



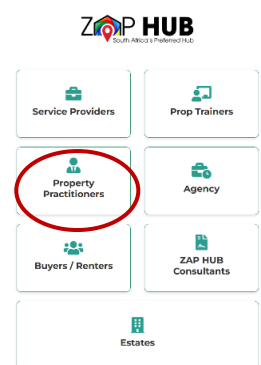
STEP BY STEP GUIDE HOW TO LIST A PROPERTY FOR RENT

Step 1: Access the Login Page

1. Go to the **ZAP HUB** homepage.
2. Look at the **top right corner** of the screen.
3. Click the **"Login"** button to begin.

Step 2: Select Your Role

- You will be redirected to a page where you can select your role.
- Click on **"Property Practitioner"** to continue.
- Enter your **login details** (username/email and password) to proceed.



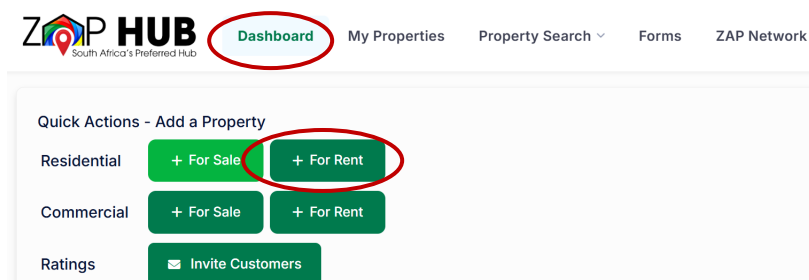
Step 3: Access the Listing Section

Once logged in to the **agent dashboard**:

- Near the **top left corner**, you'll find quick listing options for **"For Rent"** and **"For Sale"** – making it easy to add a property in just a few clicks.

Alternative Method:

- Go to the **top menu** and click on **"My Properties"** – where all your listings come together in one clear, organized view.
- Click **"Add Property for Sale"** on the right side to create a new listing.

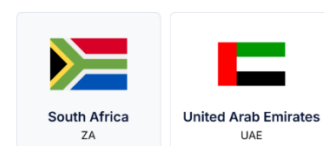


Step 4: Select Your Country

- You will be prompted to **choose your country**.
- Select **"South Africa"** to list your property.

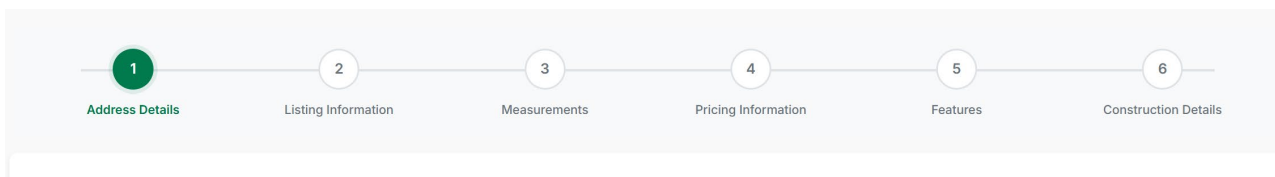
Select Country

Please select the country where the property is located before proceeding.



Step 5: Complete the Listing Form

The page is divided into **six sections**, so you can save your progress and come back to complete it later.



Section 1: Address Details

Address Details

Start by searching for a property by **Street Name**.
If the property is not found, you can tick the checkbox below to **enter a new address manually**.

☐ Enter New Address

Search By Street Name

(It will auto-populate the address list based on the first two letters you type. If your matching address is found, select it. Otherwise, click the "Enter New Address" checkbox.)

Enter Full Address

- ⚠ Check to see if property is already listed on an open mandate
- ⚠ If the address isn't found, click the **tick box** above the search bar to unlock the manual entry fields

Address Information

Street No * Street Name * ☐ Hide Street No & Street Name on Public Listing

Street No is required. Street Name is required.

Complex Name

Unit / Suite Landmark Directions

Enter Unit/Suite/Address2... Enter Landmark... Enter Directions...

Zip Code * Province * Suburb *

Zip Code is required. Province is required. Suburb is required.

