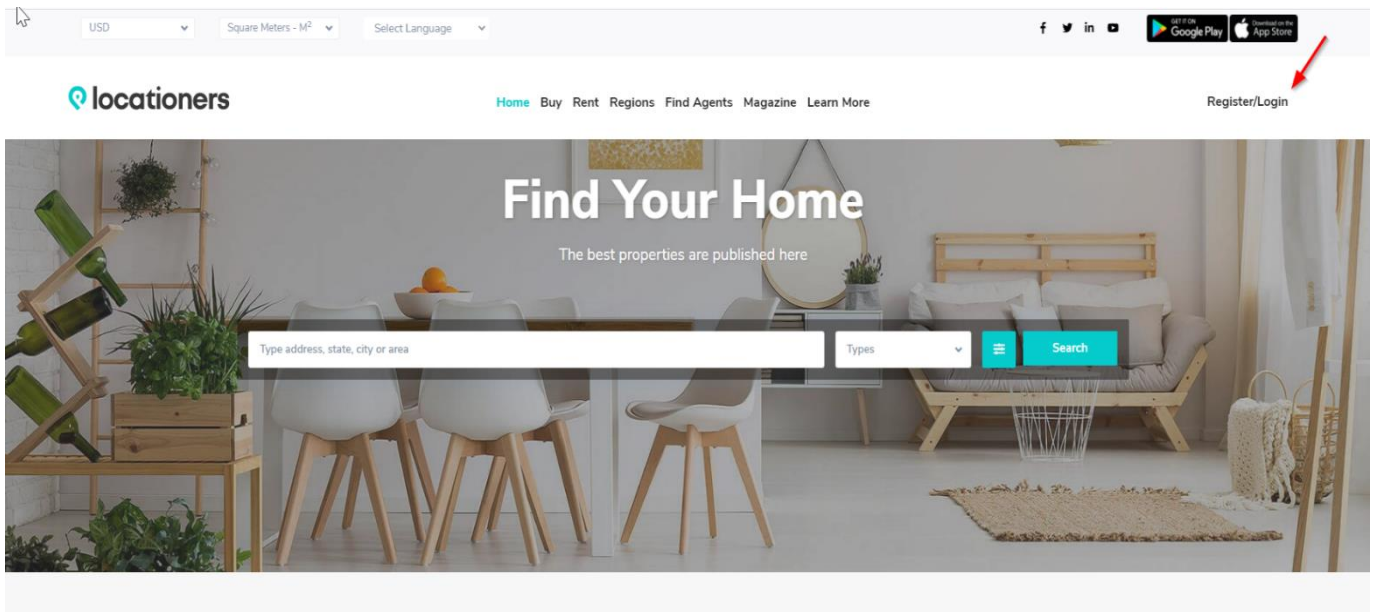




How to list a property with a Business Account?

