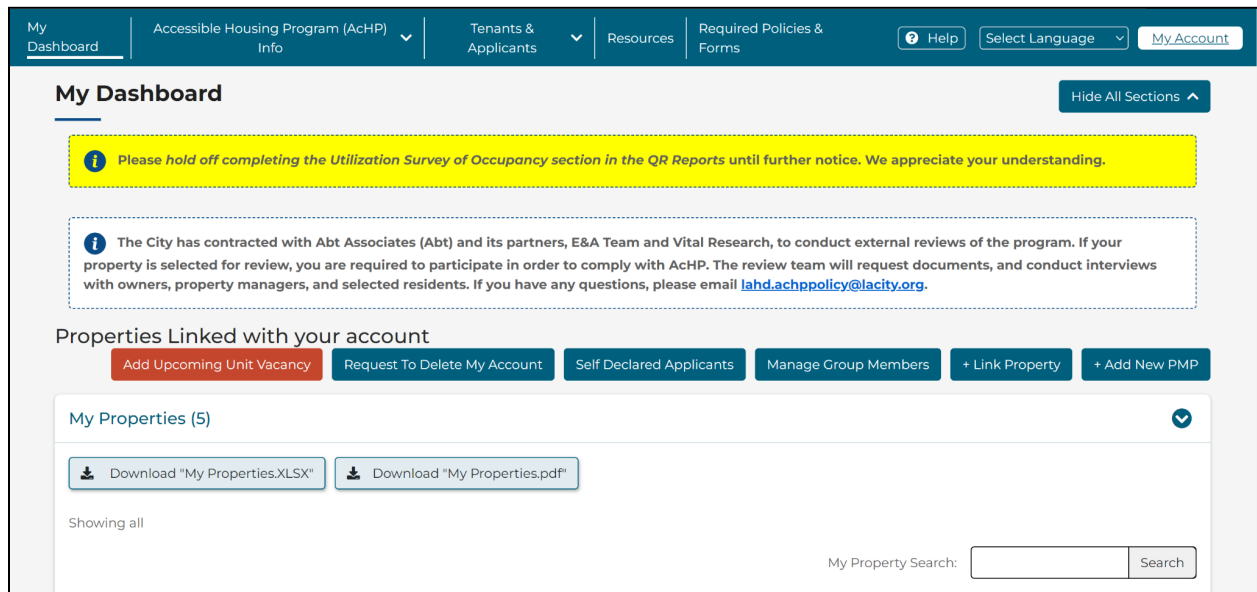


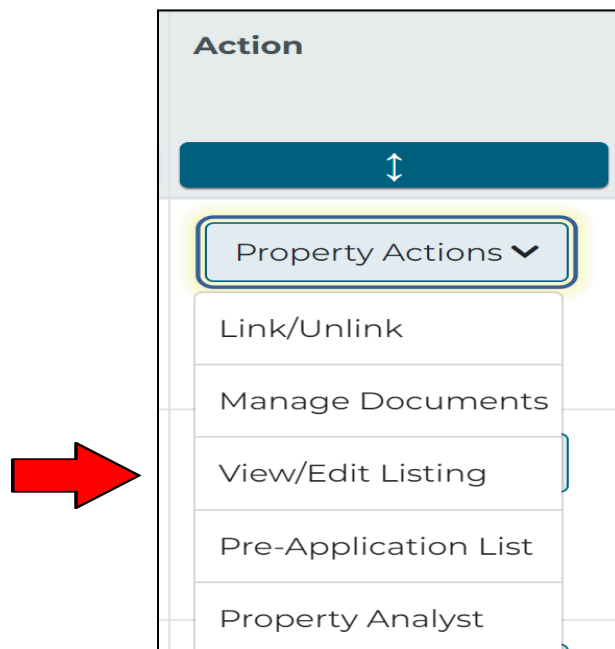
The Property Listing is a description of the property as it is displayed on our Affordable and Accessible Housing Registry (AAHR) website ([accesshousingla.org](http://accesshousingla.org)). The responsible Owner/Property Management Agent uses the “Edit Listing” option from the Dashboard to create a listing, provide all required and applicable information, and submitting it for the Los Angeles Housing Department (LAHD), Accessible Housing Program (AChP) Policy Staff to review and approve, before the listing is displayed/updated on the Registry.

