

How to Add A New Listing

Start from your Dashboard or your My Listings page and click "Add a Listing." Next, find your property on the map by entering the property's address. When you see the correct address populate as a suggestion, click on that address.

(Note: You can also add a listing on the Search page by entering a street address under the "Location" menu at the top-left).

First, search for the property by entering an address:	
38376 North Gantzel Road, San Tan Valley,	
38376 North Joann Way San Tan Valley, AZ, USA	
38376 North Gantzel Road San Tan Valley, AZ, USA	
38376 Calle Jojoba Temecula, CA, USA	
38376 Birch Street Newark, CA, USA	
38376 Poppet Canyon Drive Palm Desert, CA, USA	
	powered by Google

If that property already exists in the database, you'll see a dot on that parcel corresponding to the property type. Click it to display the property window, and then click "Add Listing."





 (\mathbf{x})

Submit

Cancel

Finally, enter your listing information and provide as many details as possible. Add photos, flyers, and links at the bottom of the page.

Once you're ready, click "Save" on the left hand side of the screen. Make your listing available to "Everyone" if you'd like it to be visible publicly once it's approved by Researchers.

Confirm changes

Are you sure you want to submit?

Make changes to this Listing available to:



What if the property doesn't already exist?

If you were able to find your property's parcel, and there was not an existing property in the system (indicated by a colored dot), hover over the parcel and click the gray question mark that appears.

If you don't see the question mark appear, try zooming in a bit closer over the parcel.



Create new Property

 \otimes

We don't yet have a property record at this location. You can add one now and let us know – we'll verify the details.

Add a brief note about this property/building to help with verification

Create Property

On the next prompt, enter any details you think might help Researchers verify the property information and click "Create Property." Once you create the property, you can add your listing using the steps above.