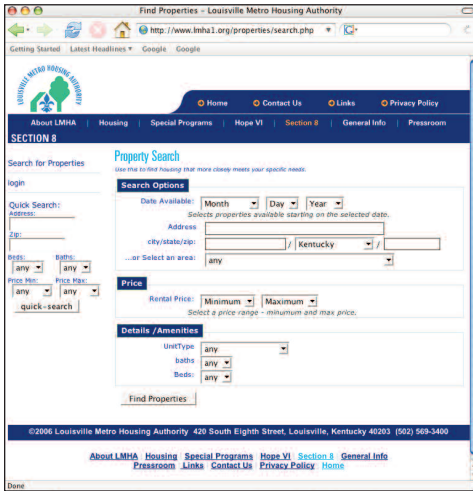


LMHA SECTION 8 LANDLORD LISTING WEB PAGE NOW AVAILABLE



LMHA Section 8 landlords can market and update rental housing listings for applicable Section 8 participants by utilizing LMHA's website listing service. This service, which takes the place of the rental listing service once provided by Rentalhouses.com, is being made available to Section 8 landlords free of charge.

To list your rental property, please review the following Frequently Asked Questions (FAQ). This information will outline the steps needed to list your property, and cover many of the issues that may occur as you begin to and regularly utilize this listing service.

SECTION 8 PROPERTY LISTING FAQ

Q: How do I list my rental units on the LMHA web site?

A: In the Section 8 portion of the LMHA website, click on the **Landlord Information** link and then on the **List Properties** link on the left side of the page.

You will be asked to enter your **User ID** and **password**. To set up an account, click on the **register for an account** link located below the login box. You will now be on the **registration info** page.

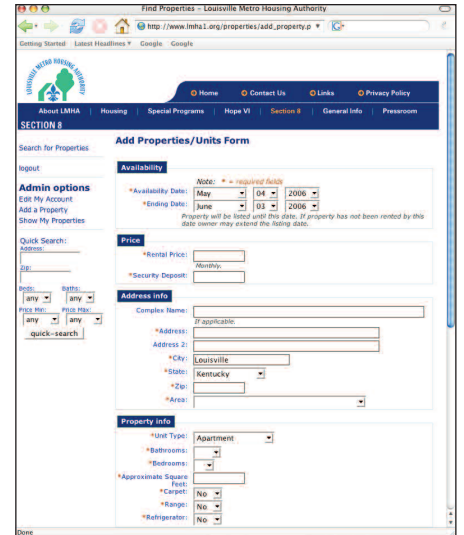
Fill in your email address and create a **User ID**. The **User ID** should be 6 - 16 characters (example: firstlast001).

Enter the name of the owner or Management Company in the **Name** field.

Finally click the **Submit Registration** button. A Password will be e-mailed to your e-mail account. After you receive the e-mail that contains your **password** either click the link given in the e-mail or click on the **login/register** link on the right side of the webpage.

Now that you are on the **login** page enter you **User ID** and password and click the **login** button.

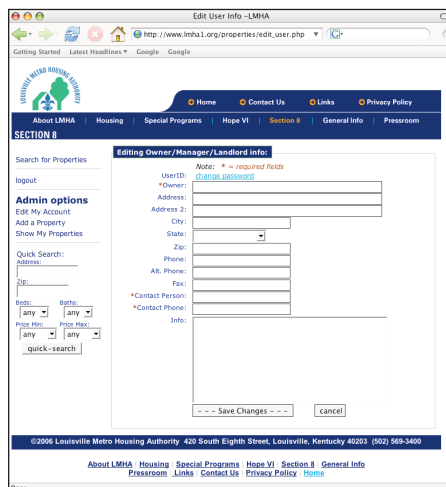
You will now be on the **Property Search** page. At this point you may search properties in the database; however, to add your own properties you will have to edit your account and enter your contact information.



