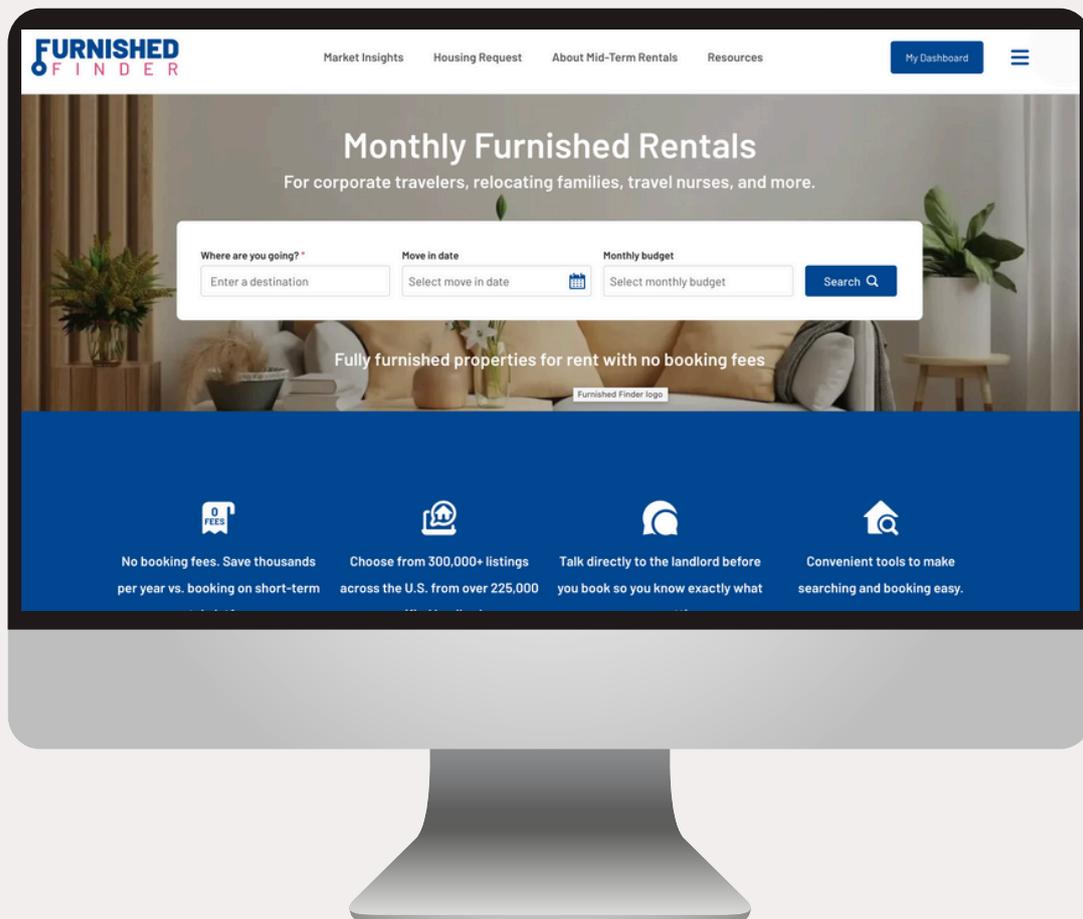


The Fast Track to Going Live: 10 Steps for New Listings



In this guide, we'll teach you how to create and edit your listing and publish it so that our users can view your listing and contact you to book. We'll show you how to create your listing via our desktop website, but also recommend downloading the Furnished Finder app and selecting yes when prompted to receive notifications.

Get your listing live in 30 minutes or less!

Don't have time? Scan this QR code or call us at (661) 459-4755 and we'll handle your listing setup for just \$119.



Listing Checklist

Follow this easy checklist to track your progress towards your live listing. For faster listing, have your ID ready for verification, and photos of your property ready.

Get your listing live in 30 minutes or less by following our steps!

1 CONTACT INFORMATION:

- Ensure travelers can contact you when they have questions or are ready to book your property.

