

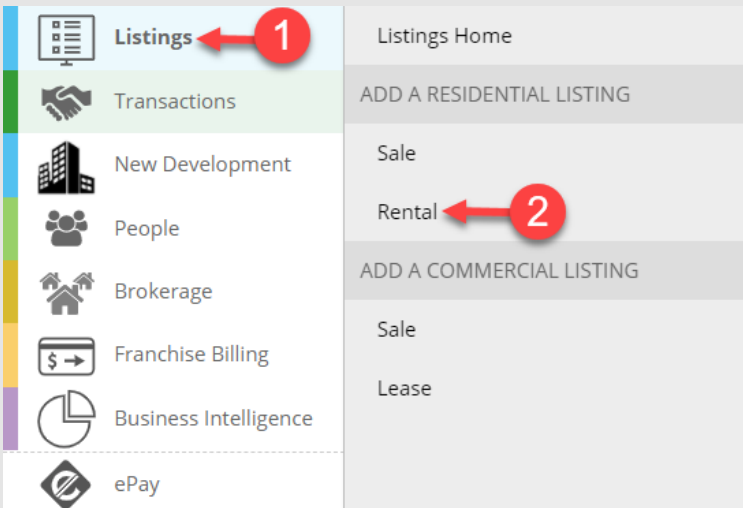
Add a Residential Rental Listing

Follow the steps in this guide to add a residential rental listing in dash. *Note: Make sure that the sales associate or team with the listing already exists in dash, so that you can associate them with their listing.*

Fields marked with an asterisk (*) are mandatory

To Save a Draft:

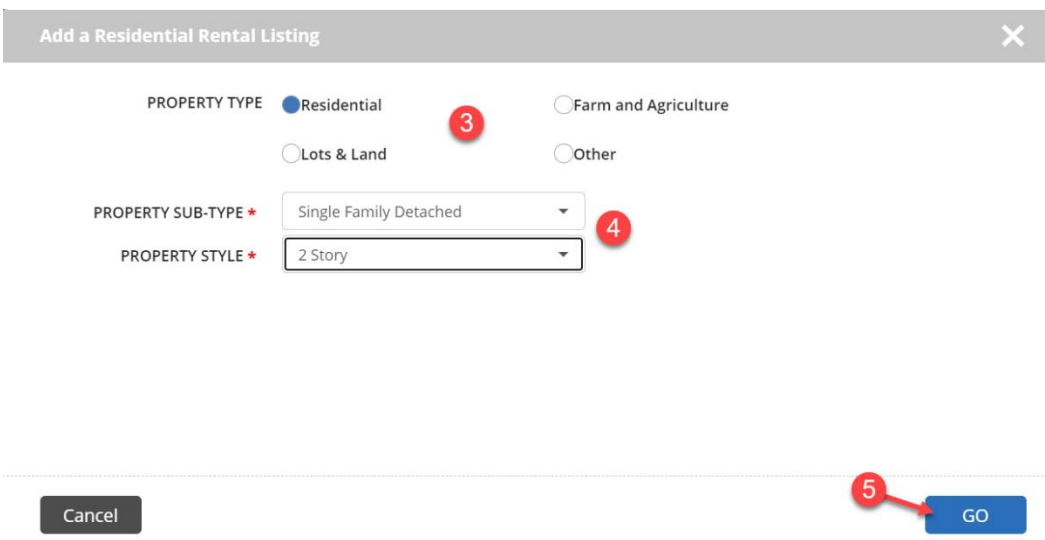
1. Click **Listings** on the left navigation menu.
2. Click **Rental** under *Add a Residential Listing*



The screenshot shows a navigation menu on the left with 'Listings' highlighted in blue and a red circle with the number '1' and an arrow pointing to it. Below 'Listings' are 'Transactions', 'New Development', 'People', 'Brokerage', 'Franchise Billing', 'Business Intelligence', and 'ePay'. To the right of the menu is a list of options: 'Listings Home', 'ADD A RESIDENTIAL LISTING', 'Sale', 'Rental', 'ADD A COMMERCIAL LISTING', 'Sale', and 'Lease'. 'Rental' is highlighted in grey and has a red circle with the number '2' and an arrow pointing to it.

