

For Property Owners/Landlords wishing to submit an ad:

1. Click on “**Register**” to create an account.
2. Create a username and enter your email, 1st and last name.
3. Fill in all of your contact information.
4. Once you hit “**Submit**”, you will be registered and told that an email will be sent to your email address with an initial password.
5. Open that email and follow the link back the Apartment Search Wizard.
6. Enter the initial password issued in the email.
7. Once logged in, you can click on “**My Profile**” and create your own personal password.

- By clicking on “**Submit Ad**”, you can submit as many rental listings as you would like and download photos too!
- By clicking on “**My Ads**” you can manage your account using your own private password in order to keep your listings fresh.
- Your listing will expire after 30 days. You will receive an email letting you know when the ad is nearing expiration.
- Once an ad has been submitted, it will take 24-48 hours to be approved before it goes live on the website. All changes and edits will need to be approved as well.
- Please be sure to list only rental housing units that you are willing to offer to HCVP participants.
- For information on how a property owner can offer their rental units HCVP (Section 8) participants and what the requirements are, please see the **Section 8 Inspection Regulations** link on our website homepage (www.berkshirehousing.com) or contact our office:
413-499-1630 x123.