

Adding a Property

You add a property by filling in its **onboarding worksheet**. The LeaseOps team invites you by email. You upload photos and details. Your answers build the property's public listing page.

You do not build a property from a blank form. You complete the worksheet we prepare for you.

“ ? Screenshot: the Property Onboarding worksheet, top of the page.

Before you start

Have these ready. The worksheet takes about 15 minutes.

- Property photos (JPG or PNG, up to 10 MB each)
- A one-line note about the neighborhood
- Rent ranges for each unit type

Step 1 — Open the invite

1. Open the email with the subject "**Property Content Request.**"
2. Select "**Upload property content.**"

The **Property Onboarding** worksheet opens in the Owner Portal.

Step 2 — Fill in each section

The worksheet has nine sections. They match the layout of your listing page.

“ ? Screenshot: one section open, showing a field and the **Submit for review** button.

#	Section	What to enter
01	Call-to-action buttons	The labels for your contact and pre-qualify buttons
02	Hero images	Your main property photos
03	Identity block	Property name, street, city, state, ZIP, and phone
04	Living at [property]	Your marketing text about the property
05	Amenities	The features your property offers
06	Animal policy	Your rules for pets and animals
07	Your neighborhood	A short blurb and one photo
08	Availability & pricing	Unit types, units, and rent ranges
09	Resident benefits	The benefits you include with a lease

The worksheet saves as you type. Watch the bar at the top:

- **"Saving..."** — your work is saving now.
- **"All changes saved."** — your work is safe.

Step 3 — Submit a section for review

1. Finish a section.
2. Select **"Submit for review."**

The status changes to **"Pending approval."** Our team then checks your entry.

You can submit each section on its own. You do not need to finish the whole worksheet first.

Step 4 — Answer any feedback

If we cannot approve a section, you see **"Admin feedback:"** with the reason.

1. Read the note.
2. Fix the section.
3. Select "**Submit for review**" again.

What happens next

When we approve every section, your property goes live. Its listing page opens for applicants.

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