

1. Go to <https://www.zillow.com/rental-manager/>
2. Join
3. Create a new account & select "I am a landlord or industry professional"
4. Select My Properties
5. Select "Add a property" next to My Properties
6. Complete property info and select Condo/Apartment Unit under property type
7. Select Add property button
8. Complete the Details and description section with information from Boston Post. If you would like inquirers to download the application off of HVU's website, put the link in the description: <http://housingvisions.org/rent-an-apartment/rental-applications/>
9. In the Description box, put a summary about the unit. For instance, "Open and spacious 4 bedroom 1.5 bathroom apartment near the heart of downtown Auburn. Close to shops, parks, a library and bus routes. One-floor living with large bedrooms, high ceilings, plenty of natural light through large windows, and ample storage/closet space."
10. In the Description box, put a note about it being affordable housing. For instance, "Note: Income restrictions apply. Rent and income ranges subject to change. Section 8 accepted and minimum income waived for Section 8 voucher holders."
11. Enter all contact information and select Management Company/Broker
12. Check all amenities and rules
13. Add any photos of the building and unit you have. Photos can be found at P:\[Project Name]\Photos\After\[Building Address]\[Unit Address]if applicable. If no building or unit address exists, search the After folder for unit photos that are similar. If still no photos exist, take photos of the space, specifically the kitchen, bathroom, bedroom, and exterior. Save any new photos in the unit or building folder (as mentioned above).
14. Select activate listing