

First time using HousingLink to list a vacancy?

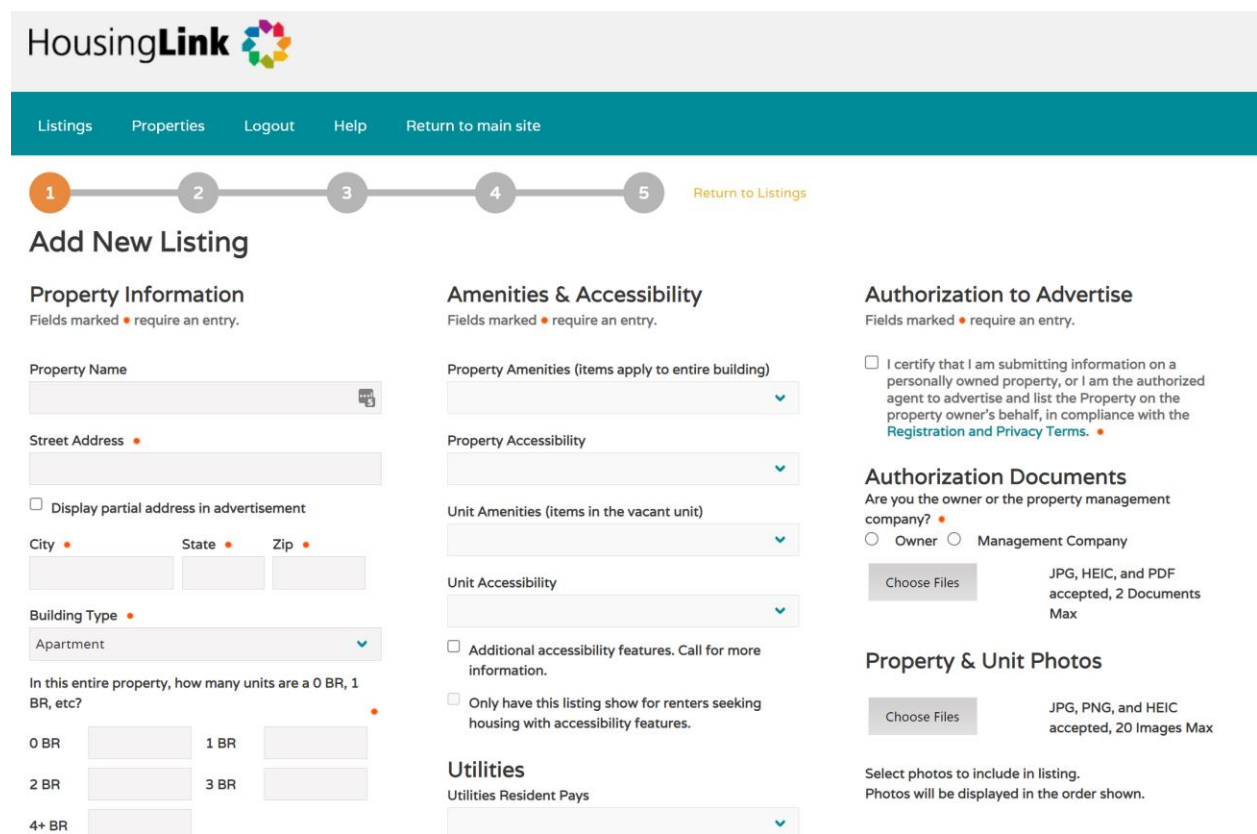
You can either create an account and enter the listing yourself or contact us to work with you to connect with your property management software.

Enter your Listing

To enter your listing directly simple [create an account](http://www.housinglink.org/register) by visiting www.housinglink.org/register.

Next follow the steps to enter your property and listing information.

Note: All the data you enter is saved and you can easily edit, close, and re-publish your listings at any time.



The screenshot shows the 'Add New Listing' form on the HousingLink website. The form is divided into three main sections: Property Information, Amenities & Accessibility, and Authorization to Advertise. A progress bar at the top indicates five steps, with step 1 being the current step.

Property Information
Fields marked with a red dot require an entry.

- Property Name: Text input field.
- Street Address: Text input field with a red dot.
- Display partial address in advertisement:
- City, State, Zip: Three text input fields with red dots.
- Building Type: Dropdown menu with 'Apartment' selected.
- In this entire property, how many units are a 0 BR, 1 BR, etc?: A row of input fields for 0 BR, 1 BR, 2 BR, 3 BR, and 4+ BR.

Amenities & Accessibility
Fields marked with a red dot require an entry.

- Property Amenities (items apply to entire building): Dropdown menu.
- Property Accessibility: Dropdown menu.
- Unit Amenities (items in the vacant unit): Dropdown menu.
- Unit Accessibility: Dropdown menu.
- Additional accessibility features. Call for more information:
- Only have this listing show for renters seeking housing with accessibility features:
- Utilities: Dropdown menu with 'Utilities Resident Pays' selected.

Authorization to Advertise
Fields marked with a red dot require an entry.

- I certify that I am submitting information on a personally owned property, or I am the authorized agent to advertise and list the Property on the property owner's behalf, in compliance with the Registration and Privacy Terms:
- Authorization Documents: Are you the owner or the property management company?
 - Owner:
 - Management Company:
- Choose Files: Button for uploading documents. Accepted formats: JPG, HEIC, and PDF; Max 2 Documents.

Property & Unit Photos

- Choose Files: Button for uploading photos. Accepted formats: JPG, PNG, and HEIC; Max 20 Images.
- Select photos to include in listing. Photos will be displayed in the order shown.

Connect to Property Management Software

Email info@housinglink.org and make sure that you state that you are a Minneapolis Inclusionary Zoning property that would like to set up a vacancy listing feed with HousingLink. Our team will connect with you and work with you to help get everything set up on your end to share the data.