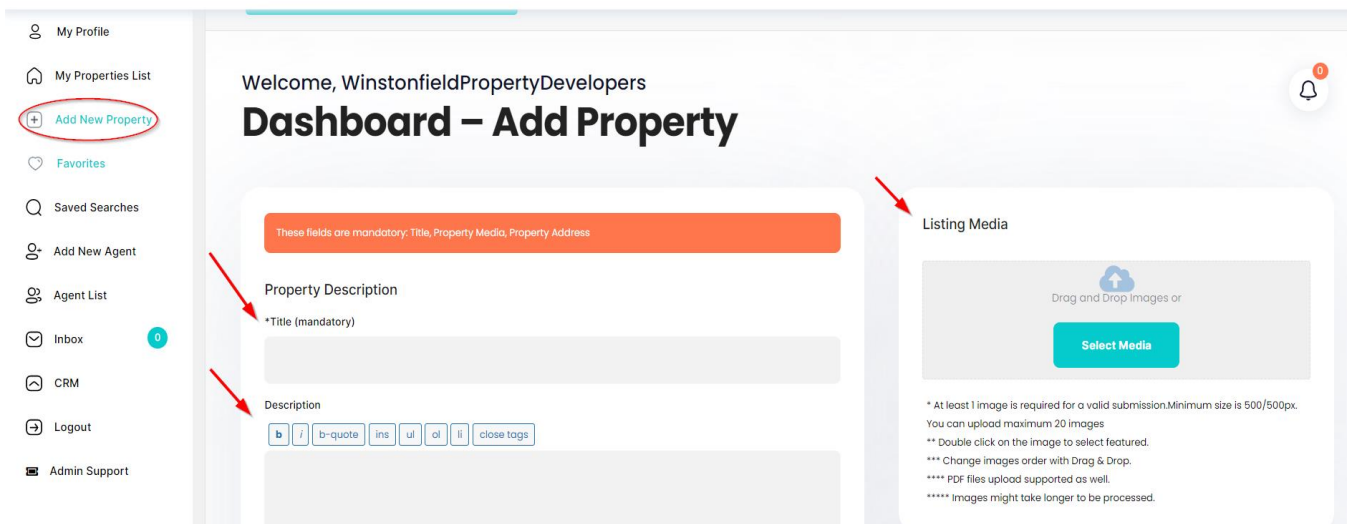
- Log in Your Account '**Register / Login**'



- When logged in click on **+ Add New Property**

Complete the following fields:

- **Title** 'you will add a title for you add'
- **Description** 'in this field you can describe your property, description text must be in English'
- **Listing Media** 'Upload property photos' for uploading your property photos' – note that you will need to see the image uploaded before processing to the next step.



- **Price in:** You will need to enter the selling or renting price for the property 'Only real prices are accepted'
- **After Price Label** (ex./month) you will enter for example if the price is per week, per month, year etc.
- **Before Price Label** (ex. From") You will enter this if the above price you will enter is a Starting price and not the actual selling price
- **Category:** You will choose the Type of your property from the dropdown menu
- **Listed in:** Select if your property is for Rent or Sale
- **Floor Plans:** Click the box & then Upload property plans

Property Price

Price in \$ (only numbers)

After Price Label (ex: "/month")

Before Price Label (ex: "from ")

Floor Plans

Use Floor Plans

Add Another Plan

- **Category:** Select the Type of your property.
- **Listed in:** Select if the property is for Rent or Sale.

Select Categories

Category

None

None

Apartments

Houses

Industrial

Land

Offices

Retail

Villas

Listed In

None

- Virtual Tour: 'On this section you have the option to upload property's Virtual Tour and Subunits. (Suggested applications that might help you create virtual tours are: <https://matterport.com/>)
- Video Option: Video From 'Upload Property Video from Vimeo or You Tube' .

*Note: The 'Embed Video id' is the number that is displayed on the browser URL of the video after the = sign

Virtual Tour

Virtual Tour:

Video Option

Video from

vimeo

Embed Video id:

- **Listing Location** enter:

Complete the fields : Address , Country , City , Neighborhood , Zip , Country

Note: In this point you can also add the **Latitude & Longitude** & even **Enable the Google Street View**

- **Latitude:** Longitude and if you wish to enable the Google Street View.
- **Longitude:** (for Google Maps): type your coordinates. Here are examples of formats that work: Degrees, minutes, and seconds (DMS): 41°24'12.2"N 2°10'26.5"E.
- **Enable Google Street View:** With street view, explore world landmarks, see natural wonders, and step inside places such as museums, arenas, restaurants, or small businesses.
- **Google Street View:** Camera Angle (value from 0 to 360) : Google Street View provides panoramic 360-degree views from designated roads throughout its coverage area.

