

The first steps to getting into the Landlord Portal

“Goto [www.DHDMI.org](http://www.DHDMI.org)

“Top right of the screen, click on either %log in+or %sign up+

**Non-employee  
(Section 8, Landlord, Public Housing and Vendor)**

User  
Name

Password

[Forgot password?](#)

Submit

If you are a returning landlord and clicked **Log In+**  
Simply put in your information to go to the Landlord  
Portal

If you have not signed up for an account, refer to the  
next page.

Please select a user type to sign up:

- Public Housing Tenant/Applicant
- Section 8 Participant/Applicant
- Landlord
- Vendor



On the next page,  
only click Landlord

*First Name	<input type="text"/>
*Last Name	<input type="text"/>
Company Name	<input type="text"/>
*User Name (Min. 6 chars)	<input type="text"/>
Landlord No.	<input type="text"/>
*Tax ID for Company(Numbers Only) SSN for Individual	<input type="text"/>
*Email	<input type="text"/>
*Phone	<input type="text"/>
*Address	<input type="text"/>
*City	<input type="text"/>
*State	<input type="text" value="MI"/>
*Zip	<input type="text"/>
*Security Question	<input type="text" value="Select Question"/>
*Security Question Answer	<input type="text"/>

Sign Up

On the page after, simply fill out your information.

Only previous landlord will have a %landlord No.+; if you don't have one yet, please disregard.

## Landlord User Portal

[Update Password](#)[Request Profile Update](#)[View Landlord 1099](#)[List Property for Rent](#)[Payment Statement](#)

## Contact Us

Administrative Office

Hours of Operation:

Monday - Friday 9:00am to 4:00pm

1301 East Jefferson  
Detroit, Michigan 48207

313-877-8000



In the Landlord User Portal you will be able to:

“Change Your password

“Change your profile Information

“View your 1099 information

“List a property you have available for rent

“And view your payment statement

[Landlord User Portal](#)

[Update Password](#)

[Request Profile Update](#)

[View Landlord 1099](#)

[List Property for Rent](#)

[Payment Statement](#)

## Landlord User Password Update

New Password (Min.  
6 chars)

New Password  
Confirmation

On the Password Update page, you can change your password to one of your choosing (being at minimal 6 letters).

Once you change and update, make sure you write your password down, the change will be active immediately and will be require on your next visit.

[Landlord User Portal](#)

[Update Password](#)

[Request Profile Update](#)

[View Landlord 1099](#)

[List Property for Rent](#)

[Payment Statement](#)

## Landlord User Profile Update

*First Name	<input type="text" value="Test"/>
*Last Name	<input type="text"/>
Company Name	<input type="text"/>
*User Name	<input type="text"/>
Landlord No.	<input type="text"/>
*Email	<input type="text"/>
Phone	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="MI"/>
Zip	<input type="text"/>

On the User Profile page you will be able to update us with any change in your contact information.

It is recommended that if any of your contact information is changed, you **update us as soon as possible** to avoid any delay of processing and/or contact.

[About](#)[Executive Office](#)[Section 8](#)[Public Housing](#)[Landlords](#)[Development](#)[Landlord User Portal](#)[Update Password](#)[Request Profile Update](#)[View Landlord 1099](#)[List Property for Rent](#)[Payment Statement](#)

## View your 1099 history

All 1099 records will not be available until the amount has been posted

Your Tax ID: (number  
only)

If you need to view/print your 1099 information for the previous year, be sure to have your Tax ID (Social Security Number) available.

If you are a newer landlord you may not have information available until after the first year under agreement.

## Your 1099 history

Your 1099 information has been arranged to fit on the IRS 1099-MISC form. Before printing, you must download the [1099-misc](#) form from the IRS website and insert the form into your printer. Once the form has been inserted into your printer, click on the Open PDF link next to the 1099 information you wish to print.

Payment Year	Box1	Box2	Box3	Adjustment Amount Box1	Payee	Mailing Address	City	State	Zip	
2008	00.0	00.0	00.0	00.0	Your name	123 Test St.	Detroit	MI	48221	<a href="#">Open PDF</a>

To print your first goto the [1099-misc](#) link in the first sentence to print the 1099 form.

After printing the form go to the [Open PDF](#) on the right side to print your 1099 information.

Once both are printed you must place the form from [1099-misc](#) link in your printer feeding tray then, place your 1099 information from the [Open PDF](#) link in the scanner tray.

Scan your information so that it will print onto the form and your finished.