2 LISTING LOCATION:

- Details on where your property is, and what is near it.

3 PROPERTY DETAILS:

- List important details like number of bedrooms, bathrooms, rent and fee amounts, and more.

4 PROPERTY AMENITIES:

- What makes your property stand out? List them here.

5 PHOTOS OF YOUR PROPERTY:

- Photos make a massive impact - make sure your listing has great ones.

6 CALENDAR/AVAILABILITY

- Keep your calendar accurate and updated by adding blocking events.

7 NOTIFICATION SETTINGS:

- We suggest turning all notifications ON so you never miss a promising tenant lead.

8 VERIFICATION:

- For security of our marketplace, each landlord goes through ID verification.

9 LISTING STATUS & HOUSE RULES

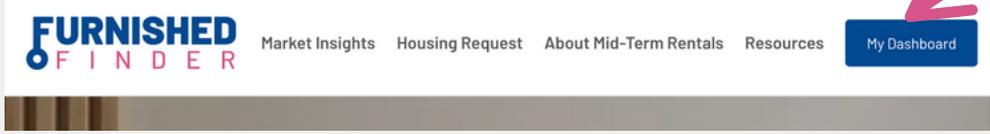
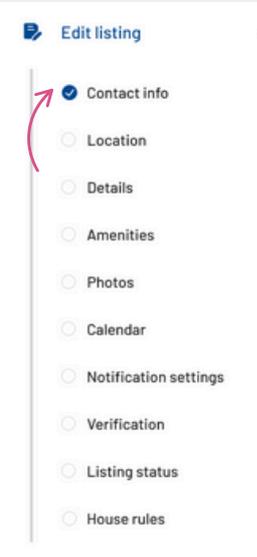
- Your listing is complete! View your live link and complete house rules if you would like.

10 PREPARE FOR YOUR TENANT

- Start preparing your lease, and get familiar with tenant screening.

1

Contact Information



To start editing your listing, you need to go to your dashboard. To do that, just click on My Dashboard under the Account icon at the top right of your screen.

The first section of your listing is your contact information. Make sure you give your listing a name under the custom property headline. Your email will not be visible on your listing, but you can choose to make your phone number visible. Travelers frequently reach out to landlords via phone and text, so we highly recommend making your phone number visible.

Once completed, let's click on next.

Updating Property Details for: Test Property

Property 815519

Property Headline: Test Property

Property Contact Info

First Name: First Name | Last Name: Last Name

Email: Email | Website: Website

Phone: Phone

Hide Phone Number From Travelers

Save | Next →



2 Listing Location

This section determines where your listing will be advertised on our map. You'll notice your address is saved and locked. This will help our system display your property accurately. You have the option of adding five of your closest attractions – such as hospitals or downtown areas .

Edit listing

- Contact info
- Location
- Details
- Amenities
- Photos
- Calendar
- Notification settings
- Verification
- Listing status
- House rules

Updating Property location for

Property 815519

Select Property Type*	<input type="text" value="--Please Select Property Type--"/>	Property Address*	<input type="text" value="123 main st"/>
Property Country*	<input type="text" value="United States"/>	Property State*	<input type="text" value="Alaska"/>
Property City*	<input type="text" value="Barrow"/>	Property Zip*	<input type="text" value="99721"/>

The property address fields cannot be changed from your dashboard. [Contact us](#) or start a chat if you need to make a change.

Is this a Sublet? * Yes No

Neighborhood Overview [?](#)

Property Map Location

If the pin location is incorrect, please check your address, or drag the map pin to the correct location.



3

Property Details

Next, click on Details and make sure you share with our travelers the number of bedrooms and bathrooms they'll have access to at your property, your monthly rent, and any additional fees you'll be charging throughout their stay, like security deposits, pet or cleaning fees.

Make sure you look into Furnished Finder's newest rental solution - The Damage Protection Plan, which gives you extra protection for one low price per month. Learn more at furnishedfinder.com/dpp.