Latitude Longitude

- ⚠ **Enter Full Address** and if you wish to hide the address publicly then check the box

****Mandatory Fields Check:

- On the left, you'll see a list of all **mandatory fields** required for your listing.
- As you enter information, this list gradually gets shorter until it disappears – confirming everything is complete.

Create Listing

Property Details

errors found. Please review the highlighted fields.

- ✗ Street No is required.
- ✗ Street Name is required.
- ✗ Zip Code is required.
- ✗ Province is required.
- ✗ Suburb is required.
- ✗ Please mark the location on the map.
- ✗ Please mark the location on the map.

Once you have filled in all required fields you can press “NEXT” to move to section 2

Section 2: Listing Information

Listing Type

Select Listing Type *

- ☐ Open Mandate - Listing that an agent has rights to market, but not exclusive rights.
- ☐ Sole Mandate - Agent has sole rights to sell the property, not listed in an MLS.
- ☒ Sole & Exclusive Mandate - Exclusive rights associated with the listing.

⚠ **Note:** If you select "Open Mandate," additional checkboxes will appear to confirm you have permission from the owner.

Listing Overview

Listing Title *

Bachelor Apartment On South Beach Durban For Sal

⚠ Create a **listing title** (maximum 100 characters) – make it compelling and clear

Listing Management

Listing Number *

Auto generated

Listing number will be auto generated

Status *

Draft

The listing will be active after the market center approved

Estate Association

Estate Association (Optional)

-- None (No Estate) --

+ Apply to Estate

You are not linked to any estates yet. Click "Apply to Estate" to request access.

⚠ Your **listing number and status** will be automatically generated

⚠ **Link to an Estate:** If you're not already linked to an estate, move to the right side to **apply and send a request**

Listing Classification

Special Conditions (Multiple selection allowed)

Select special conditions

Auction

Deceased Estate Sale

Distressed Property

No Transfer Fees

No Transfer Duties

Sale is Voetstoots (AS IS)

Seller is Property Practitioner

Seller is Related to Property Practitioner

⚠ Select any **special conditions** (e.g., if the seller is a property practitioner – this must be disclosed for transparency)

⚠️ **Select** Listing Term for the Lease (Monthly, Yearly, Custom dates)

⚠️ Enter the **listing date** – the agreement expiry will be automatically set

! Enter the **agents involved** with the property (if multiple agents assisted)

! Write a **property description** (maximum 5,000 characters) – highlight unique features and appeal

Once you have filled in all required fields you can press “NEXT” to move to section 3

Section 3: Property Details

Property Sub Type *

- Bachelor
- Select Building Type
- Apartment / Flat
- Apartment/ Flat with Loft
- Bachelor**
- Cluster
- Duplex
- Farm Land Only
- Farm Land with Residence
- Game Farm
- Garden Cottage
- Lodge
- Multi Residential Property
- Multi Residential Property With Income Units
- Multi-Unit - Mixed Use Property
- Multiple Unit Property
- Penthouse
- Quadplex

Title Type *

Sectional Title
Select Title Type
Sectional Title
Full Title

⚠ Choose the **title type**: Full or Sectional

Year Built *	Year Built Details
2017	Approximate
Floor Size Type *	Floor Size *
Approximate	670 m ² ▼
Bedrooms *	Erf Size *
8	700 m ² ▼
Bathrooms *	
4.5	

⚠ Enter **floor details** and **floor size**

⚠ Enter the **number of bedrooms**

⚠ Enter the **erf size** of the property

⚠ Enter the **number of bathrooms**

Once you have filled in all required fields you can press “NEXT” to move to section 4

Section 4: Pricing & Commission

Pricing Details

Monthly Rent *

R 40 000.00

Commission & Fees

Commission Type *

1 Month Rental Rate (add)

Buyer Agent Referral Fee Type *

Percentage (%)

Buyer Agent Referral Fee *

5 %

⚠ Set the **listing price** for the property

⚠ For price **reductions** or **increases** reset the **current** price

⚠ Set the Listing Agent commission and Buyer Agent referral fee

***Listing Agent commission is not publicly posted however the Buyer Agent referral fee is

Once you have filled in all required fields you can press “NEXT” to move to section 5

