FOR LANDLORDS: HOW TO LIST A RENTAL ON THE UMASS AMHERST OFF CAMPUS HOUSING WEBSITE

A. POSTING LISTINGS ON OFF CAMPUS HOUSING WEBSITE:

✚ CREATING ACCOUNT:
- Go to link: https://offcampushousing.umass.edu
- Click on the 'Sign Up' button on the menu bar, select the 'Property Lister' option
- For "Private/Individual Owner": click on the 'Private/Individual Owner' option, then fill out the registration form
- For "Property Management Company": Contact us for assistance at (877) 895-1234 or email us at info@offcampuspartners.com.

✚ CHOOSE THE BEST LISTING SUBSRCIPTION SERVICE THAT MEETS YOUR DEMANDS:
on "My Settings" page in your "My Account" page.

1) Regular Listing:
- Allows you to create property listings with a text description, up to 3 images, an e-mail link, and maps/pictures
- Listings will be included in our searchable database.
- You can change your listing to a Featured listing after registration by going to the "Edit My Settings" page in your "My Account" page.

2) Featured Listing:
- In addition to the Regular Subscription services, this subscription allows you up to 6 images and moves your listings above
- You can change your listing to a Regular listing after registration by going to the "Edit My Settings" page on your "My Account" page.

✚ CREATE A LISTING:

a) Process Payment:
- You can process your payment on your account page.
- Once you are on your account page after you successfully registered for an account, click the "Process payment" link.
- Once you have processed your payment, you are ready to add a listing.

b) Add a Listing:
- Go to your account page and click the link that says 'Add a Listing' (or 'Edit Listing' if you have already added one)
- This will take you to a form where you can add information, images, and a description about your listing.

- **EDIT LISTINGS:**
- You may edit your listing(s) at any time by logging into your account
- Finding the listing you would like to edit on the "listing overview page"
- Clicking to edit and making any changes necessary.
- **You must change the status to Active if you wish the listing to appear in our search results.**
- **TURN YOUR LISTING ON OR OFF:**
- Simply visit the listing overview page, find the listing you would like to turn on or off to change the status of your listing to **Active** or **Inactive** at any time.
- **Active listings** will appear within search results.
- **Inactive listings** will not appear on our site.

B. HAVING TROUBLES WITH CREATING ACCOUNT AND POSTING ON OUR WEBSITE? LET'S US HELP YOU!

Call us at our customer service number: (877) 895-1234 (Our customer relations team is available via telephone 9am to 5pm, Monday through Friday.)

Email us:

- Go to link: "https://offcampushousing.umass.edu/help/contact"

- On section "EMAIL US", give us your name, email address, the topic and the messages you would like our customer service team assist you with and our team will carefully look over and answer your concerns as soon as possible.