The **Add a Residential Rental Listing** window displays.

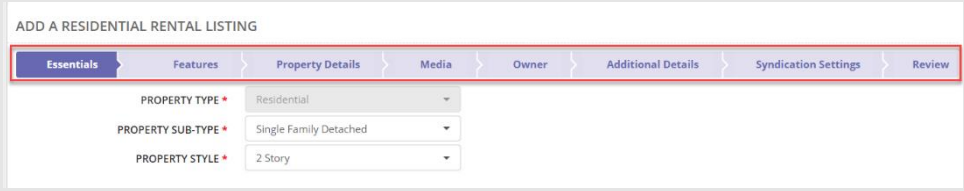
3. Select *Residential* for **Property Type**.
4. Select the appropriate options for **Property Sub-Type** and **Property Style**.
5. Click Go.



The screenshot shows a form titled 'Add a Residential Rental Listing' with a close button (X) in the top right. The form has three sections: 'PROPERTY TYPE' with radio buttons for 'Residential' (selected), 'Lots & Land', 'Farm and Agriculture', and 'Other'; 'PROPERTY SUB-TYPE *' with a dropdown menu showing 'Single Family Detached'; and 'PROPERTY STYLE *' with a dropdown menu showing '2 Story'. At the bottom, there is a 'Cancel' button on the left and a 'GO' button on the right. Red circles with numbers 3, 4, and 5, and arrows, point to the 'Residential' radio button, the 'Single Family Detached' dropdown, and the 'GO' button respectively.

The **Add a Residential Rental Listing Form** displays.

6. Navigate to any section by clicking the tabs at



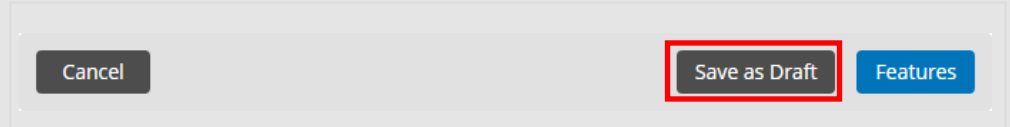
The screenshot shows the 'ADD A RESIDENTIAL RENTAL LISTING' form with a tabbed interface. The 'Essentials' tab is selected and highlighted in blue. Other tabs include 'Features', 'Property Details', 'Media', 'Owner', 'Additional Details', 'Syndication Settings', and 'Review'. Below the tabs, the form fields for 'PROPERTY TYPE *', 'PROPERTY SUB-TYPE *', and 'PROPERTY STYLE *' are visible, with values 'Residential', 'Single Family Detached', and '2 Story' respectively.

the top of the screen.
 7. Enter the information in the fields for each tab. You will be prompted if there is missing information required on a tab.