**You should ensure that this listing is approved by LAHD before you proceed with the next Quarterly Report.**

To begin, access your Dashboard on the Registry:



Navigate to the desired Property and click on the “**Property Actions**” drop-down menu, choosing the **View/Edit Listing** option:





Please complete the listing as thoroughly as possible, as this will add to the effectiveness of the advertisement for your property.

Note that there are some fields marked with **RED asterisks (\*)**. These fields are mandatory and must be completed before your property information can be submitted for the Los Angeles Housing Department's (LAHD) review. The “Save and Exit” option can be used on any step at any time before final submission.

## Section I: Property Information

In this section, provide basic details about your property, such as the property’s website, description, rental fee information, parking information, etc.

1. Property Name\* - Enter the name of your development/property.
2. AKA Addresses - Enter alternate addresses associated with the property.
3. Site Occupied Prior to 2015?\* - Provide the required answers based on your selections:
  - a. If the answer is “Yes”, enter the date initially occupied.
  - b. If the answer is “No”, indicate if the property is currently occupied.
    - i. If currently occupied, enter the date initially occupied.
    - ii. If not currently occupied, enter the date you plan to market your property for lease (if marketing is required) and the date your conventional waiting list will open on the Affordable and Accessible Housing Registry (AAHR).
4. Open for Marketing- Date when property listing will be open for marketing.
5. Conventional Unit Waiting List Open?\* - Indicate if your conventional waiting list was open prior to the date it opened on the AAHR.
6. Conventional Unit Waiting List Close Date - If you wish to close your conventional unit waiting list on the AAHR, enter the date in this field.
7. Property Description\* - Enter a brief description of the property.
8. Property Website - If desired, enter the property website URL.
9. Rental Application Link - It is extremely important to enter the property’s full rental application link for applicants.
10. Year Built\* - Enter the year construction of the property was completed.
11. Housing Type - A pre-selected dwelling type may be indicated if desired.



Housing Program : \*

Combination of CES and Non-CES un ▼

Select

- No CES units
- 100% CES units
- Referral-based Non-CES
- Combination of CES and Non-CES units**
- Combination of CES and Referral-based Non-CES
- Combination of Non-CES and Referral-based Non-CES

12. Housing Program\* - Select the appropriate Housing Registry type for your project.

Housing Programs Breakdown:

- **No CES Units** = No units are filled via a Coordinated Entry System (CES) organization. Not filled by LAHSA CES, Matchers, or Referral Based. A.K.A. “Affordable Units”.
- **100% CES Units** = All Units are filled by LAHSA CES or their SPA matchers.
- **Referral Based Non-CES** = Units are filled by organizations **not** associated with LAHSA CES i.e HOPWA Units and Project 160.
- **Combination of CES and Non CES Units** = Some units filled by LAHSA CES and others are affordable units, subject to marketing and lottery requirements for new Developments.
- **Combination of CES and Referral based Non CES** = All referral based but some units are filled by LAHSA CES and others filled via a Referral Based organization. (i.e. CES Alternate, HOPWA, or Tiny Homes)
- **Combination of Non-CES and Referral based Non-CES** = Affordable units that are subject to marketing and lottery requirements for new Developments and units filled by Referral Based organizations (not LAHSA CES).

13. Shared Living Facility - You may indicate whether or not the property has shared living units or quarters.

14. Pre-Application Fee/Credit Screening Fee - If a fee is charged, respond to the resulting questions.

15. Parking Type & Fee - Indicate the type of parking available and if a fee is charged.

16. Tax Credit Property? - If desired, indicate if the property receives tax credits.

17. **Rental Policy and Special Notes** - If hosting a lottery or re-opening your waiting list, enter guidelines, procedures and waitlist restrictions.



## Section II: Contact Information

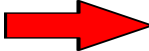
This section lists all contacts that have registered an account on the AAHR and linked with this property. If LAHD already has contact information on file for your property, it will be displayed here. You can edit or delete this information as required in the “Contact Information” section.

