

HousingConnections.org's Quick Sheet!

- INPUTTING A NEW PROPERTY -

If you have Qs, contact the Tech Line at 503/823-4141!

1. Log into www.HousingConnections.org.
If you haven't already created a free account you'll need to do so. If your company already has an account on the system, please call the Tech Line before you start so that your new user account can be tied properly to the company account.
2. Go to the "Property" tab. Just below the tab heading LEFT-click once on "new property"
3. Choose the type of rental building you're inputting (apartment building is the default) and click "Next"
4. The next page asks for property-specific information. Those fields with an "*" are required; there are less than ½ a dozen required fields
5. In Step 4 you're asked if you have multiple units of the same style or floor plan. This is assumed to be the case and is the default answer;
Click "Next" and you'll be asked how many different styles or floor plans you have in each of the following categories (studio, SRO, 1-bedroom, 2-bedroom, etc.). Note: This is the number of floor plans for each, not the number of total units.
6. In Step 7 you're asked for info specific to each of your floor plans (monthly rent, sq ft, etc.)
7. All that's left is to confirm the data entered and upload any pictures or documents you wish to share.

THAT'S IT - YOU'RE DONE!

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Note surveys have shown that properties with **detailed contact info** and **photographs** are viewed more often than those without. If you need help uploading to the site, please contact us!

Note, too, that **properties will expire** if not updated and availability reviewed every 2-4 weeks; however, they will never be purged from the site. HousingConnections.org makes it easy to keep up with your vacancies by sending **a weekly email reminder**. If you forget to update your availability and it expires, simply login and bring the property back online!