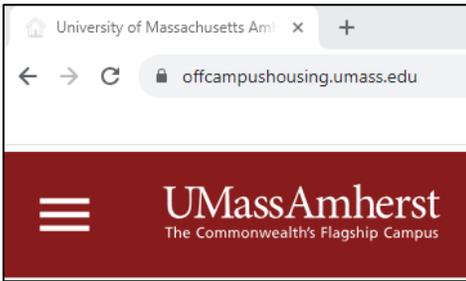
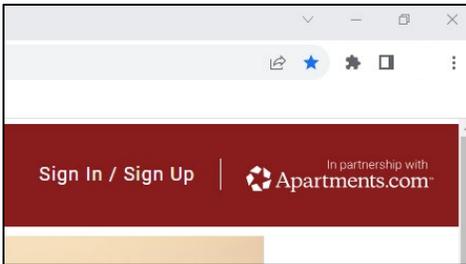


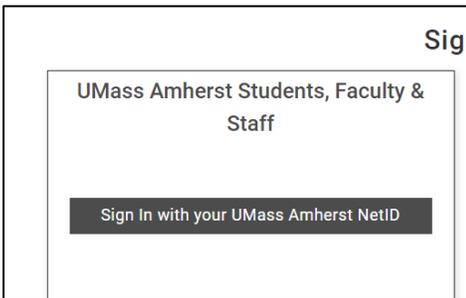
How do you POST A SUBLET on the off campus housing website?



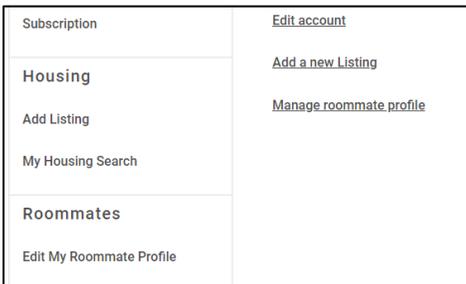
Navigate to offcampushousing.umass.edu



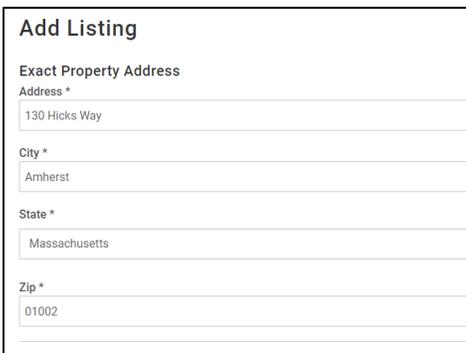
Click the "Sign In" button in the top right corner.



On the sign in page, click "Sign in with your UMass Amherst Net ID". The "Property Listers" option is for landlords only.



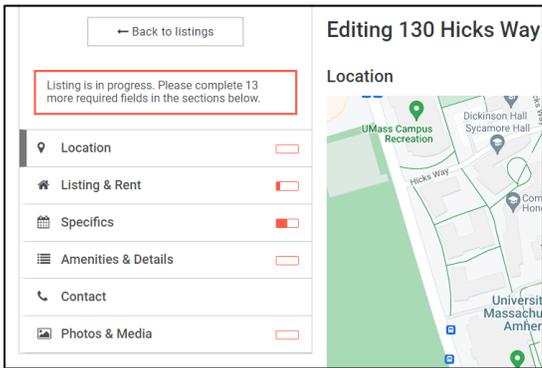
When you log in, click on "Add Listing" in the housing section of your account page.



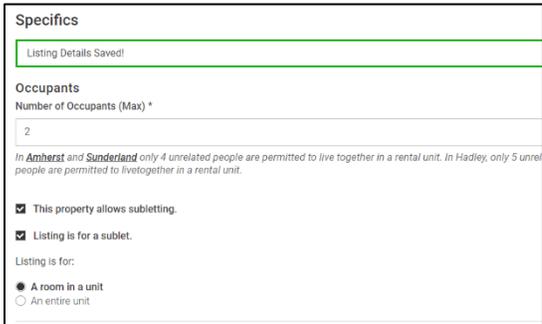
Enter your apartment address.

Turn the page!

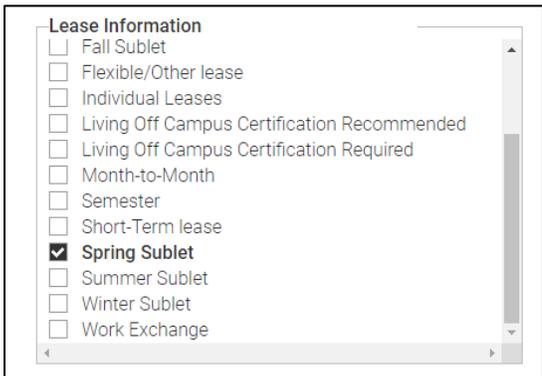




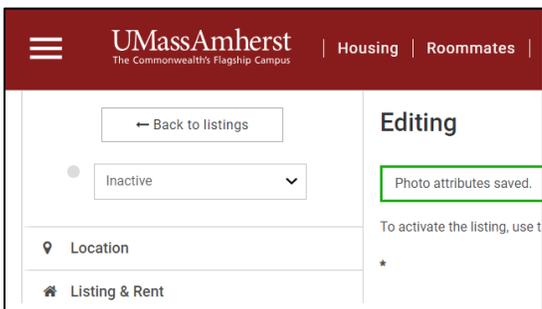
Follow the prompts to fill out the posting details via the “Location”, “Listing & Rent”, “Specifics”, “Amenities & Details”, “Contact”, and “Photos & Media” tabs. The more complete information you include, the better. Plenty of clear, quality pictures always help!



When you get to the “Specifics” tab, be sure to specify that the rental is a sublet, and indicate if you’re subletting a room or the entire unit.



In the “Lease Information” section of the “Amenities & Details” tab, be sure to indicate when the sublet is for.



Once all fields have information, change the listing to “Active” and it will post.