Landlord Guide

Visit our website at: nho.uwm.edu

How to register as a Landlord

1) Hover over “Rentals & Roommates”.
2) Select “Landlord/Manager Registration”.

[Image of Neighborhood Housing Office website with a circled link to Landlord/Manager Registration]
3) Register as a new company. Please note - if you have more than 5 rental units, you will need to attend the City of Milwaukee Department of Neighborhood Services Landlord Training Program before you can list on our site (you can still finish the application process before taking the class).

4) If opting out Landlord training, select the appropriate number of units that you own.
5) Enter mailing address/contact information.
6) Select Preferred Tenant Program and Landlord Ratings preferences.
7) Create your username/password – passwords must have at least 10 characters (your email address will be your username when logging in to our website).
8) Click “Register”.

*Our office will take up to one week for new account registration approvals.

*Please also note that due to the Milwaukee Occupancy Ordinance, landlords are not allowed to rent to more than 3 unrelated tenants.
Create a Listing on Our Website

1) One your account is approved, visit our website and hover over “Rentals and Roommates” and then “Landlord/Manager Login” and enter your e-mail and password.

2) Click on the gear icon where it says “My listings” and then click “My listings”.
3) In the right corner click the “+New Listing” button.

4) Enter information about your property. Additional notes such as information about the neighborhood, whether there is street parking, and contact preferences may be added in the comments section once term of rental and type is selected.

Continued below…
**Term of Rental**: How long is the lease?

**Type**: Rental→Typical rental agreement.
- **Sublease**→ Looking for someone else to take over a current tenant’s lease if current tenant is going home for summer, studying abroad, etc.
- **Room for rent**→ If you have rooms you would like to rent within your home and have less than 3 unrelated tenants and separate leases.
- **Parking space**→ Parking space rental.

**Area**: Neighborhood your property is located.

**Rent per month/Security deposit**→ Total amount of rent/security deposit (If it is a 3 bedroom for $1500, put $1500, not $500).

**Available date**→ Date property is available for move-in (if available now, check box).
5) Write additional information/comments in the comment box if desired.
6) Choose amenities from the dropdown menu, click the +Add button to have it added to the listing.

7) Add number of bedrooms and bathrooms.

Required & Previously Listed Amenities
8) If you would like to add photos, save images to your desktop and drag directly from the desktop to the grey “Drop Image” box. If you are unable to add the images, please email our office at housing@uwm.edu with the photos and the address in the subject line and we can add them for you.

Images

Give prospective renters a chance to see inside. Add some images to your listing.

Drop Image...

9) Click Submit for approval.

*Once your listing has been created, it will take 1-2 business days for our office to approve the listing.
*Once your listing is approved, it will be active for two weeks. If your property has not been rented within that two week timeframe, call our office at 414-229-6999 or email us at housing@uwm.edu to let us know you need the property reactivated.
How to Edit a Listing

1) If you want to change anything on your listing, follow steps 1-2 for creating a listing.
2) Once you have clicked “My listings” your listings will come up. Click “Edit this Listing” and make the necessary changes.

3) Click “Submit for Approval”.

<table>
<thead>
<tr>
<th>Address</th>
<th>Area</th>
<th>Posted By</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>Downtown</td>
<td></td>
<td>Inactive</td>
</tr>
</tbody>
</table>

[Image of a list view with options to edit and delete a listing]