The image shows a form for entering location information. Red arrows point to the following fields:

- Listing Location** (Section Header)
- *Address** (Text input field with placeholder "Enter address")
- County / State** (Text input field)
- City** (Text input field with placeholder "Enter city")
- Neighborhood** (Text input field)
- Zip** (Text input field)
- Country** (Dropdown menu showing "United Kingdom")
- Map** (Map view showing a street grid with a red pin and a tooltip displaying "Latitude: 40.7077634" and "Longitude: -74.0138164")
- Latitude (for Google Maps)** (Text input field)
- Longitude (for Google Maps)** (Text input field)
- Enable Google Street View** (Checkbox)
- Google Street View - Camera Angle (value from 0 to 360)** (Text input field)

Select property's **Energy Class**: Choose from drop down bar

Select Energy Class

Energy Class

Select Energy Class (EU regulation) ▼

- Select Energy Class (EU regulation)
- A+
- A
- B
- C
- D
- E
- F
- G
- H

Energy Index in kWh/m2a

Listing Details: List all property applicable details.

- Lot Size in m2
- Rooms
- Bedrooms
- Bathrooms
- Custom ID – for internal reference purposes
- Year Build
- Garages
- Garages Size
- Available from (*date)
- Basement
- External Construction
- Exterior Material
- Roofing
- Structure type
- Floors No
- Additional Features
- Owner / Agent notes (this is not visible on front end)

Listing Details

Size in m² (*only numbers)

Rooms (*only numbers)

Bathrooms (*only numbers)

Year Built (*numeric)

Garage Size (*text)

Basement (*text)

Exterior Material (*text)

Structure Type

Not Available ▼

Additional Features (*text)

Owner/Agent notes (*not visible on front end)

Lot Size in m² (*only numbers)

Bedrooms (*only numbers)

Custom ID (*text)

Garages (*text)

Available from (*date)

External Construction (*text)

Roofing (*text)

Floors No (*numeric)

Select Your Property Status

Select Property Status

Property Status

no status ▾

- no status
- Hot Offer
- New Offer
- Open House
- Rented
- Sold

Select the applicable **Amenities and Features** of your property

Amenities and Features

Interior Features

- Attic
- Gym
- Wine Cellar
- Equipped Kitchen
- Media Room
- Fireplace
- Storage Room

Other Features

- Burglar Alarm System
- Doorman
- Hot Bath Tub
- Serviced Property
- WiFi
- CCTV Security Cameras
- Elevator
- Lake View
- Smoke Detectors
- Concierge
- Gas Detectors
- Ocean View
- Wheel Chair Access

Outdoor Features

- Back Yard
- Deck
- Garden Watering System
- Tennis Court
- Balcony
- Fenced yard
- Roof Deck
- Basketball Court
- Front yard
- Swimming Pool

Utilities

- Central Air-condition
- Laundry Room
- Ventilation
- Central Heating
- Natural Gas Heating
- Washer and Dryer
- Gas heat
- Renewable Energy Panels
- Water Filtration System

Subunits: Click the Add Property button and select from the list the relevant properties you wish to display with this listing.

Subunits

- Enable

Select Subunits From the list:

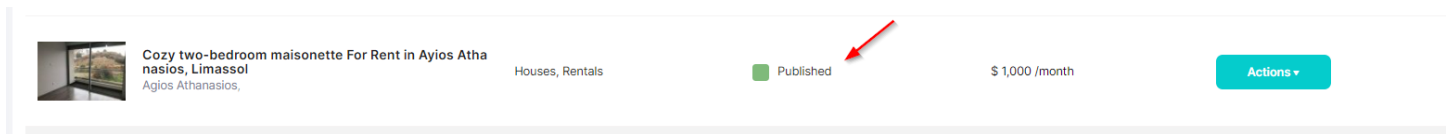
Cozy two-bedroom maisonette For Rent in Ayios Athanasios, Limassol
Winstonfield Commercial Building
Winstonfield Residences
Winstonfield Residences
Winstonfield Residences
Winstonfield Residences

Then you have the option to **Save As Draft** so you can find it later on, or

Press **Add Property** and you will be able to view your ad in My Properties List 'Waiting for approval' from our moderation team.



When the add is approve by moderation team then the wording from 'Waiting for approval' will change to "**Published**"





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