Section 5: Features & Attributes

⚠ Select **ALL** features that are applicable, or select “**Not Applicable**”

Rental Features

Cable / DSTV ☐ included ☐ excluded ☒ N/A Additional Fee (R/month)	Internet ☐ included ☐ excluded ☒ N/A Additional Fee (R/month)	Pets Allowed ☐ included ☐ excluded ☒ N/A Deposit (R)	Smoking Allowed ☐ included ☐ excluded ☒ N/A Deposit (R)
Electricity ☐ included ☐ excluded ☒ N/A Additional Fee (R/month)	Levies ☐ included ☐ excluded ☒ N/A Additional Fee (R/month)	Rates and Taxes * ☐ included ☐ excluded ☒ N/A Additional Fee (R/month)	Subletting ☐ included ☐ excluded ☒ N/A Deposit (R)
Gas ☐ included ☐ excluded ☒ N/A Additional Fee (R/month)	Parking ☐ included ☐ excluded ☒ N/A Additional Fee (R/month)	Rates & Taxes is mandatory for rentals. Sewer ☐ included ☐ excluded ☒ N/A Additional Fee (R/month)	Water ☐ included ☐ excluded ☒ N/A Additional Fee (R/month)

5.1 Interior Features

- Highlight key elements that make the property appealing:
 - Select **granny flat** as a feature – additional fields will appear to specify its details
 - Enter **kitchen details** (layout, features, finishes)

5.2 Exterior Features

- Select options like **standalone building** or **private cottage**
- Enter details for each, specifying unique features and size

5.3 Property Potential Features

- Highlight opportunities that add value or appeal to buyers

5.4 Outdoor Features

- Showcase everything that makes the exterior inviting and functional

5.5 Security Features

- Highlight all security measures in place

5.6 Energy Efficiency Features

- Highlight sustainable or cost-saving elements

5.7 Estate Features

- Showcase amenities and benefits offered within the estate

5.8 Apartment Building Features

- Highlight elevators, communal areas, security, parking, and other amenities

5.9 Rental Features

- Add all features that are included and excludes and type in monthly additional fee

5.9 Other Features

- Add other interior specifications
- Specify the number of **parking** or **storage spaces** available
- Select the number of **fireplaces** and their types (multiple selections available)

Other Features

En-Suite Select En-Suite	Dining Areas Select Dining Areas	Open Parkings Select Open Parkings
Lounges Select Lounges	Garages 0	Covered Parkings Select Covered Parkings
Fireplace Count 2	Fireplace Type Electric x Pellet x	

Once you have filled in all required fields you can press “NEXT” to move to section 6

Section 6: Construction Details

Construction Details

Type of Construction *

☐ New Construction

Check if this is a new construction. Leave it blank if it is not.

☒ Existing Construction

⚠ Select the **type of construction**

Builder Name

Enter Builder Name...

Zoning Type

Select Zoning Type..

Architecture Style

Conventional

Construction Materials (Multiple selection allowed)

Select construction materials | ▾

Roof Type (Multiple selection allowed)

Select roof style | ▾

- ⚠ Enter the **builder's name**
- ⚠ Select the **zoning type**
- ⚠ Select the **architectural style**
- ⚠ Select **construction materials** (multiple selections allowed)
- ⚠ Select the **roof type** (multiple options allowed)

Total Units

0

Number of Stories

0

Total Number of Buildings

0

Unit Level

0

Basement Description

Select Basement Description

Foundation

Enter Foundations...

- ⚠ Select number of units, number of stories, total number of Buildings and unit level
- ⚠ Select the **basement description**
- ⚠ Enter **foundation details**

Once you have filled in all required fields you can press “NEXT” to move to Photo Uploads

Step 6: Media Upload

Please select a single image and upload along with caption which will be the cover image of the property.

Cover Image:

No file chosen

[View Uploaded Image](#)

Cover image title: max 100 characters.