To Save as Draft

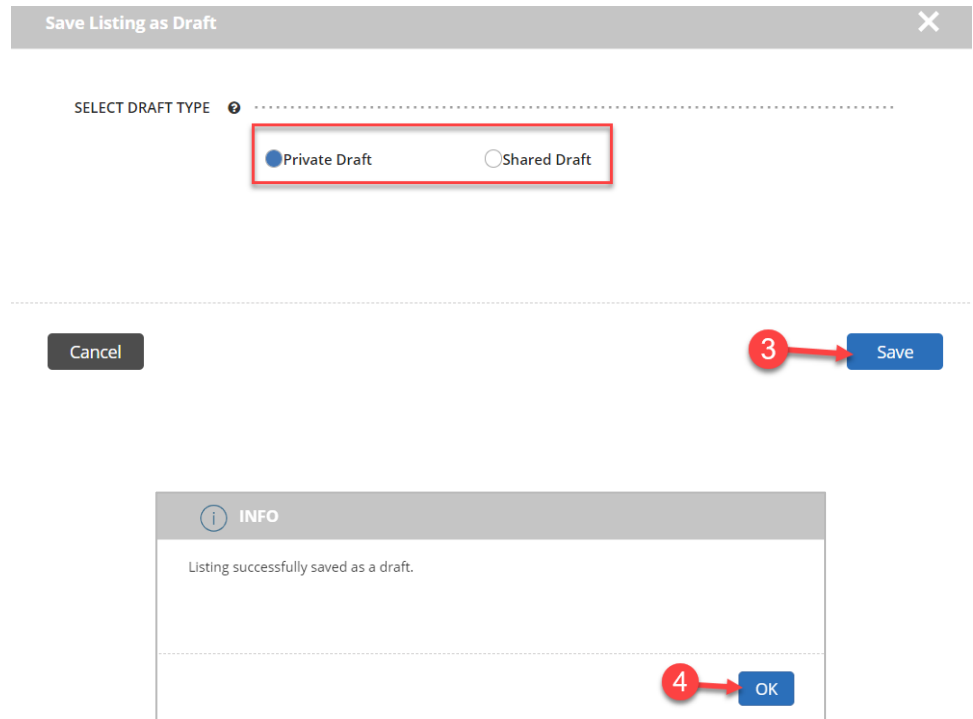
If you must walk away from your computer or office, you can save a draft of what you have already entered and return later to complete it.

- At any time, you can scroll down and click **Save as Draft** to save your work.



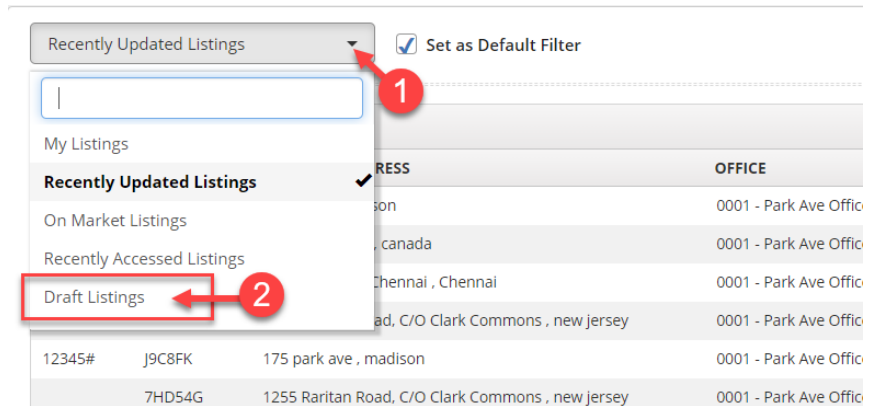
The Save Listing as Draft window displays.

- Select to either save your draft as a **Private Draft** (i.e. only the person who entered the listing can retrieve the draft and make edits) or **Shared Draft** (i.e. anyone within your company with the appropriate security permissions can retrieve and edit the draft).
- Click **Save**.
 A confirmation window will display, letting you know that your draft has been saved successfully
- Click **Ok**.



