

## **ASSIST 2 RENT CLIENT FREE PROPERTY LISTING PROCEDURES**

***THIS SERVICE IS PROVIDED AS PART OF YOUR LIMITED PROPERTY MANAGEMENT FEE***

### **Required information:**

Property address

Size of unit (square footage if known)

Number of bedrooms

Number of bathrooms

Rent amount

Security deposit amount

Your name

Your contact information (i.e. phone number and/or email address)

Pets policy? Allowed? Not allowed? Size limit or type? Additional deposit?

A minimum of 1 JPEG picture of the property

**Compile the required information and include any other information you deem important (smoking/non-smoking, unit features, etc) then email the information plus a minimum one JPEG picture of the property to [Assist2rentlistings@yahoo.com](mailto:Assist2rentlistings@yahoo.com).**

Your property information will be uploaded and listed on the Assist 2 Rent Facebook page, Craigslist, & Postlets (Zillow, Trulia, HotPads, Walk Score)

**NOTE: Once the property has been rented, please contact us by phone 314-344-0084 ext. 224 or by email [Assist2rentlistings@yahoo.com](mailto:Assist2rentlistings@yahoo.com) to have the listings removed from active status.**

### **SAMPLE LISTING**

**1234 E. Main St.**

**Anywhere, MO 12345**

**3 bedroom with loft, 2 1/2 bath**

**1500 square feet**

**2 car garage**

**Rent \$1100.00 with \$1100.00 deposit**

**Pets under 15 lbs welcome with \$300 pet deposit**

**Non-smoking**

**Contact John Doe 314-555-5555 or [Johndoe1234@anyco.com](mailto:Johndoe1234@anyco.com)**

