

Craigslist:

- Create a craigslist account
- Check craigslist account every day and take off all listings that are not active
- Renew any listings that are still active
- mls search
- open listing
- save pictures in a named folder
- put up to 24 pictures in craigslist folder
- save as – pictures in folder
- have your mls listing and craigslist account open at the same time
- Craigslist: click on listing-sale, real estate by broker
Click on lease-apartments
- mls description – copy to craigslist (make into small paragraphs)
- title
- address – city and zip
- please reach out for private showing
- your name and phone number/email
- **listing courtesy of _____ name of realtor** at bottom
- fill out boxes
- license #- yours
- show my real email, phone number – text and email
- put property address
- do not click (ok for others.....)
- continue to put in pics from folder one at a time
- check info
- submit and publish