

How to List Your Rental Property Online

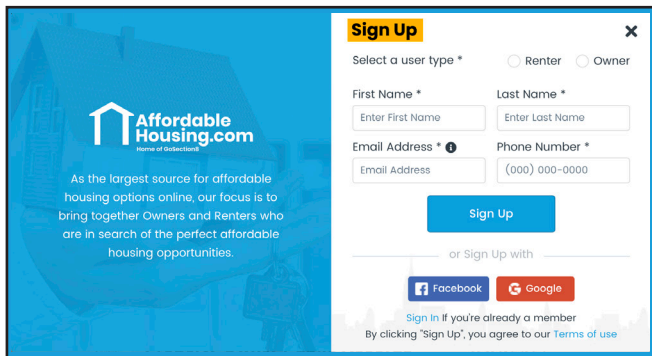
Step-By-Step Instructions



How to List Your Property For Free Online

Step 1. Sign Up

Go to AffordableHousing.com and click on **“Sign Up”** located on the top right corner of the homepage. You can use any web browser on your phone, computer, or tablet.



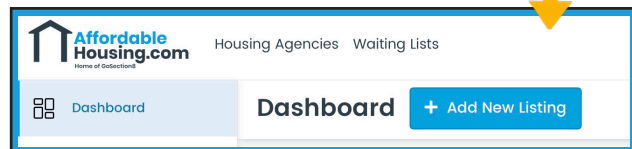
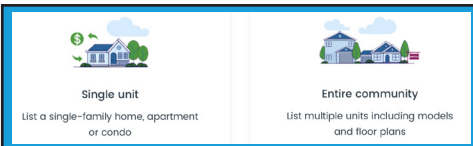
Select your user type- If you are posting an available rental property, you are an **“Owner”** (landlord). If you are looking for a place to live you are a **“Renter”**. Please refer to the **“How to search for Affordable Housing Guide”** for more information.

Confirm your Email- An email will be sent to the email address you provided. Open your email and click on **“Confirm”**.

Create a password- Create a password to be able to sign into your account again.

Step 2. Create a New Listing

Go to AffordableHousing.com and sign into your account. You should automatically be brought to the owner Dashboard. If you are not on the Dashboard, you can click on **“My Dashboard”** at the top of the page. Once you are on the Dashboard, you can see all of the tools available to you. (See step 9).



Click on **“+ Add New Listing”** then select which type of property you want to list.


Single unit- For property owners listing a single-family home, apartment, condo, or individual unit.

Entire Community- For property owners listing multiple units in the same building or complex.

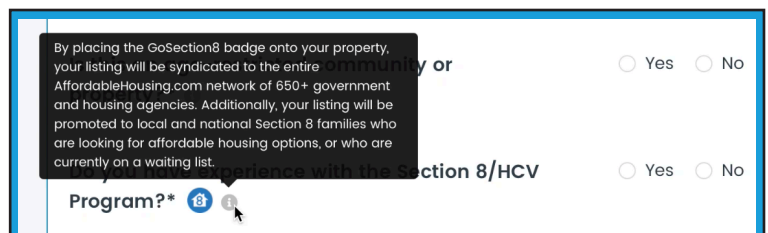
If you are listing an entire community, refer to the **“Entire Community”** sections of these instructions, additional information is located page 4.

Step 3. Fill out the Property Details

This is where you enter all of the information about the property you are listing. You will need to fill out the address, property type, how many bedrooms and bathrooms and the monthly rent. Anything with an asterisk * can not be left blank, and you must make a selection or type in an answer.

 This is a tool tip; move your mouse over the symbol to read the helpful information provided.

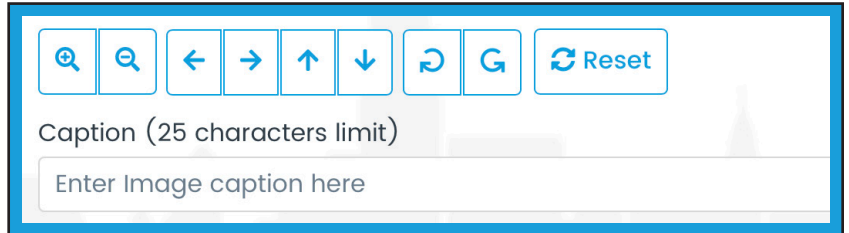
For Entire Communities: Fill out the **“Community Details”** the same way.



→ Step 4. Add Photos

Adding photos can help get your property rented faster. You can add photos by dragging and dropping them into the square with the blue cloud or click on the blue square with a + sign. JPEG, PNG, GIF, BMP, and HEIC files are allowed. The image file must be greater and equal to 600 x 600 pixels.

Once your photo has uploaded, you can add a caption, edit the size, rotate the image, and crop your photo. Click on the edit symbol on the bottom left corner of your photo. You will see many different editing tools appear.



Zoom- To zoom in click on the magnifying glass with the plus + sign to zoom out click on the magnifying glass with the minus - sign.

Align- Clicking on each arrow will move the photo in the direction the arrow is pointing.

Rotate- Clicking on the ↻ will flip the image in the direction the arrow is pointing.

Reset- Clicking on the button that says "Reset" will remove any edits that you made.

Caption- You can add a caption to your photo. There is a 25 character limit.

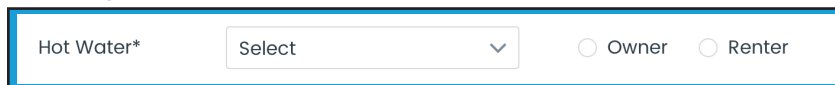
Crop- The blue box around our photo can be dragged and moved to crop the photo. Anything outside of the blue box will not be visible.