To Retrieve a Draft

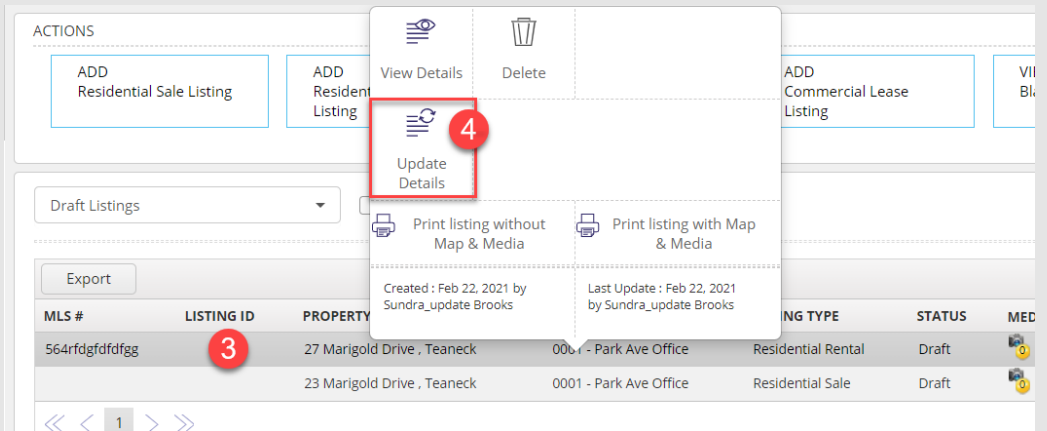
1. On the Browse Listings grid at the bottom of the dash homepage or Listings homepage, click the dropdown menu.
2. Select **Draft Listings**.



The list of draft listings you previously saved displays in the results.

3. Click on the draft listing.
4. Click **Update Details**.

The Add a Residential Rental Listing form displays, allowing you to continue entering the listing.



The rest of this guide walks you through each tab of the Add a Residential Rental Listing form.

Remember that all fields marked with an asterisk (*) are mandatory.

Essentials Tab

The **Essentials** tab contains the minimum information you must enter for a listing to save it in dash.

1. Confirm the **Property Sub- Type** and **Property Style** you had selected.
2. Enter the Location for the listing.
3. Click **View** to view the latitude and longitude coordinates of the property on the map.

ADD A RESIDENTIAL RENTAL LISTING

[ACTIONS-](#)

Essentials	Features	Property Details	Media	Owner	Additional Details	Syndication Settings	Review
PROPERTY TYPE *	Residential						
PROPERTY SUB-TYPE *	Single Family Detached						
PROPERTY STYLE *	2 Story						
LOCATION							
COUNTRY *	United States						
ADDRESS LINE 1 *	27 Marigold Drive						
ADDRESS LINE 2 *							
CITY *	Teaneck						
STATE/ PROVINCE *	New Jersey						
ZIP/POSTAL CODE *	07666						
NEIGHBORHOOD *							
MAP	View 3						

4. Enter the **Listing Information**

- Listing Office
- List Date
- Rental Price and Frequency e.g. *Monthly, Season, Annually.*
- MLS ID
- Select Display and Showing Options, if applicable

5. Check This is a **Pre- Listing flag**, if you are entering the listing ahead of time, but do not want the listing to show until the designated list date.

LISTING INFORMATION	
LISTING OFFICE *	0001 - 1 campus drive, Schenectady
5 <input type="checkbox"/> This is a Pre-Listing ⓘ	
LIST DATE *	mm/dd/yyyy <input type="text"/>
EXPIRES ON *	mm/dd/yyyy <input type="text"/>
TERM DAYS	<input type="text"/>
RENTAL PRICE *	<input type="text"/> USD
FREQUENCY *	Monthly
MLS ID *	<input type="text"/>
DISPLAY OPTIONS	<input type="checkbox"/> Do not show rental price online <input type="checkbox"/> Do not show listing online <input type="checkbox"/> Do not show address online <input type="checkbox"/> Price upon request
SHOWING OPTION	<input type="checkbox"/> Call to show
DATE AVAILABLE	mm/dd/yyyy <input type="text"/>

6. For any upcoming Open House event(s), enter the Date, Start Time, End Time.
7. Select the Event Type from the drop-down list. You can choose from: **Open House (In Person)**, **Livestream Virtual Open House** and **Livestream Q&A** - a live chat session for agents to answer consumers questions.

