

# NORTH CAROLINA MOUNTAINS MLS



Over 19,000 REALTOR® Listed Properties

Connecting Consumers and REALTORS®

## The NCMMLS Rental Site Help File

### Logging into the rental admin function

- In this system, there are only two user types, brokers and rental agents.
- Brokers in Charge (BIC's) log into the system using their InnoVia credentials.
- **Note: Brokers in Charge must enter authorized rental agents. This is different than the MLS system since some property managers use staffs that are not in the MLS system.** It is impossible at the moment to import staff members from the MLS system.
- In this system, rental agents are the ones who may enter “listings” into the rental program.
- BIC'S may add whomever they wish as a rental agent.

**Note: The BIC is also responsible for making rental agents inactive should they leave the firm. When a rental agent is made inactive, that agent's information is no longer displayed on the web site, no listing information is affected, since listings are not associated with individual rental agents.**

### Entering information into the rental program

The BIC should log into the rental program admin site at: <http://rentaladmin.ncmmls.net>.

1. Confirm that all firm information is correct. Make any edits that are necessary. Make sure to save changes.

### CREATING RENTAL AGENTS

1. The Broker logs into the admin site located at <http://rentaladmin.ncmmls.net>.
2. Click on “Create Rental Agent Account”.
3. Complete the six fields. Make sure to save your entry.
4. Repeat this process until all rental agents in the firm have been entered.

## DELETING RENTAL AGENTS

1. The Broker logs into the admin site located at <http://rentaladmin.ncmmls.net>.
2. Click on "My Rental Agents".
3. Locate appropriate rental agent on list and click "Inactivate Agent".

## ENTERING RENTAL INFORMATION

1. Rental agent logs into site at: <http://rentaladmin.ncmmls.net>.
2. Choose either "Add a Rental", "Import a Rental", or "Import Multiple Rentals".

### Add a Long Term Rental

1. Enter the information for each field and at least one photo.

**Please note: this site is visually oriented; it is to your advantage to enter something in all eleven available photos positions to maximize the exposure of your rental.**

2. Mapping Information - After entering the address fields above, click the Geocode This Rental button below. An attempt will be made to find the latitude and longitude of this property using the address. If you know the latitude and longitude already, you can enter them in the Latitude and Longitude boxes below in decimal format (###.#####). You can also click the View/Edit Map Location button at any time to view the current map location or manually locate the property on a map and set the location.
3. Save your work.

### Add a Vacation Rental

1. Enter the information for each field and at least one photo.

**Please note: this site is visually oriented; it is to your advantage to enter something in all eleven available photos positions to maximize the exposure of your rental.**

2. Mapping Information - After entering the address fields above, click the Geocode This Rental button below. An attempt will be made to find the latitude and longitude of this property using the address. If you know the latitude and longitude already, you can enter them in the Latitude and Longitude boxes below in decimal format (###.#####). You can also click the View/Edit Map Location button at any time to view the current map location or manually locate the property on a map and set the location.
3. Save your work.
4. After entering all of the data you will be taken to a new screen where you enter the rental rates. You may enter as many rates as you wish. Consumers may search by rates so it is to your advantage to enter all that you have.

### Import a Single Rental (Only long-term rentals may be imported)

1. Enter the MLS number of the listing you wish to import.
2. Click on "Import".
3. Enter data into those fields that are empty such as the deposit fields.
4. Save your work.

### **Import Multiple Rentals**

1. Enter as many MLS numbers as you wish, separated by commas.
2. Click on "Import".
3. Go to "Existing Rentals", it displays all of the imported properties.
4. Look down the status column for those listings whose status is "In Progress".
5. Click on each of those listings and enter data into those fields that are empty such as the deposit fields.
6. Save your work each listing before proceeding to the next listing.

### **Edit an Existing Rental**

1. Click on "Existing Rentals".
2. Choose rental type ("Vacation" or "Long Term").
3. Choose "Edit info", "Edit Rates" (if vacation rental), "Edit Photo" or "Delete".
4. Make the appropriate changes.
5. Save your changes.

### **Rental Status**

A rental property may be:

1. "For Rent" (property displays on Internet).
2. "Rented" (property does not display on Internet).
3. "In Progress" (property missing required info or photo and does not display on Internet).
4. "Inactive" (property is archived, but remains in database for future use).

### **Change the Status of a Rental**

1. Click on "Existing Rentals".
2. Choose "Vacation" or "Long Term"
3. Choose "Edit"
4. Choose "Status" and make desired change
5. Save your change.