

Step 2

Step 2a: Posting Properties

If you didn't complete [Step 1s](#), **GO BACK!!!** If you completed [Step 1s](#), its now time to **Attract Renters**. 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. Post only 2 properties **PER DAY** per Craigs List Account (*Monday through Saturday*). You'll have to create additional Craigs List accounts to post more properties in order for your listings to not get flagged. 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 \$175,000 - \$600,000

Step 2a - Continues

- Click [Property Type](#) & only select [House](#)
- Click [Listing Status](#) & click [Hide Pending/Contingent](#)
- Under [More Filters](#), click [Expand Search Area](#) and click [10 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, 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](#)

Step 2a - Continues

Property Listings

- Go to the [Document Section](#) of the Training Site, click [Property Listings](#) then click [Rental Side](#) and open one of the forms then fill in everything that's on [Browser 1](#) onto the [Rental Property Listings](#)
- 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. **If you are working at the office, always use the Rental Property Listing the state the property is located in because that state's phone number is already listed, simply include your extension and your name.**
- **EVERYTHING ELSE, ALWAYS KEEP & USE IN ALL YOUR POSITINGS**
- 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 [Rental Property Listings](#) 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 Listings](#) 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 Listings](#) 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 Listings](#)
- 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](#)
- Enter your direct number if you are not working at the office
- 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 last
- 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 on the [For Sale By Owner Side](#). Follow these steps to move forward:

- Keep your [Rental Property Listings](#) open. Go to the [Document Section](#) of the Training Site, click [Property Listings](#) and open a [For Sale By Owner Property Listings](#)
- Copy & Paste the information from the [Rental Property Listings](#) onto the [For Sale By Owner Property Listings](#) as you are about to post the same property on the for sale side
- Once the [For Sale By Owner Property Listings](#) 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 2a - Continues

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 Listings](#) onto Craig's List
- Click [Continue](#)
- Add the same photos you used for the Rental side
- 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/IPIAFileSubmission

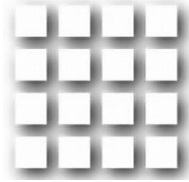
to complete the [IPIA File Submission](#) form. This form needs to be completed **EVERYDAY** after posting your two properties. Now its time to include your listings in [PhoneOps Listings](#).

Step 2b

Step 2b: Access to PhoneOps Listings

Everyday you start work and returning calls, you must 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, [Your Name](#) & the [Date](#) you posted the listing
- 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.

Keep this document open throughout the day as when you take calls, a lot of people will be calling about a property and this document you'll view to see if the property is still available. 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

Step 2b - Continues

- 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
- Listings that is in **Orange** means its a regular Purchase listing

By law, we can't post the full address so a posting should always look like: 1XX Main St. **Example:** When someone calls and ask if 14XX Krin Ct NE is available, do the following:

- On [PhoneOps Listings](#), click [Edit](#) then [Find & Replace](#)
- Type in the street name, in this example, its Krin and click [Find](#)
- As you can see, the row is **Yellow** so that means its part of the Grant Program
- Click the link then click the pop-up link to view the property
- On the left side of the photo, it will state either [Active](#) or **Pending** or **Sold** or [Off the Market](#)
- Let the Caller know the status of that property.

Active

When you see the property is still active, this means the property is still available. Inform the client the property is still available and do the following:

- Send them to our website to complete the online application. Go back to [PhoneOps Listings](#) and scroll to the Comments column and there should be the direct website to send the clients to for that property program. Application Fees are waived so it costs nothing to submit their application.
- Inform them that once they complete the online application, they will receive an invoice to pay for us to pull their credit. **WE MUST PULL THEIR CREDIT** and this fee is only \$45 per person and this cost is nothing compared to other mortgage companies

Step 2b - Continues

- Once we pull their credit and input their application onto our High Tech Mortgage Software then **BOOM**, all programs that's available for the client will appear
- Inform them to start submitting their documents that's on the [Client's Check List](#) and inform them that you will be their assigned **IHP** and you'll work with them to get the [Client Check List](#) cleared. Remember to give them your direct extension and e-mail address
- Once we get all documents that's on the [Client Check List](#), it normally takes up to 24 hours to get a Pre-Approval. Most of the time, same day

Pending & Sold

When you see the property is pending or already sold, inform the client that its no longer available but we have several more properties available for that program.

Follow the same instructions above by sending each potential Client to that program's website to complete the online application.

Off the Market

When you see the property off the market, this means that the Listing Agent took the property off the market for whatever reason. Sometimes its taken off the market to fix some repairs, etc or the Listing has expired but later the property is back on the market. Inform the client that its off the market and it's possible it will be available again. Inform the client that we have several more properties available for that program. Follow the same instructions above by sending each potential Client to that program's website to complete the online application.

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 2 PROPERTIES EVERYDAY FOR EACH CRAIGS LIST ACCOUNT

Step 2c

Step 2c: Grading Period

Grading Periods will be every 1st of the month of every month. 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 1st of the month, **Grading Period** will start and our **Back Office** 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 per state until the next **Grading Period**.

Example: June 1st, **Grading Period** starts. For the month of May, all your **IHP File Submissions** will be totaled up and you were assigned to 3 states. May has 31 days:

Say you started May 1st, you should have posted:

- 2 properties everyday for state 1
- 2 properties everyday for state 2
- 2 properties everyday for state 3

31 days X's 2 postings = 62 postings

62 postings X's 3 States = 186 postings

Any day of the month you start work would be pro-rated. If you don't have the total postings for the June 1st **Grading Period**, all files that closes in the month of June will be **Set Compensation Minus \$25 per state (Minus \$75)**. You have the entire month of June to meet the minimum requirement so when July 1st **Grading Period** starts, you won't be under and your compensation will go back to the regular **Set Compensation** amount.

Your compensation will only go down \$25 per state & back up \$25 per state. It will never go any lower than this. If every month 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: Things to Remember

- **ALWAYS** post 2 properties per state or per city, per Craigs List Account everyday Mondays 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 the last photo to avoid your listing getting flagged
- **ALWAYS** add all your new listings on [PhoneOps Listings](#)
- **ALWAYS** complete the [IHP File Submission](#) at: www.PhoneOpsFunding.com/IHPFileSubmission everyday, Mondays through Saturdays to get the credit as you will be **Graded**.
- **ALWAYS** re-post properties that were **FLAGGED!** Look at your listing to see why it was flagged and re-post
- **ALWAYS** update PhoneOps Listings. **Example:** If someone calls and asks if a property is still available and you click the link but its pending, sold or off the market, highlight that row accordingly, inform the client about that property and encourage them to apply online to get pre-approved for properties similar to that one.

Step 2d - Continues

- **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 15 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**

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