

## Tips for posting on Craigslist and Freecycle

### General Tips:

- Use the anonymize email feature
- Refresh your ads regularly if you don't get immediate results (currently you can refresh most ads every two days)
- Remove your ad as soon as you're successful to save yourself some grief
- Minimize flakiness with strategies like "Only call if you are ready to pick up the item immediately"
- Be VERY clear in your descriptions to minimize obnoxious questions
- Include something like "If you're reading this then it's still available". Scammers will send "is it still available" notes only to harvest your real email when you reply.
- Write appealing but accurate descriptions & take good photos
- If you post your phone number, only use your office phone, and put spaces and maybe a couple underscores in it otherwise number harvesters could sell your number to telemarketers. Otherwise, only give your email when responding to someone's inquiry
- Consider setting up a free Craigslist account if you are going to post things occasionally as it makes managing your ads much easier

**Safety Tips** (note this list is by no means comprehensive or exhaustive. Craigslist may have other tips):

- Avoid transactions at night & set clear expectations of when someone is coming by
- Only give your address to someone you've talked with by phone, and only use City facility addresses (nothing personal!)
- See if your manager will allow you to leave it in an easily accessible place for someone and tell the person to simply pick it up
- If you get a bad vibe from someone, figure out a way to move on
- Treat people politely and with respect, even when they might be annoying or obnoxious (this one goes a long way to avoiding issues)