



Landlord Property Submission Guide

Type: [www.lakecountyha.org/login](http://www.lakecountyha.org/login)

Or Type: [www.lakecountyha.org](http://www.lakecountyha.org)

Click: For Landlords

Click: Log In

If you do not have a login – Click: Register

To Register: Add User Name

To Register : Add email Address

To Register: Do the math Equation

Click: Register

If you cannot remember your password – Click: Lost Password

If you can remember your Username/Password: Enter Both

Click: Remember Me

Click: Login

Click: Submit Property

Please go to Page 2



## Landlord Property Submission Guide

Listed on the page are the fields for the database table for your property submission. Each line of text or words in the gray boxes on the page below is a drop-down field. Please click on the words to open/close.

Title and Description will be the only field open. Please click on all of the below also.

Media
Listing Details
Listing Features
Additional Features
Files and Links
Property Address
Pricing
Suburb
Features
Featured Image

**YOU MUST BE LOGGED IN TO SUBMIT THE PROPERTY and VIEW IMMEDIATELY.**  
If you are not logged in, the site administrator will have to approve your property.  
If this is your 1st time creating a login, the site administrator will have to approve your login.



After you click the SAVE button, you will not get a message that your listing has been submitted, however it will be received. If you do not immediately see your property listing, please wait 24-36 hours. The site administrators will review/approve/list all pending properties each morning.

Your property will not show up in the search fields if you only fill out the description field. Please call 847-223-1170 x 2500 if you have any questions on the site.

To maximize your listing the following fields should be filled out to the best of your ability:

- Title & Description
- Listing Features
- Property Address
- Pricing

Your title should be the address of the listing.

Your description should be in paragraph format and include the following for best results:

- Bedroom Size
- Number of Bathrooms
- Monthly Rent
- Security Deposit
- Amenities
- Appliances included



## Example of The Drop Down Boxes

Media
Listing Details
Listing Features
Additional Features
Files and Links
Property Address
Pricing
Suburb
Features
Featured Image



### Example of the Drop Down Boxes Opened

Listing Features	
<b>House Features</b>	<b>Land Details</b>
<b>Bedrooms</b>	<b>Land Area</b>
<input type="text"/>	<input type="text"/>
<b>Bathrooms</b>	<b>Land Unit</b>
<input type="text"/>	Square ▼
<b>Rooms</b>	<b>Building Area</b>
<input type="text"/>	<input type="text"/>
<b>Ensuite</b>	<b>Building Unit</b>
<input type="text"/>	Square ▼
<b>Toilet</b>	<input type="checkbox"/> Fully Fenced
<input type="text"/>	
<b>Garage</b>	
<input type="text"/>	
<b>Carport</b>	
<input type="text"/>	
<b>Open Spaces</b>	
<input type="text"/>	
<b>Year Built</b>	
<input type="text"/>	
<input type="checkbox"/> New Construction	
<input type="checkbox"/> Pool	
<input type="checkbox"/> Air Conditioning	
<input type="checkbox"/> Security System	