

Step 2

Step 2a: Posting Properties

In order to [Attract Renters](#), you have to post where Renters look and that's posting in the [apts / housing](#) section on Craigs List.

Remember, it is very important that you follow these steps to the "**T**" every morning, everyday you work. Follow these instructions to be very successful:

1st Step:

- Before you start posting, you must run CCleaner. If you don't have this on your computer, you need to download it. It's free and its needed. If you already have CCleaner on your computer, Right Click the [Recycle Bin](#) then click on [Run CCleaner](#). Wait about 30 seconds then move on!

2nd Step:

- To start, you need to open 2 web browsers
- Browser 1, go to: <http://www.Realtor.com>
- Browser 2, [Firefox Users](#): Open Firefox, click [File](#) then [New Private Window](#)
- Browser 2, [Google Chrome Users](#): Open Google Chrome and on the top-right side under the "X", you'll see 3 dots in line. click on those dots then click [New Incognito Window](#)
- Go to: <http://www.CraigsList.org/about/sites>

3rd Step:

- Go back to [Brower 1](#). Under the [Buy](#) tab, type in the City of your choice & the State you was assigned to then click [Search](#)
- Click [Price](#) & enter the price range of \$150,000 - \$450,000
- Click [Property Type](#) & only select [House](#)
- Click [Listing Status](#) & click [Hide Pending/Contingent](#)

Step 2a - Continues

- Under [More Filters](#), click [Expand Search Area](#) and click [20 miles](#)
- Click to [View Listings](#)
- Now you should see a list of properties based on your criteria
- Click sorted by [Lowest Price](#)
- Starting with the first house that is really nice then click it, you want a property that has at least 20 photos and they must be bright
- If the property is in excellent condition, select the property for your 1st posting

4th Step:

- Go to your desktop and create a folder named [PhoneOps](#)
- Open your new folder and create another folder and name that folder [Properties](#)
- Open [Properties](#) and create another folder. Name this folder the full address of the property you are about to post (*including the city, state & zip*)
- Download [Step2aPhoneOpsPhoto](#) and keep in your [Properties Folder](#)
- Go back to [Browser 1](#), go to each photo of the property, right-click, click [Save Image As](#) and name each photo starting with number 1
- Once you have the photo saved in your new folder, its now time to fill out the [Rental Property Listings](#)

Property Listings

- Go to the [Document Section](#) of the Training Site, click [Property Listings](#), click [Rental Side](#), download the form that represents your assigned state then fill in everything that's on [Browser 1](#) onto the [Rental - Property Listing](#)

Step 2a - Continues

- Everything that's **highlighted** needs to be changed to fit your information and the property's information. Remember to include your direct name & contact number. **Always use the Rental Property Listing the state the property is located in because that state's phone number is already listed.**
- **EVERYTHING ELSE, ALWAYS KEEP & USE IN ALL YOUR POSTINGS**
- Never include any Realtor's information, especially on how to submit offers or any of the verbiage. Only include the property details!

Browser 1

- Scroll down and click [Neighborhood](#) to look at the map and include the [Cross Street](#) on the [Rental Property Listings](#)
- Scroll down and click [Payment Calculator](#), & key in [0%](#) as the down payment
- In the [Interest Rate](#) area, put [5.625%](#) in the box; the monthly amount will calculate
- Whatever the monthly payment states, round it to the nearest **TWENTY-FIVE** and put that as your monthly payment on the [Step2aPropertyListings](#) form
- **Example:** If it states \$2,071, round to the nearest **25** which is \$2,075 and that's the monthly payment. If it states \$4,519, round to the nearest **25** which is \$4,525 and that's the monthly payment
- Save [Rental - Property Listing](#) in the folder with the photos and name it the address of the property
- Each property you post suppose to have its own folder with photos & the [Rental - Property Listing](#) form. So if you ever need to re-post, you'll have it available.

Step 2a - Continues

5th Step:

Now its time to post on Craig's List.

- Go back to [Browser 2](#)
- Click on the city & state you've been assigned to
- Click [Apts / housing](#)
- Go back to [Rental - Property Listing](#)
- Copy & paste the information onto Craig's List
- When you get to [Posting Body](#), on Craig's List, copy the entire wording starting with the space before [PLEASE READ EVERYTHING](#) after [Posting Description](#) on the [Rental Property Listings](#) all the way down to the 4th page leaving all that space in between including the verbiage on page 4. **This verbiage must be on all your postings! NEVER POST THE SALES PRICE**
- Change Housing Type to [House](#) or [Manufactured](#)
- Always check [Cats Ok](#) & [Dogs Ok](#)
- Enter your e-mail address
- Always select [CL mail relay](#)
- Check [By Phone](#) and add the same office number that's on the listing
- In contact name, include your full name
- Always click Show on Maps and put the information in
- Always click the 2nd box at the bottom and put your full name in the box
- Click [Continue](#)
- Put the pin on the map accordingly
- Click [Continue](#)
- Drag or upload the photos
- Always include [Step2aPhoneOpsPhoto](#) as your [Next To Last Photo](#). Switch it up every time but make sure this photo is never in the same spot
- Click [Done with Images](#)

