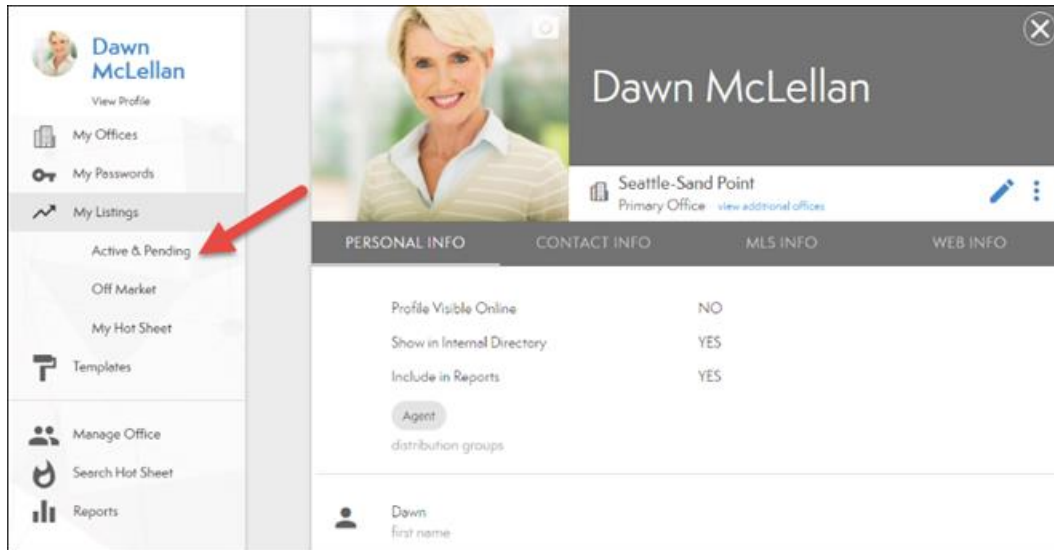


Adding a non-MLS Rental Listing

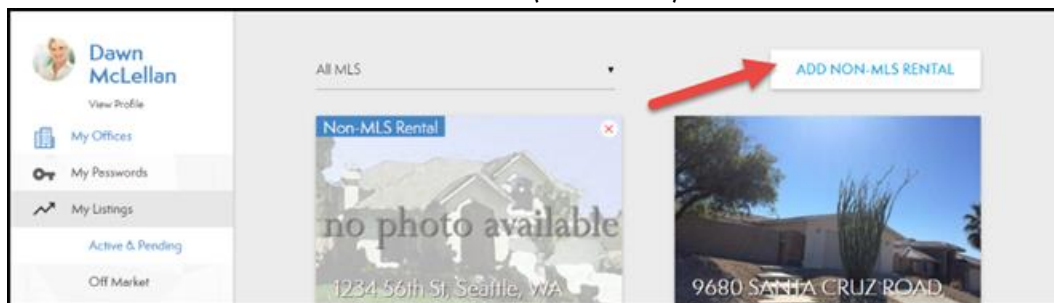
You can include non-MLS rental properties in your Active & Pending listings and even add them to your Hot Sheet!

To add a non-MLS rental, follow these steps:

1. From the Person's profile, select My Listings > Active & Pending on the left (see below).

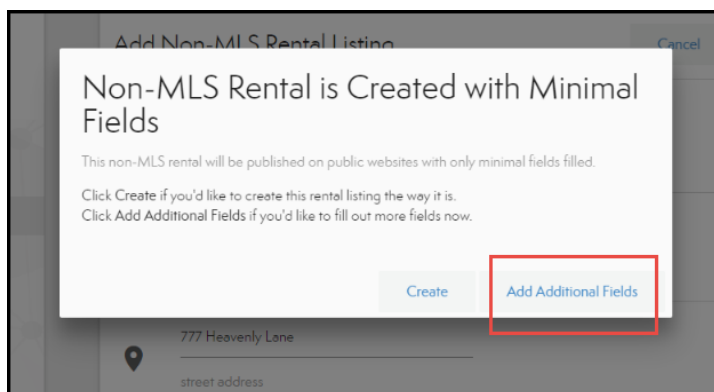


2. Select the Add Non-MLS Rental button (see below).

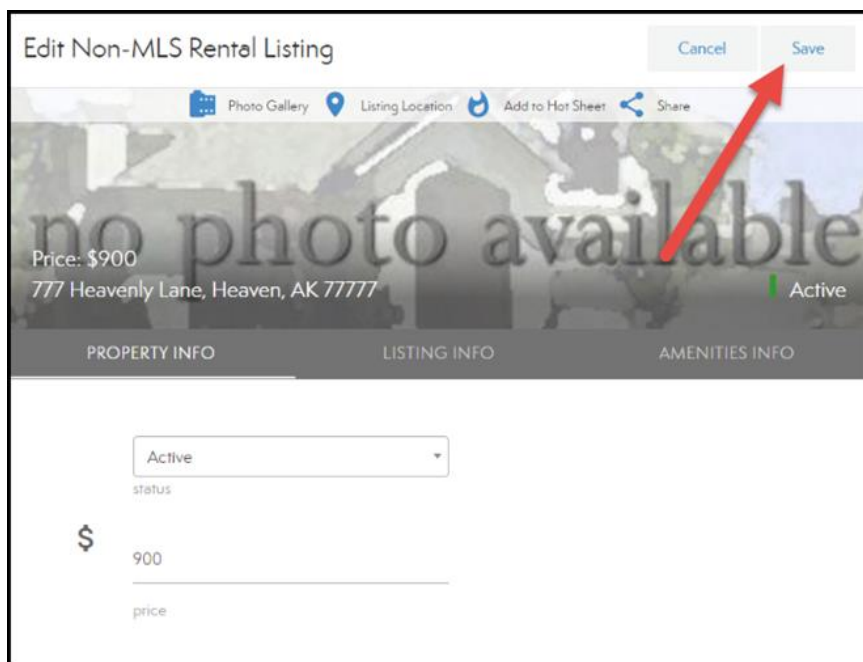


3. Enter the necessary information into the fields and then select Add Rental (see below).

4. If you are satisfied with the information you entered, select the Create button. If you wish to enter additional information about the rental, select Add Additional Fields (see below).



5. Enter the additional rental information into the fields and then select the Save button (see below).



6. To view your non-MLS Rental, select My Listings > Active & Pending on the left.