

Add/ Edit/ Remove Leasing Documents

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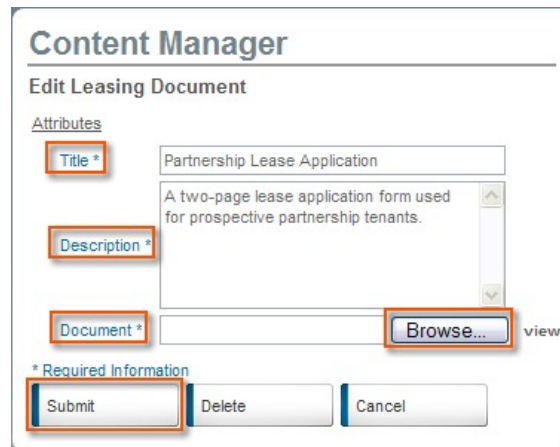
1. Click [Control Panel > Content Manager > Available Space > Leasing Documents](#)
2. To remove or edit existing leasing documents, select the desired document; and click **Remove** or **Edit**.
3. To upload leasing documents, click **Add**.



The screenshot shows the 'Content Manager' interface. At the top right, there are 'Add' and 'Remove' buttons. Below the header, it says 'Leasing Document - 2 entries'. There is a table with columns for 'File Name', 'Title', and 'Description'. The first row is selected, and its 'Edit' button is highlighted. The second row is also visible with an 'Edit' button.

| <input type="checkbox"/> File Name | Title | Description | |
|------------------------------------------------------------------------|-------------------------------|--------------------------|----------------------|
| <input checked="" type="checkbox"/> partnershipapp.doc | Partnership Lease Application | A two-page lease appl... | Edit |
| <input type="checkbox"/> soleproprietorapp.doc | Sole Proprietorship | A two-page lease appl... | Edit |

4. If Adding or Editing a Leasing Document, fill out the **Title** and **Description**.
5. Click **Browse** and locate the file on your computer or local network.
6. Click **Submit**.



The screenshot shows the 'Edit Leasing Document' form. It has a 'Title' field with 'Partnership Lease Application' and a 'Description' field with 'A two-page lease application form used for prospective partnership tenants.' There is a 'Document' field with a 'Browse...' button. At the bottom, there are 'Submit', 'Delete', and 'Cancel' buttons. A note indicates that 'Title', 'Description', and 'Document' are required information.

Attributes

Title *

Description *

Document * [Browse...](#) view

*** Required Information**