On this details page you will also note if pets are allowed, washer and dryer are available, or if it is a private room rental or an entire home.

The screenshot shows the 'Property Details' form with the following sections and fields:

- Property Details:**
 - Bedrooms:** Choose Bedrooms (dropdown)
 - Bathrooms:** Choose Bathrooms (dropdown)
 - Square Footage:** Square Footage (text input)
 - Fully Furnished?:** Yes (radio), No (radio, selected). Tip: Travelers prefer furnished properties.
 - Utilities Included?:** Yes (radio), No (radio, selected). Tip: Travelers prefer properties with utilities included.
 - Minimum term:** Choose Term (dropdown)
 - Rental License # (Optional):** Rental License # (text input)
- Unit Details:**
 - Unit Type:** Separate Unit (radio), Separate Room In A Unit (radio)
 - Washer & Dryer:** In-Unit (radio), On The Premises (radio), None (radio)
 - Pets Allowed?:** Yes (radio), No (radio, selected)
 - Monthly Rent:** 0 (text input, highlighted in yellow)
 - Space:** (large text area)
- Fees:**

Fee	Amount
Cleaning Fee	150.00
Deposit (Refundable)	500.00
	0.00

At the bottom, there is a Waivo logo with the text: "Tenants prefer properties with low security deposits. Avoid surprise damage and protect yourself from the start with our Damage Protection Plans, brought to you by Waivo. [Learn more here](#)".

Buttons: Save, Next →

Footer: Need help? Visit our Knowledgebase

4

Property Amenities

Be sure to select all of the amenities available as it may affect the tenant leads you receive. Amenities like parking, and wifi are very important for travelers. Then, take the time to describe your parking details, internet speed, and put together a thoughtful property description. Don't rush this part - this is your time to describe your property and why travelers will love to stay there!

What makes your property stand out? What are some attractive things about the area? Awesome things located nearby. Feel free to share as much as you like.

Edit listing

- Contact info
- Location
- Details
- Amenities**
- Photos
- Calendar
- Notification settings
- Verification
- Listing status
- House rules

Amenities

General

- Essentials (Kitchenware, Bathware, Linens)
- Elevator
- Storage
- Non-Smoking
- Breakfast Included
- Room-Darkening Shades
- Exercise Equipment
- Air Conditioning
- Quiet Environment
- Housekeeping
- Pets Live On This Property
- Dedicated Workspace For Laptops
- Indoor Fireplace
- Game Console
- Heating
- Full-Size Ironing Board
- Hair Dryer
- Starter Toiletries (Toilet Paper, Soap, Shampoo, Etc.)
- Back 'N Play/Travel Crib
- Portable Fans

Electronics

- TV
- Smart TV
- Cable TV
- Internet
- DVR
- WIFI

Kitchen

- Full Kitchen
- Dishwasher
- Kitchen Essentials (Plates, Utensils, Pots/Pans, Etc.)
- Kitchenette
- Full-Size Fridge
- Starter Kitchen Essentials (Dish Soap, Paper Towels, Sponge, Etc)
- Stovetop
- Microwave
- Cleaning Products

Bathroom

- Cleaning Products For Bathroom
- Rain Shower

Fitness

- Pool
- Hot Tub
- Gym

Parking

- Free Parking On Premises
- Close To Public Transportation
- EV Charger

Accessibility

- Wheelchair Accessible
- Disabled Parking Available
- Wide Hallways
- Stairs At Entrance And/Or Inside The Property

Describe Parking type

Ex. garage, carport, underground, assigned space, public spaces available, street parking, off-site parking

Property Description*

Please describe best parts of this property. No personal contact details are allowed in this box.