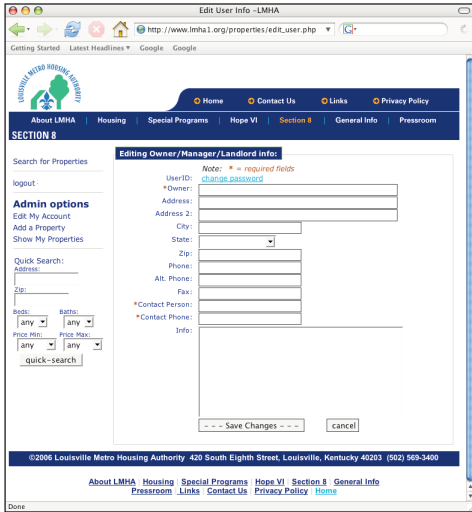
To do this, click on the **Edit Your Information** link. You will now be on the **Editing Owner/Manager/Landlord Info** page. Enter your contact information. You can change your password on this page by clicking the **change password** link beside your **User ID** at the top of the form. After your info has been entered click the **save changes** link at the bottom of the page.

Now that you have entered and saved your contact information, you can add rental properties by clicking on the **Add a Property** link to the left and completing the form. Please remember to click on **Add a Property** at the bottom of the screen.

For more information contact Janell Coghill at coghill@lmha1.org or (502) 569-6493.



Q: How do I edit my account information?



A: Log on to the LMHA web site by clicking on the **Section 8** tab on the home page; click on the **Landlord Information** link and then on the **List Properties** link on the left of the page.

After you have entered your **User ID** and **password**, click on the **Edit My Account** link on the left of the page. You may then change or update any information you would like. Please remember to click on the **Save Changes** button at the bottom of the screen.

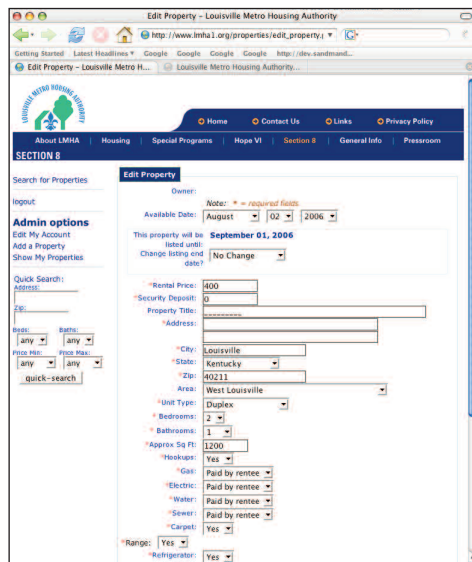
Q: How long will my property be listed on the website?

A: All properties will be listed on the web site for 30 days.

Q: Can I remove my property from the property listing if it has been rented?

A: Yes, rental properties can be removed from the site before the 30-day period if the property has been rented. Log on to the site with your **User ID** and **password**.

Then, click on the **Show my Properties** link to the left of the page under the Admin options. A list of your properties will appear. Now, click on the **Edit Link** at the top right of the property listing you would like to edit. When the **Edit Property** form appears select "occupied" from the **Change Listing End Date** drop down menu. Please remember to click on the **Save Changes** button at the bottom of the screen.



Q: Can I extend the date that the property will appear if it has not been rented in the 30-day time frame?

A: Yes. Log on to the website with your **password**. Then, click on the **Show my Properties** link to the left of the page under **Admin Options**. A list of your properties will appear. Now click on the **Edit Link** at the top right of the property listing you would like to edit. When the **Edit Property** form appears select "List for 30 days" from the **Change listing end date** drop down menu. Please remember to click on **Save Changes** button at the bottom of the screen.

Note: You will not be able to extend your property listing for 30 more days until the listing has expired.

Q: How do I edit specific property information?

A: Log on to the website with your **user ID** and **password**. Then, click on the **Show my Properties** link to the left of the page under the **Admin options**.

Your properties will then be listed. Click on the **Edit Link** at the top right of the property listing you would like to edit. When the **Edit Property** form appears you can make any changes you would like. Please remember to click on **Save Changes** at the bottom of the screen.