OPEN HOUSES

DATE: mm/dd/yyyy

START TIME: []

END TIME: []

EVENT TYPE: -- SELECT --

Enter Special Instructions (If Any)

Appointments Needed

Options in dropdown: Open House (In Person), Livestream Virtual Open House, Livestream Q&A

8. Next, enter any **Special Instructions**.
9. Enter the **URL** for the selected Event Type.
10. Click **Add**

The saved Event will be displayed. Use the **edit pencil** to update, if needed. Use the **trash symbol** to delete it.

To add multiple Open House Events, repeat the above steps 6 thru 10.

OPEN HOUSES

DATE: 02/26/2021

START TIME: 1:00 PM

END TIME: 4:00 PM

EVENT TYPE: Livestream Virtual Open House

Enter Special Instructions (If Any)

Appointments Needed

URL: http://www.mylivestreamhometour.com

Add

The saved Event is shown:

Friday, February 26, 2021 1:00 PM to 4:00 PM Livestream Virtual Open House

DATE: mm/dd/yyyy

START TIME: []

END TIME: []

EVENT TYPE: -- SELECT --

Enter Special Instructions (If Any)

Appointments Needed

11. Enter the **Property information**, and any brand Special Program, if applicable.

12. Select **Sales Associate** or **Team** to associate with the listing.

PROPERTY INFORMATION

NO OF BEDROOMS* 3

NO OF BATHS Full 1/2 3/4 1/4

BUILDING AREA Sq. Ft. 11

LOT SIZE Acres

ANNUAL TAX AMOUNT TAX YEAR

PROPERTY NAME English

SPECIAL PROGRAMS

- Brand Program 1
- Brand Program 2
- Brand Program 3
- Brand Program 4

SALES DETAILS

Sales Associate Team

SALES ASSOCIATE NAME/ID* 10201 - Linda Sharkey 12

13. Add property **Remarks** for the listing by selecting the **Remarks Type** and **Language**.

14. Click **Apply**.
15. Click **Features** to move on.

REMARKS

Property description in English is mandatory.

REMARKS TYPE* Property Description

LANGUAGE* English

4000 characters remaining

B I U

→

→

The Features Tab

16. Select the appropriate options for the various Features, using the dropdown menus.

Essentials **Features** Property Details Media Owner Additional Details Syndication Settings Res

AGE -- SELECT --

BASEMENT -- SELECT --

FIREPLACE COUNT -- SELECT --

GARAGE COUNT -- SELECT --

LOT SIZE -- SELECT --

SEWER -- SELECT --

WATER -- SELECT --

- 17. Select any **Additional Features** you would like to highlight about the listing by picking a category, then picking a feature within the category.
- 18. Click **Property Details** to move on.

ADDITIONAL FEATURES

FILTER FEATURES Most Used By Office

Pick a category	Pick a Feature	Selected
Amenities	<input type="checkbox"/> Agricultural Easement(s)	None Selected
Exterior Living Space	<input type="checkbox"/> Bay / Beach Club	
Fencing	<input type="checkbox"/> Caretaker House	
Views	<input type="checkbox"/> Cattle Ranch	
	<input type="checkbox"/> Conservation Easement(s)	
	<input type="checkbox"/> Direct Elevator Access	
	<input type="checkbox"/> Elk Ranch	
	<input type="checkbox"/> Estate Farm	
	<input type="checkbox"/> Estate Ranch	
	<input type="checkbox"/> Fishing Ranch	

Cancel Save as Draft **Property Details >>**

- 19. Enter the following general information for the **Property Details**, if known.

Essentials ✓ Features ✓ **Property Details** Media Owner Additional Details Syndication Settings Review

PROPERTY USE -- SELECT --

NUMBER OF PARKING PLACES

YEAR BUILT New Construction

YEAR RENOVATED

ASSESSOR'S PARCEL NUMBER (APN)

LOT DIMENSIONS

- 20. Enter the information for **Geographic Location**.

