FURNISHED UNFURNISHED

FOR LANDLORDS FINISHING A NEW OR IMPORTED LISTING

Finish the listing.
Answer the practical questions.

Show the space. Explain the setup. Separate the costs. Set the dates.

Open your saved property and work through these four areas. Save each step as you go. This guide helps with the content; it does not replace the other account, review, subscription or verification steps shown for your listing.

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01

PHOTO GALLERY

Show the actual property.

A renter should be able to understand the space from the photos, including the practical parts.

- [ ] **Choose a clear cover photo.**

  Use a bright, sharp view that represents the property. A living area or exterior can work; choose the image that best introduces this particular home.

- [ ] **Cover the rooms, not just the best angle.**

  Include the living area, kitchen, each bedroom, bathrooms and entrance. Add laundry, parking and outdoor space when they are part of the rental. For a room rental, distinguish the private room from shared areas.

- [ ] **Make the photos match the offering.**

  Show the actual property and its current condition. If furniture shown will not be included, make that clear in the description and check the furnishing selection.

- [ ] **Finish the gallery review.**

  Check that uploads have finished, images open correctly and the cover/order are right. Remove duplicates, blurry shots and images with private documents or access codes.

> Missing a photo? Make a specific shot list: “bathroom,” “parking space,” or “laundry area.” That is easier to act on than “take better photos.”

02

BASIC INFO → DESCRIPTION; DESCRIPTION & DETAILS → PROPERTY FACTS

Explain what living there means.

Write useful facts first. “Beautiful property” does not answer whether the kitchen is shared or where the washing machine is.

- [ ] **Open with the rental itself.**

  State the property type, entire unit or private/shared room, bedroom/bathroom count, and whether it is furnished, partially furnished or unfurnished.

- [ ] **Answer the practical questions.**

  Explain laundry, parking, internet, utilities and shared spaces. Describe what is included, what is not, and relevant limits such as the number of parking spaces.

- [ ] **Name important limitations plainly.**

  Mention facts a renter needs to assess the property, such as stairs, shared laundry, parking restrictions or an unfenced outdoor area. Describe features you can verify.

- [ ] **Check imported details against reality.**

  Review furnishing, unit type, laundry, pets, rent and photos after an import. Correct a missing or wrong value rather than assuming the imported draft is complete.

> Use the template below as a starting point. Replace every bracket, delete anything that does not apply, and make sure the written description agrees with the selected fields.

03

DESCRIPTION & DETAILS → MONTHLY RENT AND FEES

Make the costs easy to understand.

A renter should be able to distinguish the monthly cost from one-time charges and a refundable deposit.

- [ ] **Set and check the monthly rent.**

  Enter the amount you intend to advertise. If the import marks rent as an estimate or asks you to confirm it, review the amount before confirming.

- [ ] **Separate the types of charges.**

  List applicable fees in the fee entries. Explain whether a charge is one-time, recurring or conditional. Identify a refundable deposit separately from a non-refundable fee.

- [ ] **Explain utilities without shorthand.**

  Say which utilities are included, which the renter pays, and any cap. If a cap applies, explain how usage above it is handled. “Utilities included” should not conceal an important limit.

- [ ] **Read the numbers together.**

  Check the rent, fee entries and description for contradictions. If you quote an initial-payment total, show what it includes. Keep conditional charges separate rather than presenting them as universal.

> Use the cost worksheet below before entering the listing. It is a preparation aid, not an automatic quote or a payment request.

04

AVAILABILITY CALENDAR

Make the dates usable.

Availability should reflect when someone can actually move in, not when the draft was created.

- [ ] **Set the real earliest move-in date.**

  Enter a future date in “Available from” when that is the earliest move-in. Only leave it blank if the property is available immediately.

- [ ] **Choose the minimum stay.**

  Set the minimum stay shown in the calendar step. Make the same requirement clear in your description; use the units shown in the form.

- [ ] **Review blocked dates and current commitments.**

  Check any blocked dates shown against your actual bookings or commitments. A connection or import alone is not a reason to assume every date is correct.

- [ ] **Keep the dates current.**

  Return to the calendar when availability changes. Do not leave the listing implying an immediate move-in when the property is occupied or being prepared.

> Last check: could a renter tell when they can move in and how long they need to stay without sending you a message?

MAKE IT SPECIFIC

Your description, without the blank-page problem.

Copy this template into your own notes. Replace every bracket and remove anything that does not apply.

[Property type / entire unit or room] in [city or area], with [bedrooms] and [bathrooms]. The property is [furnished / partially furnished / unfurnished].

Inside: [rooms, layout and the useful features that are actually included].
Laundry: [in-unit / shared / hookups / none, plus relevant detail].
Parking: [arrangement, spaces and any separate charge].
Shared spaces or important limitations: [facts a renter should know].

Monthly rent: $[amount]. Utilities: [what is included, what the renter pays, any cap and how excess is handled]. Other charges: [amount, purpose and whether one-time, recurring or conditional]. Refundable deposit: [amount and stated terms, if applicable].

Available from: [date or immediately]. Minimum stay: [duration matching the calendar].
Pets: [policy and any applicable charges].

PREPARE BEFORE YOU ENTER

Separate the costs.

Charge	Amount / detail	Explain
Monthly rent	$_____	Per month
Other recurring charges	$_____	What / how often?
One-time charges	$_____	What / when?
Refundable deposit	$_____	Keep separate from fees
Conditional charges	$_____	Only if the condition applies
Utilities / cap	_____	Included? Renter-paid? Limit?

Example only. $2,500 rent + $1,000 refundable deposit + $150 one-time cleaning fee = $3,650 if all three are charged at move-in. This is illustrative arithmetic, not a real listing, platform price or quote for your property.

ONE LAST READ

Would someone understand the home, the cost and the dates?

Check that photos, description, selected fields and calendar agree. Then check address/contact details and finish the remaining steps shown for your account—including applicable documents, subscription and verification requirements.

A saved draft is not a live listing. Check the final status before sharing it as available.

Open your saved listings ↗

Checkmarks are a reading aid in this page only. They reset on reload and do not save or update your listing.