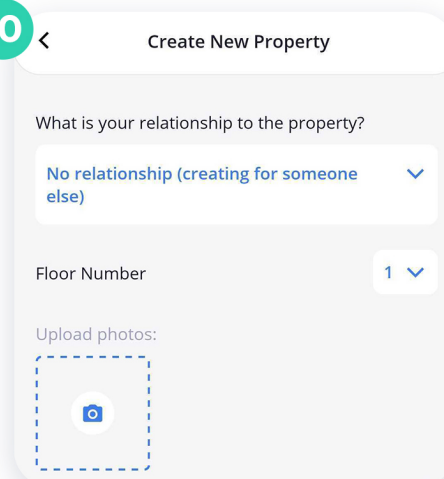
**I have an invitation code**

Create New Tenement

## What do you do next?

If you have created the virtual tenement, create your property, and ideally, all the other properties in the tenement (this is mandatory to progress).

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**Create New Property**

What is your relationship to the property?

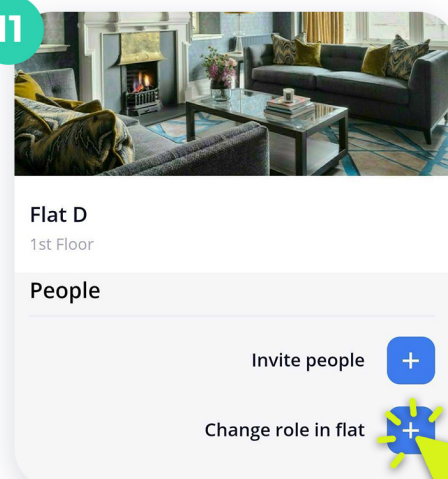
No relationship (creating for someone else) ✓

Floor Number 1 ✓

Upload photos:

If you are joining the virtual tenement check whether your property exists in the "Properties" section, then tap on it and select "change role in flat". Select your role. If your property doesn't exist, create it now.

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**Flat D**

1st Floor

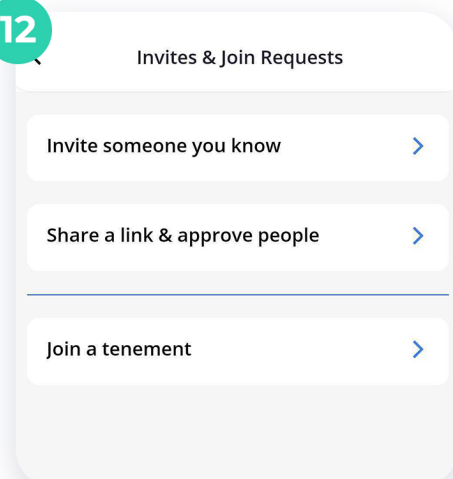
**People**

Invite people +

Change role in flat +

Invite other proprietors to join the virtual tenement by tapping on "Invite people" in the "People" section. This is optional, but helpful to share the burden.

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**Invites & Join Requests**

Invite someone you know >

Share a link & approve people >

Join a tenement >

There are many ways to invite people to join: sending personal codes or general invitation links. If you want us to send you a letter with a QR code to pin on the inside of your tenement door, let us know!