Step 2a - Continues

- View your listing then go to the [Document Section](#) of the Training Site, click [Property Listings](#) then click [Sample Ad](#) to see if your listing looks like the [Sample Ad](#). If it doesn't **Go Back** and make the corrections
- After all corrections has be made *(if any)*, click [Publish](#)

You are all done posting your first Listing. Now its time to move to the [Step 6](#). This step is very important so follow these instructions as you don't want your posting flagged!

Step 6:

- Check your e-mail for the confirmation of your posting
- Click the link to confirm your posting & Accept the terms of Use
- You may get the Phone Verification. Craigs List will text you a code, put the code in the box when you get it
- Now it will show the link to your post. Click this link a total of **55 Times**. When you click it, it will open in a new tab. Click it then close that tab then keep clicking it and closing the tab for **55+ times**.

THIS IS A MUST OR YOU WILL BE FLAGGED AND REMEMBER TO BE IN INCOGNITO!!!

At this Point, you have successfully posted your 1st property on Craig's List. Now it's time to post the same property on the [For Sale By Owner Side](#). Follow these steps to move forward:

- Keep your [Rental - Property Listing](#) open. Go to the [Document Section](#) of the Training Site, click [Property Listings](#) and open a [For Sale By Owner - Property Listing](#)
- Copy & Paste the information from the [Rental - Property Listing](#) onto the [For Sale By Owner - Property Listing](#) as you are about to post the same property on the for sale side

Step 2a - Continues

- Once the [For Sale By Owner - Property Listing](#) has been updated and all the **YELLOW** ha been updated to the property's information and your information, it's time to post on Craig's List

Step 7:

- Go to: <http://www.Craigslist.org/about/sites>
- Click the state you've been assigned to
- Click [Real Estate For Sale](#)
- Click [Post](#) on the top right corner
- Click [Housing Offered](#)
- Click [Real Estate - By Owner](#)
- Copy & Paste everything that's on the [For Sale By Owner - Property Listing](#) onto Craig's List
- Click [Continue](#)
- Add the same photos you used for the Rental side but switch them up some when uploading them
- View how your listing look to make sure it's correct
- Click [Publish](#)
- Check your e-mail for the confirmation of your posting
- Click the link to confirm your posting & Accept the terms of Use
- Click this link a total of [55 Times](#) just like you did your 1st listing

At this Point, you have successfully posted your 2nd property on Craig's List. Now go to:

www.PhoneOpsFunding.com/IHPFileSubmission

Step 2a - Continues

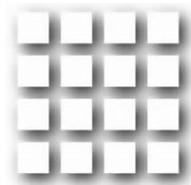
to complete the [IHP File Submission](#) form. This form needs to be completed **EVERYDAY** after posting your properties. Now its time to include your listings in [PhoneOps Listings](#).

Step 2b

Step 2b: Access to PhoneOps Listings

Everyday you must include all your listings onto [PhoneOps Listings](#) so when our IHP's get calls from potential Clients, they should be able to look the properties in the [PhoneOps Listings](#) and provide the detailed information about each property then direct the potential to our website to complete the online application. Do the following:

- Log into your gmail e-mail account
- On the top right side, click on [Google Apps](#). It should look like this



- Click [Sheets](#)
- Click [PhoneOps Listings](#)
- Each listing is in order by Price
- Find where your listing will fall in at
- Right-Click the row
- Click [Insert 1 Above](#)
- Include the [Address](#), [City](#), [State](#), [Zip](#), [Sale's Price](#), [Amount per month](#), [100% Financing Program](#), Realtor.com link to the house, www.PhoneOpsFunding.com/100Financing, [Craigs List Link](#), [Your Name](#) & the [Date](#) you posted the listing

Step 2b - Continues

- All your postings will be for the [100% Financing Program](#) so the entire row needs to be **ORANGE**
- Once you are done adding your listing to [PhoneOps Listings](#), you are done.