1. Ensure all required roles are filled by having staff register an account (Associated Account) and selecting their role(s):
  - a. Owner/Owner Representative (Please select a “Primary”)
  - b. Regional Manager (Senior staff member)
  - c. Disability Coordinator
  - d. Grievance Coordinator (can be same person as Disability Coordinator)
  - e. Property Manager/On-site Property Manager (Please select a “Primary”)
  
2. To add new Contacts (different from Associated Accounts above):
  - a. Click on the **plus sign** next to the Filter Contact List button.

### Contact Information ▼

*Detailed Contact: Breaks down the address entered. Individual boxes capture Street Direction, Street Type, Unit #.*

*Simple Contact: Does not separate the different elements of an address entered.*



+ ▼

Filter Contact List

3. Enter all required information on the Add New Contact page and click the “**Add**” button.

### Add New Contact

**All fields marked with an asterisk (\*) are required.**

Association\* (To select multiple items in the list, hold down the Ctrl (PC) or Command (Mac) key)

Owner  
 Property Manager  
 Managing General Partner  
 Disability Coordinator

Primary Association

Would you like this information to be displayed on the Registry for the public to contact? (One contact is required to be listed; the Registry will only list the latest selection.)\*

Yes  No

First Name\*

Middle Name\*

Last Name\*

Company

House Number\*

Street Direction

Street Name\*

Street Type

Unit



## Section III: General Amenities Information

This section will showcase all of the amenities available at your property. It is a valuable tool for advertising your property. Amenities are very important to the applicants. Please check off as many amenities as possible.

1. Select **at least one** feature for your property. There are several categories:
  - a. General Amenities
  - b. Utilities
  - c. Safety
  - d. Appliances
  - e. Kitchen & Bath Accessibility
  - f. General Accessibility
  - g. Comments (Special or Misc. Features)

## Section IV: Applications - Additional Questions

This optional section allows you to add applicant questions that may assist in determining the candidate’s eligibility for tenancy. These questions must be written so that they can be answered with either a “Yes” or “No” response and should not have any discriminatory language.

1. Type your question in the text field and click the “**Add Question**” button.

### Application - Additional Questions

You may add up to five additional questions for applicants to answer. These questions must be written so that they can be answered with either a “Yes” or “No” response and should not have any discriminatory language. Questions should only be added if the requested information is needed to determine tenant eligibility or preference.

Question :

Add Question

#	Question		
No data available			

2. Once a question has been added, you will be able to Edit or Delete the question.
3. Ensure that each question is requesting information required to determine the applicant’s eligibility or preference.



## Section V: Nearby Services

Please specify the distance from your property to the pre-selected essential nearby services such as hospitals, grocery stores, etc. Although only **one selection is required**, please select as many essential services near your property as possible.

### Nearby Services

At least one selection is required.

Distance to Bus Stop <input type="text" value="On Site"/>	Distance to Playground <input type="text" value="On Site"/>
Distance to Shopping Venues <input type="text" value="One Block"/>	Distance to Grocery Shopping <input type="text" value="One Block"/>
Distance to Recreational Facilities <input type="text" value="Four Blocks"/>	Distance to Senior Center <input type="text" value="Within Two Miles"/>
Distance to Hospital <input type="text" value="Within Two Miles"/>	Distance to Pharmacy <input type="text" value="Within Two Miles"/>

## Section VI: Units Information

This section provides information about the specific units at your property, such as how many bedrooms/bathrooms, square feet measurements, rent amounts, deposit amounts, etc. If multiple units are being listed, a “copy” function is available so that one unit’s information can be duplicated to other units.

### Add Unit Information

All fields marked with an asterisk (\*) are required.