## Add Property For Rent Listing

\*Listing Display Name

Short Description  
(Link to external site)

\*Bedroom Number

\*Listing Type

\*Pet Allowed  Yes  No

Property Photo  
recommended size of  
the pictures: Size  
435px × 305px

Contact Email

\*Contact Phone

\*Address

\*City

\*State

\*Zip

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## Edit Pending & Resubmit For Approval

\*Property listing  
waiting for approval

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## Update Approved Property Listing Availability

\*Approved Property

To add a property to the website, fill out all the required fields with the property information and submit.

Once reviewed your property will be:  
"Accepted and available to update if needed"

"Or declined with information that you will need to change/provide to be accepted."

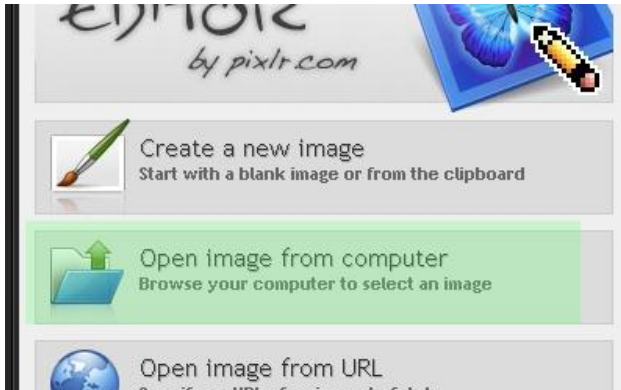
**Check this area frequently to be aware of your property status**

## Resizing a picture

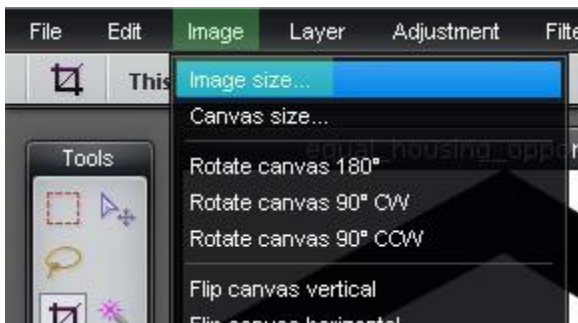
To add pictures to the DHC site they must not exceed a certain size (500x500)

If your pictures are this size or smaller feel free to back to the property page and add them to the listing

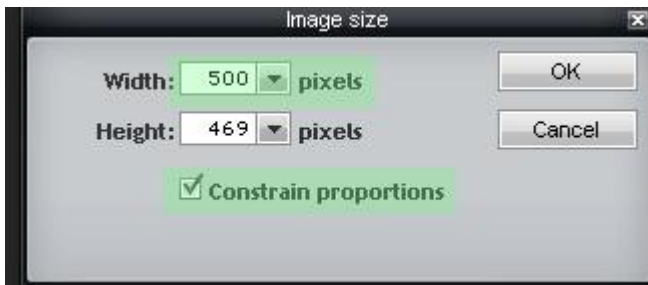
If they are larger than the allowed size follow these steps to make it smaller THEN go back to the property page and add them



1) Goto [www.pixlr.com/editor/](http://www.pixlr.com/editor/) and goto open image from computer and choose the property picture you want to resize



2) After the image is loaded goto **Image** at the top of the page and choose **Image Size** +



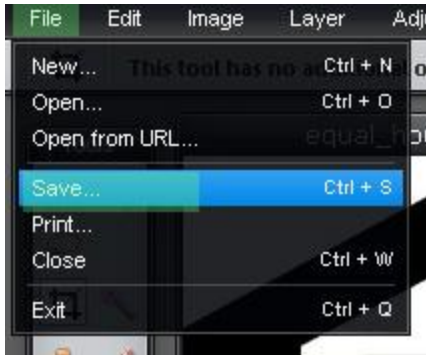
3) If the Width is lower 500 you do not have to resize the photo. If the image width is over 500 then replace the size with 500 and make sure **Constrain proportions** is checked so it will fix the height.

### Resizing a picture

To add pictures to the DHC site they must not exceed a certain size (500x500)

If your pictures are this size or smaller feel free to back to the property page and add them to the listing

If they are larger than the allowed size follow these steps to make it smaller THEN go back to the property page and add them



4) After changing the width, goto **File** at the top of the page and select **Save** +



5) Change the name of the picture if you like then click ok so save it.

6) After saving the picture go back to the Add a property page and choose the picture you saved, fill out the rest of the information and click submit

[About](#)

[Executive Office](#)

[Section 8](#)

[Public Housing](#)

[Landlords](#)

[Development](#)

[Landlord User Portal](#)

[Update Password](#)

[Request Profile Update](#)

[View Landlord 1099](#)

[List Property for Rent](#)

[Payment Statement](#)

## View your payment Statement

Payment will not be available until the amount has been posted

Your Tax ID: (number  
only)

Here you will be able to view your payment statement, put your Tax ID (social security number) in and click submit.