GEOGRAPHIC LOCATION

CITY REGION

STATE REGION

COUNTRY REGION

CONTINENT REGION

TOWNSHIP

POST OFFICE

PROPERTY LOCATION

DEVELOPMENT

21. Enter the information for **Rooms & Floors**.
22. Enter **School Information**.
23. Click **Media** to move on.

ROOMS & FLOORS

NUMBER OF ROOMS

ROOM DETAILS

ROOM NAME	LENGTH	x	WIDTH	UNIT
<input type="text"/>	<input type="text"/>		<input type="text"/>	Feet <input type="button" value="x"/>

NUMBER OF LEVELS / FLOORS

FLOOR DETAILS

FLOOR NAME	LENGTH	x	WIDTH	UNIT
<input type="text"/>	<input type="text"/>		<input type="text"/>	Feet <input type="button" value="x"/>

SCHOOL INFORMATION

ELEMENTARY SCHOOL DISTRICT

MIDDLE/JUNIOR SCHOOL DISTRICT

HIGH SCHOOL DISTRICT

SCHOOL DETAILS


SCHOOL NAME	TYPE	DISTANCE FROM PROPERTY
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="x"/> <input type="button" value="+"/> <input type="button" value="x"/>

Cancel Save as Draft **Media >>**


24. Click **+** to browse and select photo(s) that you previously saved to your computer.
25. Once the photo(s) have been successfully saved, they will appear on this tab as shown.
26. Click **Tags & Descriptions** to add a caption and description for the photo in a different language, if you choose.
27. You can also upload **virtual tours, video walk throughs, floor plans, listing documents, etc.**
28. Click **Owner** to move on.

Drag any photo to the desired sequence.

SELECT ALL | DELETE SELECTED



work room
Tags & Description



Master Suite
Tags & Description

+

24

- ▶ LISTING PHOTO URLs
- ▶ VIRTUAL TOUR
- ▶ LISTING DOCUMENT
- ▶ VIDEO WALK THROUGH
- ▶ 3D VIDEO

Cancel Save as Draft **Owner >>**

Owner Tab

- 29. Enter the information for **Owner Source**, **Owner Lead** and **Owner Details**.
- 30. Click **Additional Details** to move on.

Note:
 While Owner information is not required to save the listing, this information may be required, when the listing goes under contract.

Additional Information Tab

The **Additional Details** tab allows you to capture any additional relevant information.

- 31. Enter the Contact Details

Note: Contact Details (related to the property or listing e.g. Homeowners Association, Developer, Property Manager) and **Internal Notes** are for your information only and will not appear on external websites.

- 32. Enter any **Internal Notes**. These will not be visible to anyone outside your company.
- 33. **Enter Rental Requirements:**
 - *Lease Terms*
 - *Lease Requirements*
 - *Rent Includes*

INTERNAL NOTES 0

4000 characters remaining

RENTAL REQUIREMENTS

Lease Term: -- SELECT --

Lease Requirements

<input type="checkbox"/> 1.5 Month Security	<input type="checkbox"/> 1 - Month Security
<input type="checkbox"/> Birds	<input type="checkbox"/> Cats
<input type="checkbox"/> Credit Check	<input type="checkbox"/> Employment Verification
<input type="checkbox"/> Flat Security	<input type="checkbox"/> Flood Insurance
<input type="checkbox"/> Large dogs	<input type="checkbox"/> Lease Options Available
<input type="checkbox"/> Lease Renewal Option	<input type="checkbox"/> Monthly Pet Rent
<input type="checkbox"/> Pet Security Deposit	<input type="checkbox"/> Pets Allowed
<input type="checkbox"/> Rental Insurance	<input type="checkbox"/> Repair Insurance
<input type="checkbox"/> Small dogs	

