



Batch Upload Guide

For Property Owners

A step-by-step guide to uploading multiple rental units at once using a spreadsheet and photos.

What You'll Need

- ✓ A spreadsheet program (Excel, Google Sheets, or Numbers)
- ✓ Photos of your units (JPG or PNG files)
- ✓ About 15-30 minutes

Questions? We're here to help!

Email: admin@cccithaca.com

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1. When to Use Batch Upload

Batch upload lets you add **multiple units at once** using a spreadsheet. This is ideal if you manage a building with many apartments.

Use Batch Upload If:	Use Single Listing If:
<ul style="list-style-type: none">• You have 3+ units to list• You manage an entire building• You're comfortable with spreadsheets• You want to update many listings at once	<ul style="list-style-type: none">• You have just 1-2 units• You prefer filling out forms• You want to add units one at a time

2. Creating Your Spreadsheet

Your spreadsheet contains all the information about your units. You can use Microsoft Excel, Google Sheets, or Apple Numbers.

Step-by-Step:

Step 1: Open your spreadsheet program

Use Excel, Google Sheets, or Numbers—whichever you prefer.

Step 2: Download our template OR create your own

The template is available on the CCC Rentals dashboard under 'Batch Upload'.

Step 3: Fill in one row per unit

Each row represents one apartment or rental unit.

Step 4: Save as CSV format

This is important! The file must be saved as a CSV, not a regular spreadsheet.

How to Save as CSV:

Program	Steps
Excel	File → Save As → Choose 'CSV (Comma delimited)'
Google Sheets	File → Download → Comma Separated Values (.csv)
Apple Numbers	File → Export To → CSV

■■ **Important:** Name your file **units.csv** (all lowercase). The system looks for this exact filename.

3. Understanding Each Column

Required Columns

These columns must be filled in for every unit:

Column	What to Enter	Examples
unit_number	Apartment number or letter	1A, 2B, G03, 101
bedrooms	Number of bedrooms (or 'Studio')	Studio, 1, 2, 3
bathrooms	Number of bathrooms	1, 1.5, 2
rent	Monthly rent in dollars	1800, 2200
available_date	When unit is available	8/1/26

Optional Columns

These are helpful but not required:

Column	What to Enter	Examples
end_date	Lease end date (blank = open)	7/31/27
lease_terms	Available lease options	"12-month,10-month"
Fees	Application fees, deposits	\$50 app fee
description	Additional details	Newly renovated

Amenity Columns (12 total)

For each amenity, enter **TRUE** if included, or **FALSE** (or leave blank) if not.

Column Name	Meaning
Parking	Parking space included
In Unit W/D	Washer/dryer inside unit
Building Laundry	Shared laundry in building
Dishwasher	Unit has dishwasher
A/C	Air conditioning
Heat Included	Heat included in rent
Utilities Included	Electric/gas/water included
Furnished	Comes with furniture
Pets Allowed	Landlord allows pets
Gym	Building has fitness room
Balcony/Patio	Outdoor space included
Elevator	Building has elevator

Lease Term Options

Use these exact values in the lease_terms column. For multiple options, separate with commas and wrap in quotes.

Value	Meaning
12-month	Standard annual lease (Aug to Aug)
10-month	Academic year (Aug to May)
semester	Single semester (Fall or Spring)
month-to-month	Flexible, no long commitment
summer	Summer sublet only

■ **Tip:** Multiple lease options? Use quotes: "12-month,10-month"

Accepted Date Formats

You can enter dates in any of these formats:

Format	Example
M/D/YY	8/1/26
MM/DD/YYYY	08/01/2026
YYYY-MM-DD	2026-08-01
Month D, YYYY	August 1, 2026

4. Organizing Your Photos

Good photos help renters see your units. Organize them in folders that match your unit numbers.

Folder Structure:

Create a folder called **photos**. Inside it, create one folder for each unit:

```
photos/  
  1A/  
    living-room.jpg  
    bedroom.jpg  
    kitchen.jpg  
  1B/  
    main.jpg  
  G03/  
    studio.jpg  
    bathroom.jpg
```

■■ **Important:** Folder names must **exactly match** the unit_number in your spreadsheet. If spreadsheet says '1A', folder must be '1A' (not '1a' or 'Unit 1A').

Photo Tips:

- Use JPG or PNG format (most phone photos are already JPG)
- Name photos descriptively (living-room.jpg is better than IMG_4532.jpg)
- Include: living areas, bedrooms, kitchen, bathroom, special features

5. Creating the ZIP File

Combine your CSV file and photos folder into a single ZIP file for upload.

Your Final Structure:

```
my-building.zip
units.csv
photos/
  1A/
    (photos)
  1B/
    (photos)
```

On Windows:

1. Put units.csv and photos folder in the same location
2. Select both (hold Ctrl and click each)
3. Right-click → 'Send to' → 'Compressed (zipped) folder'

On Mac:

1. Put units.csv and photos folder in the same location
2. Select both (hold Command and click each)
3. Right-click → 'Compress 2 Items'

6. Uploading Your Listings

Step 1: Go to the Dashboard

Visit cccithaca.com/rentals/dashboard.html and sign in with Google.

Step 2: Click 'Batch Upload' Tab

You'll see the batch upload form.

Step 3: Enter Building Address

Type your building's street address.

Step 4: Enter Contact Info

Your name, email, and optionally phone.

Step 5: Upload Your ZIP

Click the upload area and select your ZIP file.

Step 6: Review & Submit

Check the preview, then click 'Upload All Units'.

7. Troubleshooting

Problem	Solution
'No CSV found in ZIP'	File must be named units.csv and at top level of ZIP
Units showing as invalid	Check bedrooms, bathrooms, rent have valid numbers
Photos not appearing	Folder names must exactly match unit_number values
'Address not found'	Try adding 'Ithaca, NY' to the address
ZIP won't upload	File must be under 50MB; reduce photo sizes if needed

Still having trouble?

Email admin@cccithaca.com and we'll help you out!

8. Quick Reference

All Columns at a Glance:

Column	Req?	Example
unit_number	Yes	1A
bedrooms	Yes	2 or Studio
bathrooms	Yes	1
rent	Yes	1800
available_date	Yes	8/1/26
end_date	No	7/31/27
lease_terms	No	"12-month"
Parking	No	TRUE/FALSE
In Unit W/D	No	TRUE/FALSE
Building Laundry	No	TRUE/FALSE
Dishwasher	No	TRUE/FALSE
A/C	No	TRUE/FALSE
Heat Included	No	TRUE/FALSE
Utilities Included	No	TRUE/FALSE
Furnished	No	TRUE/FALSE
Pets Allowed	No	TRUE/FALSE
Gym	No	TRUE/FALSE
Balcony/Patio	No	TRUE/FALSE
Elevator	No	TRUE/FALSE
Fees	No	\$50 app fee
description	No	Renovated

Example Row (simplified):

```
1A, 2, 1, 1800, 8/1/26, 7/31/27, "12-month", TRUE, FALSE, TRUE, TRUE, TRUE, FALSE, FALSE, FALSE, FALSE, FALSE, FALSE, FALSE, $50 app fee, Renovated unit
```

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