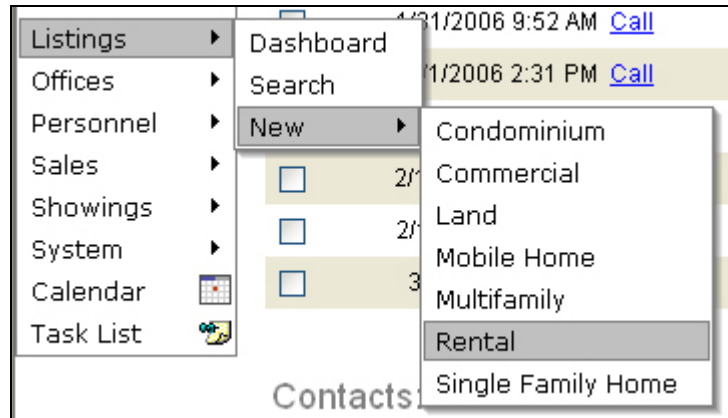


## Entering a New Rental Listing into ShowingPointe

- 1 Use the menu to select Listings, New, and then the appropriate listing type for your new entry to be taken to the rental input screen.



- 2 The following screen shot is an example of the minimum rental input fields required to input a new rental record and an explanation for each.

### Rental Listing Input

**General**

|                   |                                              |                |                                            |              |                                         |                    |                                     |          |                                |
|-------------------|----------------------------------------------|----------------|--------------------------------------------|--------------|-----------------------------------------|--------------------|-------------------------------------|----------|--------------------------------|
| ListingID:*       | <input type="text" value="12344"/>           | St Num:        | <input type="text" value="100"/>           | Name:        | <input type="text" value="Main"/>       | Suffix:            | <input type="text" value="Street"/> | Unit No: | <input type="text" value="4"/> |
| Status:*          | <input type="text" value="Active"/>          | Area:          | <input type="text" value="Shapleigh"/>     | Full Baths:* | <input type="text" value="1"/>          | Half Baths:*       | <input type="text" value="0"/>      | Sq.Ft.:  | <input type="text"/>           |
| Office:*          | <input type="text" value="Canfield Office"/> | Agent:*        | <input type="text" value="Jeffrey Butts"/> | Owner:*      | <input type="text" value="Ron Grubbs"/> | Lease Options:     | <input type="text"/>                | Bed:     | <input type="text" value="2"/> |
| Rental Price: \$* | <input type="text" value="500"/>             | Expire Date:*  | <input type="text" value="2/1/2007"/>      | Type:        | <input type="text" value="Rental"/>     | Deposit Amount: \$ | <input type="text" value="500"/>    | Units    | <input type="text" value="6"/> |
| Rent Frequency:   | <input type="text"/>                         | Available Date | <input type="text" value="2/02/2006"/>     |              |                                         |                    |                                     |          |                                |

Save and Dash   Save and Add   Save and View

Required fields are indicated with a red \*. These fields will need to have an entry in order to process the listing.

- a. **Listing Id** or any identifiable number that would be unique for the rental record.
- b. **St Num** – Type in the street number

- c. **Name** – Type in the street name
- d. **Suffix** – Type in the street suffix (road, avenue, etc)
- e. **Status** – Choose the appropriate status from the drop down menu.
- f. **Area** – Choose the correct area from the drop down menu. If the area is not available you can add it by choosing the [Area](#)- link and then typing in the desired area and clicking add. When you receive the success notification click OK to be taken back to the input screen where you are now able to use the drop down menu to select the area.

- g. **Full Baths** – Choose the correct number from the drop down menu.
- h. **Office** – Leave the office field blank for now, it will automatically populate with the correct information when the listing agent is selected.
- i. **Agent** – Click on the [Agent](#)- link to search for a list of all agents in the system by simply clicking the search button. Or narrow the search down by entering any details that are know into the First Name or Last Name fields or by selecting the office in the drop down to separate them by their assigned office. When you find the correct agent record click the button next to their name and the information will automatically fill in on the previous page.

| Name                                   | PrimaryPhone   | City         | Address         | Email                     |
|----------------------------------------|----------------|--------------|-----------------|---------------------------|
| <input type="radio"/> Beth McCallister | (330) 402-8725 | Newton Falls | State Route 534 | beth@realestatepointe.com |

- j. **Half Baths** – Select the correct number of half baths from the drop down menu.
- k. **Owner** – Click the [Owner](#)- link to begin looking up the record. **The Owner record will need to have been created prior to entering this rental information, through the Contacts Module.** Enter some or all of the information into the First Name and Last Name fields to bring back a narrowed down seller list to choose from or simply click the search button to bring back all the seller type contact records that have been entered. Select the button next to the correct contact.

### Advanced Owner Search

Contact Type:  ▼

First Name:   Contains

Last Name:   Contains

Office:  ▼

[Company:](#)

Phone Number: (  )  -  Ext.

Address:

City:

Email Address:

- l. **Sq. ft.** – Enter the appropriate listing living area.
- m. **Rental Price** – Enter the rent amount for the frequency you are about to select.
- n. **Beds** – Select the total number of bedrooms from the drop down menu.
- o. **Rental Frequency** – Select the frequency in which the rental price was calculated.
- p. **Lease Options** – Enter any and all leasing options here.
- q. **Deposit Amount** – Enter the amount that will be due for security as part of the rental terms.
- r. **List Date** – Click the calendar to the right of this field and select the correct listing date to automatically format the field with the correct structure. Listing Date is just the date that the rental was entered into the system and became active for accepting rental applications.
- s. **Expire Date** – Click the calendar to the right of this field and select the date that the owner has agreed to having the unit available to be inhabited for.
- t. **Units** – Enter number of units if applicable
- u. **Available Date** – Enter the terms that a renter would encounter when making plans to move in.

③ At this point it is safe to save this rental information, or click save and add to not only save this rental but continue entering additional units or rentals.