TORONTO

Vacancy Listing Creation Checklist

Property Information

RentCafe Menu - Compliance Management– Choice Based Configuration

- [ ] Exclude Property Amenities not related to the building
- [ ] Exclude Unit Amenities not related to any units in the building
- [ ] Use the freeform fields to include any critical information for which there is no amenity

Property Photos

RentCafe Menu – Property Configuration– Content & Settings – Photo Gallery

- [ ] Add or validate Building Exteriors photos
- [ ] Add Common areas photos (laundry, lobby, etc.)
  - [ ] Upload image
    - [ ] File Type is .jpg .bmp or .png
    - [ ] File Size under 500KB
    - [ ] Image Size 720 pixels X 720 pixels
    - [ ] File Name does not include special characters (eg. \ /: *? " < > | # % + & . ')
  - [ ] Provide alt text
    - [ ] Less than 200 characters.
    - [ ] Separate from the amenities (no duplication)
    - [ ] Descriptive for a potential tenant
    - [ ] Does the alt-text provide as much information as the image within the character constraints?

Floor Plans

Included in email with unit photos (right)

- [ ] Email sample floor plan for appropriate unit.

Unit Information

RentCafe Menu – Review Units

- [ ] Update the Unit amenities for this vacancy
- [ ] Set Available date for when new tenant will be able to take possession of unit
- [ ] Set Vacancy Status to Available for Offer
- [ ] Use the freeform fields to include any critical information for which there is no amenity eg. Stairs within unit

Unit Photos

Attached to email and sent to A2H, 1 email per vacancy

- [ ] Include unit identification information from RENTCafe
- [ ] One photo of each room in the vacant unit, or a comparable unit
- [ ] Attach unit images
  - [ ] File Type is .jpg .bmp or .png
  - [ ] File Size under 500KB
  - [ ] Image Size 720 pixels X 720 pixels
  - [ ] File Name does not include special characters (eg. \ /: *? " < > | # % + & . ')
  - [ ] The image file name should indicate: "propertyaddress_floorplan_unitnumber.jpg" Ex. "176ElmStreet_1B_100.jpg"
- [ ] Provide alt text
  - [ ] Less than 200 characters.
  - [ ] Separate from the amenities (no duplication)
  - [ ] Descriptive for a potential tenant
  - [ ] Does the alt-text provide as much information as the image within the character constraints?