For Entire Community: Upload photos of the community or building, you will be able to upload photos of each available unit later.

→ Step 5. Fill out the Utilities and Maintenance

This is where you enter all of the utilities and maintenance types, and who is responsible for paying what (e.g., Owner or Renter). Some of the utilities require you to select a type. Click on the area that says "Select" and a drop down menu will appear.

Paid By Owner or Renter- If the property owner/ landlord pays for a utility click on the circle to the left of "Owner". If the person renting the property pays for that utility click on "Renter".

A screenshot of a utility selection form. It shows a label 'Hot Water*' followed by a dropdown menu with the text 'Select' and a downward arrow. To the right of the dropdown are two radio buttons: one labeled 'Owner' and one labeled 'Renter'.

→ Step 6. Fill out the Features and Amenities

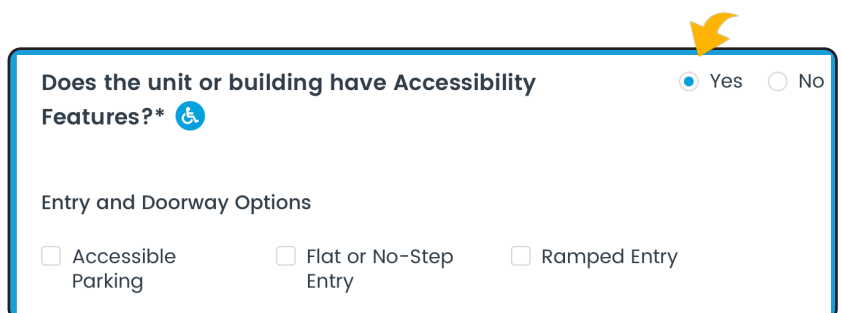
This is where you check off the features and amenities included in your rental property. You can select multiple features.

Unit Features- Click the box to the left of each unit feature included in your rental property.

Community Amenities- Click the box to the left of each community amenity that is included in your rental property.

Security Features- Click the box to the left of each security feature included in your rental property.

Accessibility Features- If your rental property has any handicap accessibility features you can add them here. Click yes next to the question "Does the unit or building have Accessibility Features?". A menu will appear with various accessibility feature options. Click the box to the left of each accessibility feature included in your rental property.

A screenshot of an accessibility feature selection form. At the top, it asks 'Does the unit or building have Accessibility Features?*' with a wheelchair icon and two radio buttons: 'Yes' (selected) and 'No'. Below this is a section titled 'Entry and Doorway Options' with three checkboxes: 'Accessible Parking', 'Flat or No-Step Entry', and 'Ramped Entry'. A yellow arrow points to the 'Yes' radio button.

→ Step 7. Fill out the Affordability and Incentives

Does this property have an application fee?- If you are charging an application fee, select "Yes" and fill out the amount and a description.

Is this an income-restricted community or property?- Some communities or property have an age restriction. For example, some communities only allow senior citizens. If your property does have an age restriction click "Yes" and fill out the information.

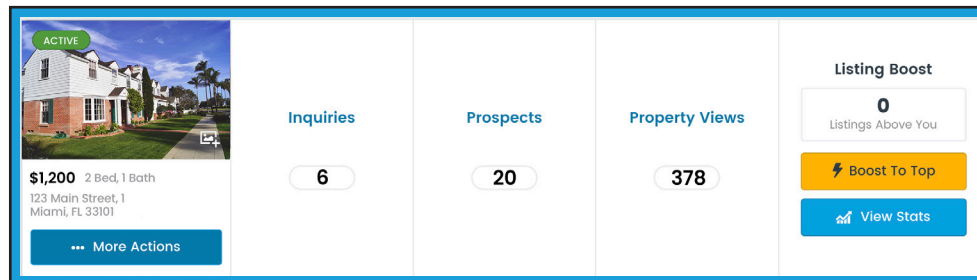
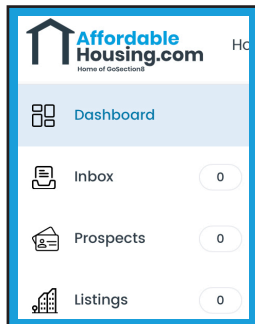
Add Incentive- If you want to add an incentive click "Yes" and fill out the incentive type, the amount, and a description.

→ Step 8. Add Contact Information

You must identify a listing contact in order for your listing to be activated. To use the same information you entered when creating your account, click on "Use billing contact info for listing contact" and click "Add". To enter new contact information, fill out the new contact information and click "Add". To add more than one listing contact click on "Add Listing Contact".

→ Step 9. Activate your listing

This is the final step! Once you click "**Finish**", a member of our customer support team will contact you to verify your listing. Once verified, your property will be posted on AffordableHousing.com. You can then edit, preview, and delete your listing(s) anytime.



Inbox- Once your rental property is listed you will receive messages in your inbox.

Prospects- See information about people interested in your property.

Listings- This is where you can see all of your listings, make edits, and more.

→ For Entire Communities

Models and Floor Plans- This is where you enter unit models or floor plans. This makes it faster to list units when they become available. If you have several units that are the same, simply enter the model details and photos then save. You can add multiple model types for units that have different floor plans.

Unit Availability- Once a unit in your building or community becomes available or available soon, you can add them here. Enter the new unit information and choose the model type from your saved models and floor plans. You can list your property as available now or available soon.

Questions? Call us toll free at: (866) 466-7328
Monday-Thursday 9am-8pm, Friday 9am-6pm EST.
Email us at: HASupport@AffordableHousing.com or live chat on our website

Scan this code to see helpful videos >>>