Save Next →

5 Photos Of Your Property

- Edit listing
- Contact info
- Location
- Details
- Amenities
- Photos
- Calendar
- Notification settings
- Verification
- Listing status
- House rules

The next screen is photos. Simply drag and drop your photos to upload them to the system. Remember, our system requires a minimum of 2 photos. Professional photos are always recommended as they highlight your property in its best light. Choose which photo you'd like shown on the search results page by selecting the star icon. Since travelers are likely booking your property sight unseen, make sure your photos capture the interior & exterior space well.

Property Photos

Add images to your listing by dragging and dropping your images into the box below, or click the box to select the images you want to upload.

Drop files here or click to upload.

Please add at least two photos to your listing.

Current Photos

You can rearrange your images by dragging it to where you want it to display.

Your property photos will display here once they are uploaded

Save Next →



6

Calendar / Availability

Edit listing

- Contact info
- Location
- Details
- Amenities
- Photos
- Calendar
- Notification settings
- Verification
- Listing status
- House rules

Now let's take care of your calendar. This is a critical step to your listing's success. On the calendar, mark your minimum length of stay and any dates that your property is not available. Our system will use those two pieces of information to determine your availability and match you with tenants. It's important to keep this up to date as you have new reservations or days that are unavailable for tenants to book. You can also click on Link my calendar with my Airbnb or VRBO if you would like to connect those calendar systems together.

Minimum stay: 1 month 3 months 6 months 12 months

< June 2025 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Current date Furnished Finder bookings

Furnished Finder bookings Display past events

Bookings	Start Date ^	End Date ●	Action
Family using property	Jul. 18, 2025	Jul. 25, 2025	

Be sure to keep your calendar up to date and accurate for best results.

7

Notification Settings

Edit listing

- Contact info
- Location
- Details
- Amenities
- Photos
- Calendar
- Notification settings
- Verification
- Listing status
- House rules

Now click on Notifications. This section determines which traveler alerts you receive. Pay close attention to your selection. If you have any preference for your email notification settings, go ahead and select them here. Then update your match criteria. Make sure you save your changes and you're all set.

Text Notification

Direct Booking Inquiries & messages Always On

Tenant Lead Notifications :

General Housing Requests On

Unmatched Leads On

Pause My Notifications For

Only Send Text Notification Within 30 Days Of My Availability

Tenant Leads Filter

Only send leads with a max occupancy of

Notification Schedule

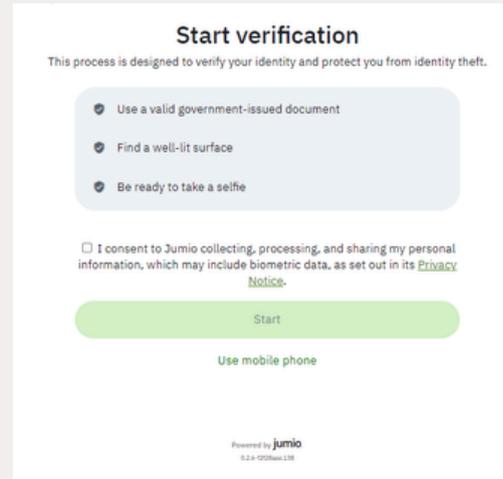
Select notifications schedule :

