Clark University
Residential Life and Housing’s

New! Off-Campus Apartment Listing

Landlord’s User Guide
Clark’s New Off-Campus Apartment Listing is changing!

November 1, 2011 will be Clark’s last text based paper listing. Our new apartment listing service is called Jump Off-Campus, and allows for postings to be listed anytime, not just on the 1st and 15th. Listings are now viewable online through a map which lets users click on a given property to view details, email the landlord, etc. This new posting remains $20 per month for the current academic year, and you can now upgrade your listings to include up photos for just $5 more per month. As a landlord, the advantages of this new service are extensive: Some of the benefits include:

- No longer do you need to visit the RLH Office to post or pay for your listings, all can be done electronically online:
- No more checks or cash necessary – pay instantly with your credit card or through your PayPal account – with no fees added.
- There are no deadlines to remember: Whenever you post begins a 30 day listing. If you want to post for longer, you can select multiple months as well.
- Even when your posting expires, your property information and photos (if applicable) remain in your account. Re-listing them is as simple as logging in and clicking activate.
- Edit your properties on the fly. If you change price, amenities, etc – you just need to login and make those adjustments.
- These listings appeal to potential tenants – they show the tenants photos of the property, and allow them to see the relationship of the property to campus or other rental units. Incoming graduate students who are not familiar with Clark can now figure out housing availability without physically visiting campus.

The new Off-Campus Listing can be found here:  [http://clarku.jumpoffcampus.com/](http://clarku.jumpoffcampus.com/)

You can also find it from the Clark Housing website under “For Current Resident Students”, “Undergraduate Housing Options”, or “Graduate Student Housing”.

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Registering a New Account

When you navigate to the new site, you will be presented with a login screen. If this is your first time visiting click “Register for an Account” to get started.

You will be taken to a Login screen where you will choose to register as a Student or Landlord. You will want to click “Landlord”.

[Image of Login screen showing options for Student and Landlord]
To create an account you will need an email address. If you do not have an email address you can get one free from sites such as **Yahoo**, **Gmail**, **Hotmail**, etc. Use an email address and password of your choice. These will become your permanent account login information, so you may wish to write them down to remember. Tenant inquiries about your property will be sent to the email address you register with (you can change this address at any time through “My Account” in your Dashboard).

Once you have registered, you will be taken to your “Dashboard”. This is where you will find all the information about your account, your properties (once added), and the “Help” page link.
Posting Your Property

To post a new property, click “New Property” on the top left hand side of the dashboard.

Enter the location and details for your property under “Basic Info”. Be sure to include all of the amenities and features of your property under the “Description” area. Things that were specifically asked on the previous Off-Campus listing such as what utilities are included, pet policy, lease terms, etc. should be included in the “Description” box.

Confirming Your Property Location

Before submitting, you must confirm the location of your property on the map. If the map location is correct, click the red marker to confirm the property you wish to advertise. The marker turns green.

Click red marker >
You're all set!
You still need to click a marker!
Setting Availabilities

Under Availabilities, you will want to indicate to potential tenants WHEN the apartment is available. Clicking on the date field will bring up a calendar where you can select the date your unit is available.

### 2. Availability

When is the property next available for renting?

*Note:* When you've rented out an apartment, just remove the date below. When it's ready for renting again, it will be waiting here for you!

- Lease Length: 12 months
- Is the length negotiable?

Adding Photos to Your Listing

With our new off-campus listing, landlords can upload up to 10 photos per apartment for a flat $5 fee. Photos are a great way to show-off your properties to potential tenants and help your rentals stand apart from the competition. You can upload photos and they will remain on the site even if you do not choose to pay to include them in a given month. When you do need to show the property off you can add the photo option for $5 and they will be added in. Each time you click “Add Photos” it will bring up a file browser/selection tool. Photos of any size can be used. They are automatically resized by the website software. Photos will be added to the list as they are processed. The site will indicate how many of your 10 allowed photos are being used.

Once your photos, description, and availability date is set, click “Done” to create your new listing.

Please wait for all uploads to finish before submitting.

Also, you cannot submit the form until you’ve clicked a marker on the map.
Activating Your Listing

Once you have created your property, you will need to activate it before it will appear on the online site. Click the “Not Activated” warning to access the Activate Property screen.

The Property Activation screen will give you options for selecting how many months you wish to run your listing, as well as whether you want to include photos. Once selected, click “Add to Cart”.

Current Activation Status

This property is not activated

Purchase Activations

1. Choose Schools

Where would you like to activate this property?

Activate

School

Price per Month

Current Status

Not Activated

The Current Status on the right tells you if and when this property is active at a given school. Purchasing more time at a school where your property is already active will simply append time to the activation period.

2. Activation Length

How long should this listing remain active? (You can reactivate at any time)

1 or More Months

3. Confirm

If you're only activating at one school, clicking the button below will activate the property immediately. If you need to purchase activations, they'll be added to your cart, and activated once you complete checkout.

Total Price: $25.00

Add to Cart
Your listing will then be added to your Shopping Cart. If you would like to add another property you can do so at that time, or if you are ready to pay, click “Checkout”.

You will then be directed to the Jump Off-Campus PayPal site. PayPal is a free online payment service that can be used to pay many online vendors via credit card or direct from your checking account - you must have a PayPal account (free) to pay from your checking account. If you do not have a PayPal account and do not wish to set one up, you can pay directly via credit card without an account.
Viewing Listings (Seeing What Potential Tenants See)

To view all active listings, click Map at the top of the page.

Active listings are indicated by pins on a map. Below we show the current listings for Tufts University as an example of what a populated map looks like. As we begin using this service at Clark, our map will become populated as well. On the left you will see search criteria that potential tenants can set to narrow the results shown. On the right, a “Results” bar expands to reveal detailed listings of all properties matching the search criteria.

Clicking on a pin reveals the location, size, price, and availability of a specific property.
Finding a Property

Clicking on the Street Address will bring up the full listing and photos for a property:

Potential tenants then see a detailed listing such as this. Photos can be navigated by clicking the numbers above, or the photo itself. Tenants can add properties to their “Favorites” list, so they can review them again later, and they can even create a group of friends and share properties among themselves. If they like your property, they simply click “Contact” to email you.

For assistance with the Clark Off-Campus Apartment listing, please contact Residential Life and Housing at 508-793-7453, or email housing@clarku.edu.