



Off Campus Housing Referrals

University of Massachusetts Amherst | 235 Whitmore Administration Building | 413-577-2187 | www.housing.umass.edu

How to Submit a Rental Listing

You are required to Register to submit a Rental Listing. Once reviewed and posted to the website, all rental listings will remain active for 40 days, after which time they expire. You can endlessly renew your listing for additional periods of 40 days.

- (1) Locate the "Login" link to the right in the gray bar just below the pictures.
- (2) You will be prompted to enter your email address and password.
- (3) Click "Login."
- (4) Click the maroon Housing link on the left side of your screen. The menu will expand.
- (5) Click "Submit a Rental."
- (6) You will be prompted through a series of Rental Submission screens: Location, Terms, Size and Cost, Utilities, Details, and Pictures. At the bottom of each screen, click "Continue."
- (7) You will be prompted to correct any incorrect information (i.e.: a security deposit amount that exceeds what is permitted by law.) You will be prompted to provide all required information. These "error" messages will tell you what items to correct.
- (8) The final screen will allow you to review and confirm the information you have submitted. At the bottom of this screen, click "Submit for Approval."

How to Reactivate, Deactivate, Extend, or Edit a Rental Listing

- (1) Login.
- (2) Locate and click the "My UMOCH" link located to the right in the bar just below the pictures.
- (3) You will be taken to a page where you will see several Tabs under the words "My UMOCH."
- (4) Select the "My Properties" Tab.
- (5) Under the heading, "My Active Rentals," find the property address you wish to manage.
 - Select *Deactivate*, if the property has been rented.
 - Select *Extend*, if you wish to extend the listing for another 40 days. Note that the new expiration date appears under the heading Status.
- (6) Under the heading, "My Inactive Rentals," you will find properties that have been deactivated or that have been returned to you for further edits or corrections.
 - Select *Reactivate*, if you wish to resubmit the property for review. Note that the property status will now appear as "Pending Review."
 - Select *Modify* and the tab for the information you wish to edit.
- (7) If you are using a public computer, be certain to logout.