House Number <input type="text"/>	House Fraction Number <input type="text"/>
Street Name <input type="text"/>	Street Direction <input type="text" value="Select"/>
Street Type <input type="text" value="Select"/>	Unit Number * <input type="text"/>
City <input type="text"/>	Zip Code <input type="text"/>

Unit sq ft sq ft = <input type="text"/>	Total Bedrooms * <input type="text" value="Select"/>	Total Bathrooms <input type="text" value="Select"/>
--	---	--

Is the Unit Occupied? * <input type="radio"/> Yes <input type="radio"/> No	Unit Occupied by Person with Disability? * <input type="radio"/> Yes <input type="radio"/> No
Is Lease Addendum Signed? * <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Is the Unit CES? * <input type="radio"/> Yes <input type="radio"/> No




Please list ALL affordable units (including accessible units) in your property. Affordable units have an Area Median Income (AMI) threshold attached, also known as non-market rate units.

**Note: Unit information must be kept current at all times. Updates should be made in real time to capture tenant movement.**

**Units Information (Total 12)** ;

Add Unit
Download unit excel template
Import Units



Coordinated Entry System (CES) Status For this property is set to "No CES units", if you wish to change it please go to "Property Information" section.

1. New and Existing Developments have the option to download a spreadsheet and import data.
  - a. Click on the **"Download Unit Excel Template"** button.
  - b. Complete all columns listed below for all units. Any missing information may result in the inability to upload the file:
    - i. House Number/Fraction - Enter the numerical portion of the address. Indicate the fraction if applicable.
    - ii. Street Name - Enter the street name of the address.
    - iii. Street Direction - Indicate the compass direction of the street (N,S,E,W).
    - iv. Street Type - Indicate the type of street (Ave, Blvd, etc.)
    - v. Unit Number\* - Enter the specific number of the individual unit. If an error is received, the column must be converted to a number.
    - vi. City - Enter the name of the City.
    - vii. Zip Code - Enter the zip code of the property.
    - viii. Unit Sq. Ft. - Enter the total square footage of the individual unit.
    - ix. Total Bedrooms\*/Bathrooms - Enter the total number of bedrooms and bathrooms for each unit.
    - x. Unit Occupied?\* - Indicate the current occupancy status of the unit. **(Note: Must be updated when the status changes)**



- xi. Occupied by Person with Disability?\* - Indicate if the current tenant of an accessible unit is a person with a disability.
1. If the answer is “Yes”, the response to the next question (Lease Addendum) should be grayed out.
  2. If the answer is “No”, an AcHP Lease Addendum Appendix 6 is required.
- xii. Lease Addendum Signed?\* - If the answer to the previous question (Occupied by Person With Disability) was “No”, indicate whether or not an addendum (Appendix 6) has been signed by the tenant.
- xiii. Unit CES?\* - Indicate whether or not the individual unit is filled via a Coordinated Entry System organization affiliated with LAHSA.
- xiv. Tenant Referred Unit - Indicate if a tenant referred to this tenant.
- xv. Unit Accessible?\* - Indicate whether or not the unit is a fully accessible mobility or hearing & vision unit.
- xvi. Manager’s Unit?\* - Indicate if the unit is designated as a manager’s unit for the on-site property manager.
- xvii. Other Accessibility Features - Select all that apply.
- xviii. Occupancy Criteria\* - Select all that apply.
- xix. Fixed or Floating Unit\* - Select “Fixed” if the affordability level is attached to the individual unit. Choose “Floating” if the AMI can change for the unit, depending on the applicant.
- xx. Area Median Income (AMI) - Indicate the specific tenant income % threshold for the individual unit.
- xxi. Rent/Deposit - Enter the rental amount and required deposit for the unit if desired.






Note: When updating an accessible unit's information section to add a new tenant, be sure to answer all required questions:

### Add Unit Information

Tenant Referred Unit Is this unit accessible? \*

Yes  No  Yes  No


Accessible Unit Type \* 

▼

Is this a Manager's Unit? \*

Yes  No

First Name \*  Middle Name  Last Name \*

Move-In Date (mm/dd/yyyy) \*   Tenant Selected From? \*  ▼

Is the unit occupied by a tenant who needs the accessible features? \*

Yes  No

1. Accessible Unit Type - Indicate the type of fully accessible unit (mobility or hearing/vision or both).
2. Manager's Unit - Indicate whether or not the unit is designated as property manager dwelling.
3. Tenant Name - Enter the primary tenant's first and last name.
4. Move-In Date - Select the tenant's move in date.
5. Tenant Selected From - Select the waiting list or referral agency from which the tenant was selected to occupy the unit.
6. Tenant needs Accessible Features - Indicate whether or not the tenant or a member of the household requires any features of the accessible unit.



