



How to List Properties on NJHRC.gov

Step 1

Go to www.NJHRC.gov and click the “LIST HOUSING” tab.

Step 2

Click the “Already Registered? Login here” button. On the next screen, enter your username and password. Next, you will see your personal welcome page.

Step 3

Click the [Add Property](#) tab.

Step 4

Under “Add new rental listing in:” choose NJ from the drop-down menu. Click the “Add Listing” button.

Step 5

Choose the city where your property is located.

Step 6

You will see a listing form. **Required fields** are marked with a blue asterisk.

Other fields are optional, but list as much information as possible for a more appealing listing.

Listing Notes

- **Street Address Line 1:** Enter the street name and number on this line.
- **Address Line 2** is for apartment or unit numbers, details like “first-floor unit,” and for any promotional messages.
- **MONTHLY Rent Type** is a required field, but fill in details for **only one** of the rent types. For most properties, this will be “Standard Monthly Rent.”
- Fields at the bottom of the form let you type in comments and describe special property features and amenities.
- **Public Contact Information for This Listing:** If you need to add a contact other than the default contact, enter the appropriate name and number in the “Add a New Contact” line.

Tips for Multifamily Properties!

- If adding a property in a new complex or multi-unit building, add the name of the complex in the section following the property address (leave BLANK if this does not apply).
- This allows you to list the total number of available units or **clone** the unit for easy listing of other bedroom or unit types.
- These features can be accessed **after** you have added details for the first unit and clicked the “Click Here to Update Property” button.

Step 7

Click the “Click Here to Update Property” button to save the information you have listed.