Real Time

8am - 10pm MST

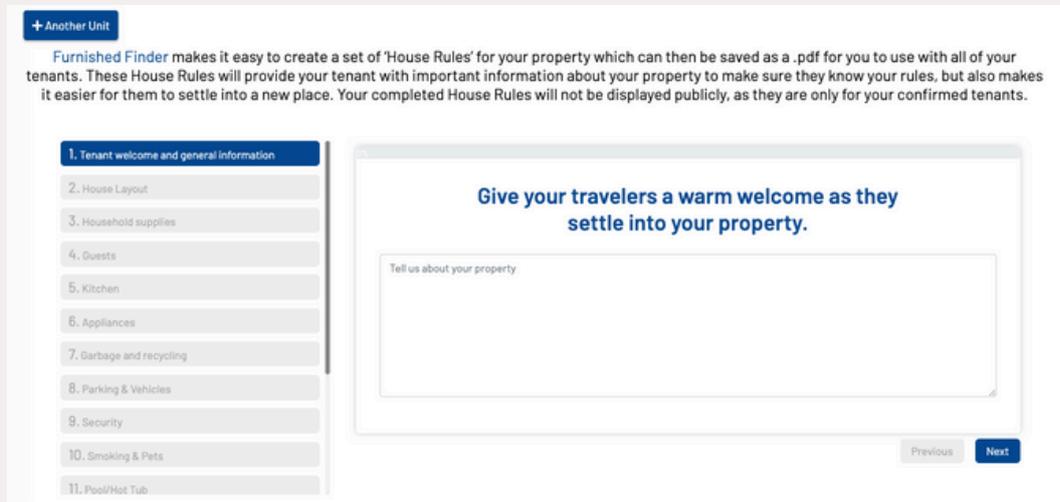
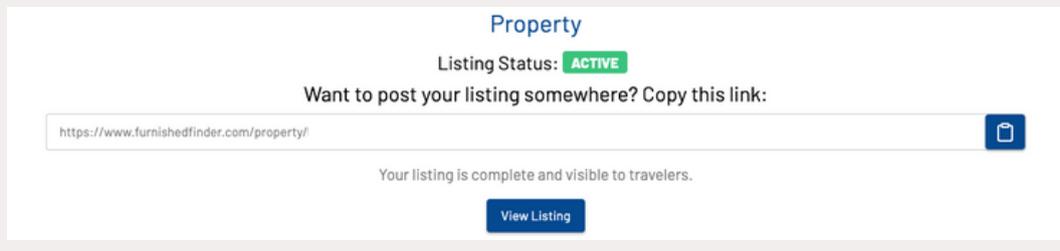
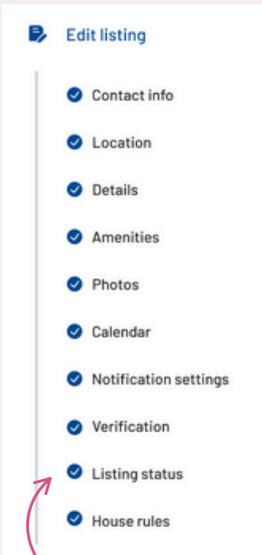
8 Verification

If this is the first time you're accessing your listing, you'll have to complete your account verification by following the steps on your screen. Furnished Finder uses Jumio to complete this process. To do this, you will take a selfie and scan a government-issued ID document.



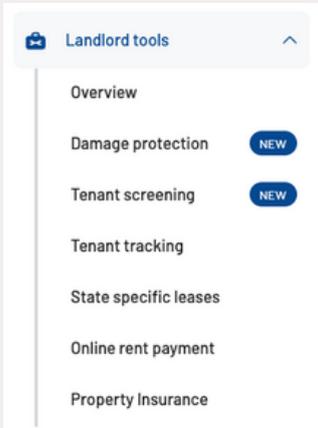
9 Listing Status & House Rules

Now that your listing is 100 percent completed, you can share your listing link with your travelers or share it with others. You also have the option to use our "House Rules" wizard if you'd like to setup your house rules as you complete your listing.



10

Prepare For Your Tenant



The moment you connect with a qualified tenant, the clock starts ticking. Don't let paperwork delays cost you a great renter. Get ahead by customizing your state-specific lease in advance. While you're at it, take a few minutes to familiarize yourself with tenant screening via Furnished Finder. This ensures you're confident and prepared when it's time to review applications. Being proactive means smoother move-ins, faster bookings, and fewer headaches.



Managing Your Listing

Your listing is now live! View your listing live at any point to see what it looks like to travelers and remember you can edit your listing at any time.

Looking for more resources or to continue to grow your knowledge about monthly furnished rentals? Explore the resources below.

 youtube.com/@FurnishedFinder

 youtube.com/@TheLandlordDiaries

 FurnishedFinder.com/blog

 [Help Center - support.furnishedfinder.com](https://support.furnishedfinder.com)