

Preferences

Preferences is where you tune one property. Every setting starts by following your portfolio, so a property works well from day one. Change only what this property needs to do differently.

“ ? Screenshot: the Preferences hub.

Follow the portfolio, or go your own way

A tile with an **Inherited from portfolio settings** badge is using the shared value. Leave it to stay in step with the portfolio, or open it to give this property its own value. For how inheritance works, see [Portfolio Overview](#).

Finish onboarding to unlock listing tiles

Some listing tiles stay locked until you finish onboarding. A locked tile shows a lock icon and reads *"Finish onboarding before editing this section here."* Open **On-Board Property** to finish. See [Adding a Property](#).

Edit a setting

Each setting is a tile, grouped into four sections. Select a tile, make your change, and save it in the editor.

01 / General — who your applicants are.

Tile	Set
Income & Assistance	The income levels and assistance you accept

02 / Property Listing Page — what applicants see on the listing.

Tile	Set
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Amenities	The amenities you show applicants
Animal Policy	Your pet rules, in your own words
Call-to-action Buttons	The labels and style of your listing buttons
On-Board Property	Photos, copy, and details for your listing
Resident Benefits	The benefits you include with a lease
Units Presentation	How your units appear on the public listing

03 / Questionnaire — how you screen and score.

Title	Set
Assistance Animals	Your ESA and service animal policies
Payment Requirements	The payment methods you accept
Questionnaire Scoring Rules	The points each questionnaire section carries

For the scoring rules, see [Rules by Question](#).

04 / Service Terms — your commercial terms.

Title	Set
Advertising	Your advertising limits
Billing & Payment	Invoicing, payment schedules, and billing terms
Enrolled Units	The units listed under LeaseOps service
Lease Template	Your lease document