! Cover Photo

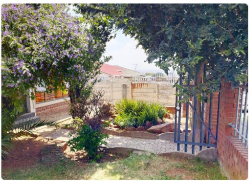
- Select your **cover photo** – this is your chance to make a strong first impression
- Attach a **caption** (maximum 100 characters)

Please select min 5 or max 30 images to upload in current property gallery. Gallery image title: max 100 characters. (5 / 30 images)

Drag & drop images here, or click to select files (Max 5MB each)



Enter title (max 100 chars)



Enter title (max 100 chars)



side extrer



Enter title (max 100 chars)

! Photos

- Upload up to **30 photos** of the property
- Attach a **caption** for each photo (maximum 50 characters)
- **Rearrange** your photos to showcase your property in the order you want

Once you have filled in all required fields you can press “NEXT” to move to Additional Media links

Step 7: Add Additional Media

Videos, Virtual Tour, and Floor Plan

Videos

Upload Video File:

No file chosen

OR

Enter Video URL:

Virtual Tour

Upload Virtual Tour File:

No file chosen

OR

Enter Virtual Tour URL:

! Add videos, virtual tours, or property plans by:

- Uploading a file
- Providing a URL

Once you have filled in all required fields you can press “NEXT” to move to FINAL STEP

Step 8: Disclaimer & Submit

Verification Declarations

- ☒ **Licensing** *
I hold a valid Fidelity Fund Certificate (FFC) issued by the PPRA, or I have timeously applied and paid for my renewal and remain in legal compliance.
- ☒ **Compliance Documents** *
I am in physical or digital possession of a signed Mandatory Disclosure Form, the seller's FICA documents, and a valid legal mandate.
- ☒ **Right to Audit** *
I agree to provide copies within 24 hours upon request.
- ☒ **Indemnity** *
I indemnify ZAP HUB against any claims arising from incorrect, unauthorized, or misleading property listings.

⚠ On the disclaimer page, you confirm that:

- 1) All licensing documents are correct
- 2) All compliance documents have been obtained
- 3) You acknowledge ZAP HUB's right to audit
- 4) You accept the indemnity and all details are accurate

Once everything is completed:

- Click **"Save"** – your listing is now ready to publish to be seen by potential buyers.

Step 9: View & Manage Your Listing

You will be redirected to a page where you can view all the key information about the property you've just listed.

⚠ **Available Actions:** Prior to publishing

Property for sale somewhere in south africa and this is the most beautiful place on e... draft-939823 For Sale NEW LISTING SOLE & EXCLUSIVE MANDATE DOM: Original Price: R 39 800 Current Price: R 39 800									
	8 4.5 0 670 m² Bachelor Residential Listing Date: Aug 12, 2026 Agreement Expiry: Oct 14, 2026	39, Karob Crescent, near fourways mall, 4001 Province: Gauteng Suburb: South Beach Rates & Taxes: R 900 Levies: NA Seller Commission: 66666 R Buyer Referral Fee: None	Gallery	✓	✓	✓	✓	✕	  

Edit (Blue button): Make changes to the listing

Publish (Green button): Publish listing to public website immediately

Delete (Red Button): Delete a draft listing

Property for sale somewhere in south africa and this is the most beautiful place on e... ZP210 For Sale NEW LISTING SOLE & EXCLUSIVE MANDATE DOM: 0 Original Price: R 39 800 Current Price: R 39 800 View									
	8 4.5 0 670 m² Bachelor Residential Listing Date: Aug 22, 2026 Agreement Expiry: Oct 14, 2026	39, Karob Crescent, near fourways mall, 4001 Province: Gauteng Suburb: South Beach Rates & Taxes: NA Levies: NA Seller Commission: 66666 R Buyer Referral Fee: None	Gallery	✓	✓	✓	✓	✓	    

Mark as Sold (Yellow button): Update status when property is sold

Mark as Under offer (Orange Button): Indicate the property has received an offer

Cancel Listing (Pink Button): Remove the listing from public view

🎉 **Congratulations!**

You have successfully listed a property for rent on ZAP HUB. By following these steps, you can showcase your property accurately, professionally, and effectively to the right audience.

Start listing today and let your property shine! 🏠