Understand and remember the following color codes:

- Listings that is in **YELLOW** means its the Grant program
- Listings that is in **PINK** means its the 203k program
- Listings that is in **GREEN** means its pending sale
- Listings that is in **TURQUIOSE** means its sold
- Listings that is in **GRAY** means its a Rental
- Listings that is in **RED** means its the Fix & Flip Program
- Listings that is in **BLUE** means its the \$100 Down Program
- Listings that is in **BLACK** means its the Commercial Program

At this Point, you posted properties on Craig's List, you completed the [IHP File Submission](#) and your Listings is posted on [PhoneOps Listings](#). If you haven't done this, **GO BACK!!!**

**REMEMBER TO POST A MINIMUM OF 4 PROPERTIES
PER STATE EVERYDAY IN INCOGNITO!!!**

Step 2c

Step 2c: Grading Period

Grading Periods start every Sunday and ends every Saturday. You will be **Graded** on all your **IHP File Submissions** so its very important to always submit your Listings everyday at:

www.PhoneOpsFunding.com/IHPFileSubmission

Every Sunday, **Grading Period** will start and our **Regional Managers** will count how many **IHP File Submissions** you have submitted during this period and if you fall below the minimum posting amount, your compensation will drop \$25 until the next **Grading Period**.

Posting Requirement is:

- 4 Postings Per Day Per State = 20 Postings per day =

Sundays through Saturdays = 120 Postings by Saturday 8pm EST

Your compensation will only go down \$25 for that week then reset itself the next week. If you fall below again the next week, then you will be down another \$25 for that week. When you finally get a check, those weeks you were down will be totaled up and will be deducted.

If every week you meet the minimum posting requirement, you will maintain your Compensation and it will not drop. The main purpose of the **Grading Period** is to motivate you to keep posting as this will only build your clientele and keep a flow of compensation for you and your family.

Step 2d

Step 2d: Lead Sheet

In the **Document Section** of the Training Site, you will find the **Lead Sheet**. Click it to download this form to save to your computer. Completing the **Lead Sheet** everyday is mandatory as when you get new leads, you will forward them to your assigned **IHP** and they will work the lead to turn them into a Client but you want to get credit for it of course so completing this form will ensure that you will get credit for each potential Client that turns into a Client.

Step 2d - Continues

Even though you will include your name on all your listings, when the potential Client speaks to the IHP and the IHP encourage the potential Client to complete the online application, 9 times out of 10 the new Client will put the IHP's name on their application and not yours so by us having your [Lead Sheet](#), we'll know that the lead came from you and on the [Client Database](#), your name as well as the IHP's name will be listed for your Client.

Submit all completed [Lead Sheets](#) at the end of everyday at:

www.PhoneOpsFunding.com/IHPFileSubmission

Step 2e

Step 2e: Things to Remember

- **ALWAYS** post a minimum of 4 postings per state, everyday Sundays through Saturdays
- **ALWAYS** remember to include the verbiage on all 4 pages of the Property Listings every time you post
- **ALWAYS** post your listings in the [apts/housing](#) section on Craigs List as you are attracting Renters. Renters will not call you if they don't see your listing and don't forget to post your listings on the [For Sale by Owner](#) side
- **ALWAYS** make sure that [PhoneOps Photo](#) is not in the same photo spot to avoid your listing getting flagged
- **ALWAYS** add all your new listings on [PhoneOps Listings](#)

Step 2e - Continues

- **ALWAYS** complete the IHP File Submission at: www.PhoneOpsFunding.com/IHPFileSubmission everyday, Sundays through Saturdays as you will be **Graded**.
- **ALWAYS** re-post properties that were **FLAGGED!** Look at your listing to see why it was flagged, fix the issue and re-post
- **ALWAYS** include all your listings in [PhoneOps Listings](#).
- **ALWAYS** go through all your listings **Every Saturday** to see if any properties sold. If the listing is sold, delete the ad on Craig's List and update [PhoneOps Listings](#) that the property is sold by **highlighting the entire row & put SOLD**
- **NEVER** post the Sales Price on any of your listings. If you did, **REMOVE IT IMMEDIATELY**. Remember, Renters want to know the Down Payment amount and Monthly Payment amount so only Down Payment & Monthly Payment should be on all your listings, never the sales price. The Sales Price is for your information only and once you speak to someone, then you can inform them of the actual sales price
- **NEVER** post properties that has less than 10 photos. People want to see a lot of photos and they will ask you to send them more. You can't go to the property to take more photos so don't waste your time
- **NEVER** post properties that needs work. All properties must be in **MOVE IN CONDITION!!!**
- **NEVER** delete listings from [PhoneOps Listings](#)

Step 2e - Continues

If **Step 2** seems to be confusing in any way, this Absolutely means that you've skip a section or step. **GO BACK!!!**

This Completes Step 2