Rent Includes

<input type="checkbox"/> Association Fee	<input type="checkbox"/> Cable TV
<input type="checkbox"/> Electric	<input type="checkbox"/> Gas
<input type="checkbox"/> Heat	<input type="checkbox"/> Hot Water
<input type="checkbox"/> Maintenance - Common Area	<input type="checkbox"/> Maintenance - Lawn
<input type="checkbox"/> Maintenance - Pool	<input type="checkbox"/> Oil
<input type="checkbox"/> Repairs	<input type="checkbox"/> Sewer
<input type="checkbox"/> Snow Removal	<input type="checkbox"/> Storage Available
<input type="checkbox"/> Trash Removal	<input type="checkbox"/> Water

BROKER REFERENCE NUMBER:

- 34. Enter **Listing URLs**, if applicable.
- 35. In the Additional Information section, add any Listing Custom Attributes for the listing e.g.
Attribute: *Local Area*
Value: *Teaneck, NJ*
- 36. Click the “+” to add multiple Attributes
- 37. Click **Syndication Settings** to move on.

PROPERTY FEES DETAILS

FEE TYPE	FEE AMOUNT	FREQUENCY
<input type="text"/>	<input type="text"/>	-- SELECT --

LISTING URLS

URL NAME	URL	CONTENT LANGUAGE
<input type="text"/>	<input type="text"/>	-- SELECT --

ADDITIONAL INFORMATION

ATTRIBUTE	VALUE
<input type="text" value="Local Area"/>	<input type="text" value="Morristown, NJ"/>
<input type="text" value="Local Area"/>	<input type="text" value="Mendham, NJ"/>

Buttons: Cancel, Save as Draft, Syndication Settings >>

The Syndication Tab

The **Syndication Settings** tab displays the channels (external websites) where this listing is currently being sent. Channels listed with a status of **Required**, have been chosen by the brand manager or office administrator as a location for all listings to be sent. Channels with a status of **Opted In** or **Opted Out** can be adjusted by you for this listing.

38. Click the **Opted In** or **Opted Out** toggle to select the appropriate action for this listing.

Note: If **Opted In** is displayed with a green toggle, the listing is currently syncing with that site. If **Opted Out** is displayed with a white toggle, the listing is not currently syncing with that site.

39. Click **Review** to move on.

ADD A RESIDENTIAL SALE LISTING

Essentials ✓ Features ✓ Property Details ✓ Media ✓ Owner ✓ Additional Details ✓ **Syndication Settings ✓** Review

Export to Excel Export to PDF

CHANNEL NAME	EXTENDED NETWORK	DETAILS	STATUS
Home Finder		***	OPTED IN <input checked="" type="checkbox"/>
Homes		***	OPTED IN <input checked="" type="checkbox"/>
HomeZada		***	OPTED IN <input checked="" type="checkbox"/>
iProspect Client		***	OPTED IN <input checked="" type="checkbox"/>
	YES	***	OPTED IN <input checked="" type="checkbox"/>
KeyBoom		***	OPTED IN <input checked="" type="checkbox"/>
Land.com	YES	***	OPTED IN <input checked="" type="checkbox"/>
Leavitt Digital		***	OPTED IN <input checked="" type="checkbox"/>
ListGlobally	YES	***	OPTED IN <input checked="" type="checkbox"/>
ListHub	YES	***	OPTED IN <input checked="" type="checkbox"/>

11 - 20 of 36 items

The Review Tab


The **Review** tab allows you to review the information entered prior to submitting the listing.

40. Edit any section by clicking the edit pencil.



41. Click **Finish** to save the information.

A confirmation displays, letting you know that the listing has been successfully saved. The listing will also be assigned a unique Listing ID number.

ADD A RESIDENTIAL RENTAL LISTING


Listing has been saved
 27 Marigold Drive, Teaneck, New Jersey (Listing ID: YVJJRN)

MORE ACTIONS

-  Print listing with Map & Media
-  Print listing without Map & Media
-  Add another Residential Rental Listing
-  Go to Listings Home Page
-  View this Listing