- c. Save the excel file. Changing the file name will not create an issue in uploading.
- d. Click the **“Import Units”** button to upload the file.
  - i. Select the saved excel file. Click the **“Import Excel”** button.

- 2. To add individual units, click on the **“Add Unit”** button. Enter all required and applicable information in the **Add Unit Information** box.



3. Unit information may also be copied to quickly add additional units. Under the Actions tab, click on the **“View/Edit”** button:
  - a. Scroll down to select the unit you wish to copy. The features, AMI, Occupancy Criteria, etc., will be copied to the new unit.
  - b. Click the **“Save”** button.

Copy the above information (except the address) to multiple units  
(To select multiple items in the list, hold down the Ctrl (PC) or Command (Mac) key)

1044 E JEFFERSON BLVD LOS ANGELES CA 90011- # 1  
 1044 E JEFFERSON BLVD LOS ANGELES CA 90011- # 2  
 1044 E JEFFERSON BLVD LOS ANGELES CA 90011- # 3  
 1044 E JEFFERSON BLVD LOS ANGELES CA 90011- # 4  
 1044 E JEFFERSON BLVD LOS ANGELES CA 90011- # 5

Cancel Save

- c. Navigate back to the **“Unit Information”** main section and click the **“View/Edit”** button for the newly created unit.

Area median income (AMI) level of eligible applicants for this unit	Occupancy Criteria (check all that apply)	Other Accessibility Features	Actions
↑ ↓	↑ ↓	↑ ↓	
50% AMI	HOME (Income and Rent Requirements)	<ul style="list-style-type: none"> <li>No Entry Stairs</li> <li>No Stairs Within the Unit</li> </ul>	<div style="border: 1px solid red; padding: 2px; display: inline-block; color: red;">Delete</div> <div style="border: 1px solid blue; padding: 2px; display: inline-block; color: blue;">View / Edit</div>

- d. Update the **“Unit Number”** field and click the **“Save”** button once again for each new unit created.

