

NHVTRent.net New Property Guide

Welcome to the NHVTRent.net quick guide for adding a new property to your account. This document will go step by step through the processes of listing your rental property on the site.

I. My Properties



This is where you can view all of your properties, and can quickly see the status of their listings.

Click the menu item "Add a Property" to the left.

II. Property Details



Enter a name for your property listing. The next field for "Property Type" determines if your property has a "Single Unit" (i.e.; a house, or cottage) or more than one floor plan or unit (ie; an apartment "Complex" with multiple layouts).

You can change this later if you decide to add more layouts.



Complete the rest of the information, be sure not to enter anything into the Brief and Description fields if you are using a "Single" as we will input this into the Unit information later. If you are listing a "Complex" fill in general information about the housing community, as this will be displayed along with a list of floor plans.

It's useful to input the address (even if it isn't displayed) so that you can easily see the address in your property list.

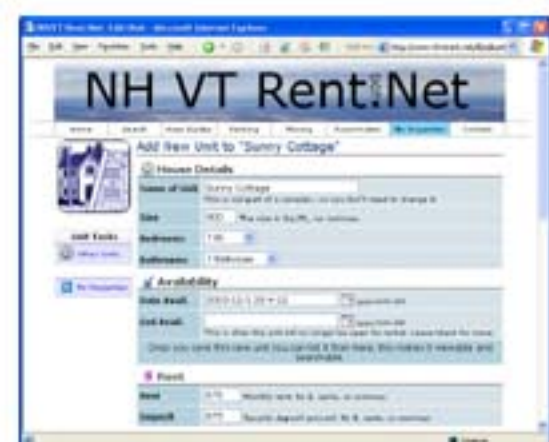
Click "Submit", and you'll see your newly added property in your list!

III. Unit Details



In the property list click the unit Icon ("Edit Unit" for a single or "Manage Units" for complexes) to go into the Unit Manager.

Click "Add Unit", and enter the unit-specific details like rent, amenities and other information.



Keep in mind a "single" property can only have a single unit added to it.

Once you have saved the unit, you can click on the pencil icon and go back into the unit editor. Now that your unit has been saved you can do a few things you couldn't when you originally added the unit: Add photos and upload a floor plan image.



Both greatly enhance your listing, and make it stand out more in the search listings. Floor plans also save you valuable time and money; Prospective renters know right away if the property will work for them or not.

Combined with photos, you are able to present much more than a simple "facts list". Prospective renters that contact you

are much more likely to rent a unit they've seen, again saving you time.

At any time you can add more units (If you have the property type set to "Complex"), and simply list and un-list the units, as they are available.

IV. Listing Your New Unit



Once you've saved your unit, (and hopefully have uploaded your pictures and floor plan) you can click "List unit" from the Unit Manager.

You will be prompted to confirm your listing, once you've done so your listing will be

active for 30 days, allowing prospective renters to view and search your rental!