Street Type Unit Number \*

BLVD 1

---

City Zip Code

LOS ANGELES 90011

---

Unit sq ft Total Bedrooms \* Total Bathrooms

sq ft =  2 1

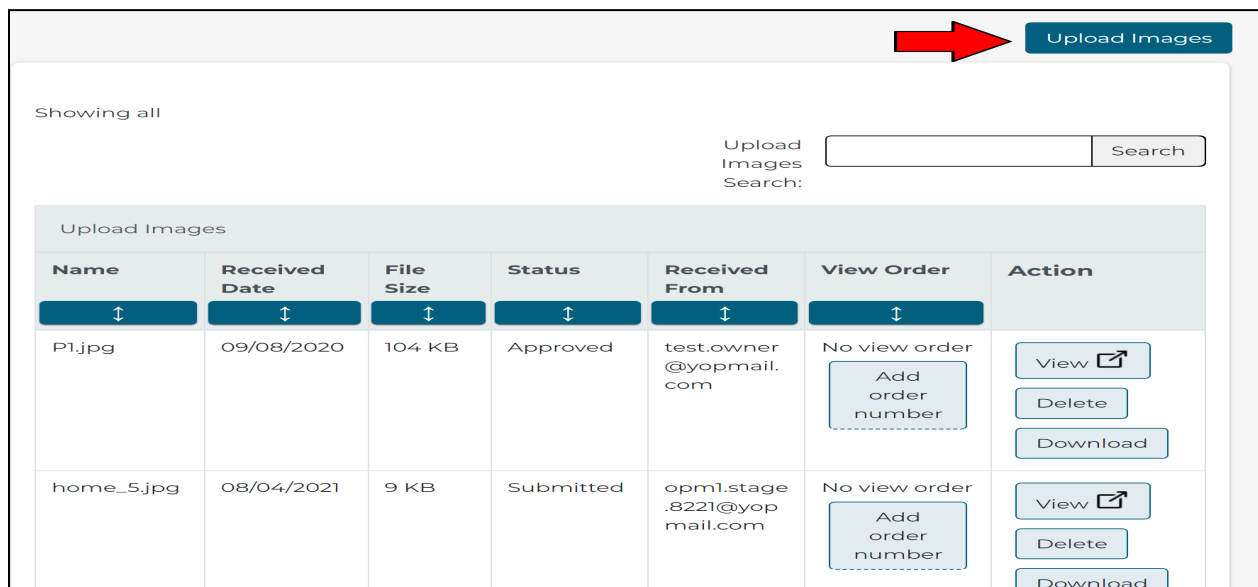


## Section VII: Upload Image

Property images (photos) are uploaded in this section. Please provide 3-10 clear images of the property and unit(s). You can upload up to 20 images that best represent the property and select the order in which they appear on the site by indicating a “View Order”.

Ensure the images are horizontal or landscape format. Add “Alt-Text” to each image. Alt-Text is a brief description of the image that should be entered into the Description field.

Click on the “**Upload Images**” button to add at least 3 landscape view images. Click on the “**Add Files**” button to upload the individual images. Be sure to include a description of the image in the “**File Description**” field.



Name	Received Date	File Size	Status	Received From	View Order	Action
P1.jpg	09/08/2020	104 KB	Approved	test.owner@yopmail.com	No view order Add order number	View Delete Download
home_5.jpg	08/04/2021	9 KB	Submitted	opml.stage.8221@yopmail.com	No view order Add order number	View Delete Download



**Add Property Image**

All fields marked with an asterisk (\*) are required.

Drop files to upload

**Drop files to upload**  
(or click)

**Supported File Types:** gif, jpeg, jpg, png

**Maximum Number of Files:** 20

**Maximum File Size:** 50 MB

(Note: Please add a brief description of the image being uploaded in the File Description box below. For example, "Photo of property courtyard with fountain.")

File Description \*

Cancel Upload



## Section VIII: Accessible Marketing Flyer

Complete this section only if your property is required to conduct affirmative outreach marketing for your property. Please enter all required and applicable questions, including pre-application open/close and lottery dates. (**red asterisk = response required**)

1. Developer and Property Management Company Names\* - Enter the company names for both the ownership group and property management company.
2. Marketing Flyer Details - Complete all required and applicable fields to generate a flyer. NOTE: Dates will auto-populate if entered previously in Section I, required questions must be addressed.
  - a. Application Open Date - Date (mm/dd/yyyy) the property will begin to accept rental applications and pre-applications.
  - b. Application End Date - Date (mm/dd/yyyy) the property will stop accepting rental applications and pre-applications for the initial marketing period.
  - c. Lottery Date - Date (mm/dd/yyyy) the property plans to host a publicly viewed lottery event to fill units (usually for new developments).
  - d. Methods for Applications\* - Provide at least two (2) ways of obtaining and submitting the rental application.
  - e. Mailing Address / Fax Number - Enter the address and phone number where applications can be submitted via mail or fax.
  - f. Property Features\* - Describe any special, accessibility and/or other features of the units and common areas.
  - g. Units Available\* - Enter information for units that are currently available. Complete information for the general affordable units.
  - h. How Applicants Request Reasonable Accommodations\* - Describe the policy and procedures for requesting reasonable accommodations and/or modifications.



## Section IX: Property Documents

This section is where documents such as full rental applications and approved marketing flyer are uploaded.

1. Click the **“Upload Property Listing Documents”** button.
2. Select the appropriate/best **“Category”** for the document.
3. Provide a brief description of the document or document name in the **“File Description”** field.
4. Choose the **“Add Files”** button or click in the upload box to select the file.

### Add Documents

All fields marked with an asterisk (\*) are required.

Received Date

Category \*

This field is required.

File Description

Comments

Drop files to upload

→ Drop files to upload

(or click)

5. Click the **“Upload”** button at the bottom of the page to upload the document.



## Submitting the Listing

The Property Listing may be saved at any time, from any section by clicking the “Save Draft and Exit” button. However, this **does not** submit your listing for analyst review.

To submit your listing for review, select the “**Submit**” button located only from the “Property Documents” section.

Property Documents →

Click on the checkbox below before submitting the listing!

By Checking this box I certify that the “Property Listing” is reviewed and all information provided is correct.\*

Previous Save Draft and Exit Submit

Be sure to answer all required questions and click the box on this Property Documents tab certifying that the listing and all information provided is correct to the best of your knowledge.

If corrections are required for approval, your assigned Analyst will send the listing back to you with specific instructions on making the required edits.

On your Dashboard, the Listing Status will change to “**Correction Requested**”. Select the “**View/Edit Listing**” option under Property Actions.

Listing Status	Policy Certification Status	Pre-Application(s) Received	Action
Published	Pending Certification	2177	Property Actions ▾
Published	Pending Certification	253	Property Actions ▾
Correction Requested	Pending Certification	101	Property Actions ▾
Published	Policy Certification Issued	0	Link/Unlink
Correction Requested	Policy Certification Issued	218	Manage Documents
			View/Edit Listing
			Pre-Application List
			Property Analyst



The section of the listing requiring edits will be unlocked and highlighted with a red bar.

### Steps for Property Listing

- Read Instructions →
- Property Information →
- Contact Information →
- General Amenities Information →
- Application - Additional Questions →
- Nearby Services →
- Units Information →
- Upload Image →
- Accessible Marketing Flyer →
- Property Documents →

1. Click on the highlighted section.
2. Select the **red dialogue box** located on the right side of the screen.

### Upload Image

[Public Preview](#) [Print](#)

**i** Only images approved by AcHP staff will be shown to the public. Images shown will be ordered by the "View Order" number from least to greatest. The image with the lowest "View Order" number will become the property's main image on the search page. Click on a link under the "View Order" column to change that number.

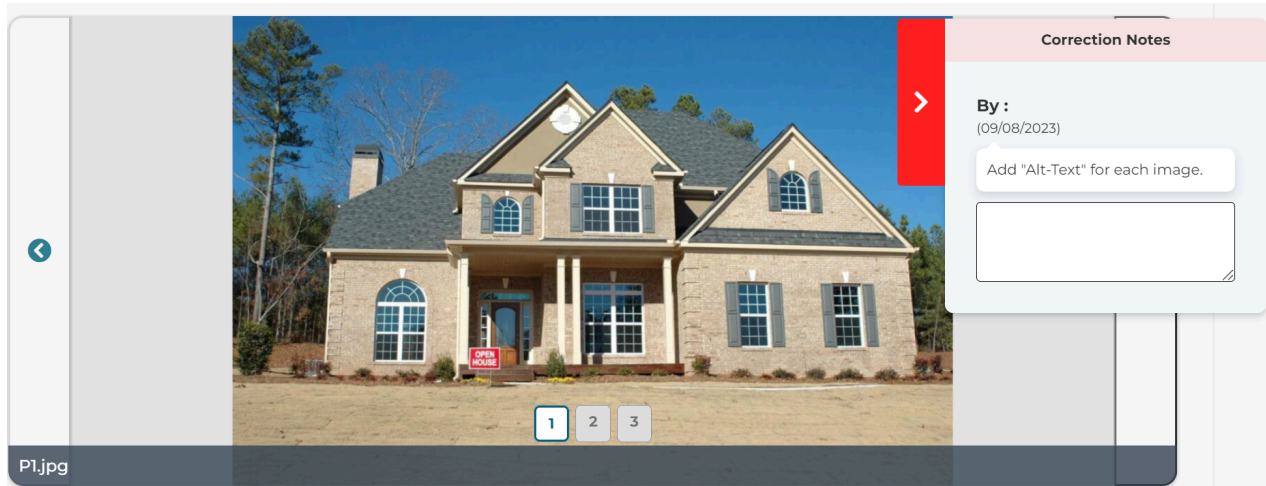
1 2 3

Upload Images





3. Follow the instructions to complete the edits. You may also respond to the request directly in the dialogue box.



4. Once corrections are complete, return to the last section (Property Documents) to resubmit the listing for review and approval.