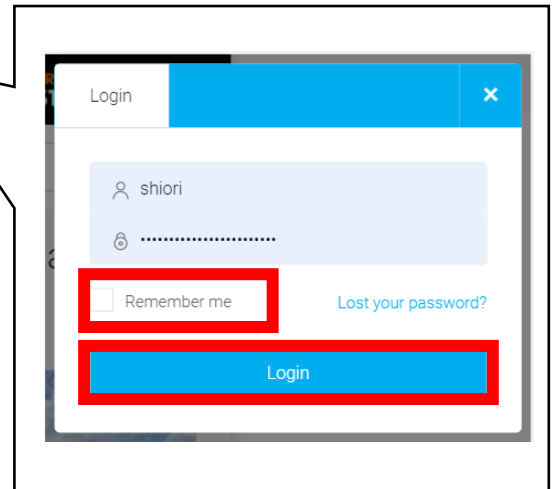
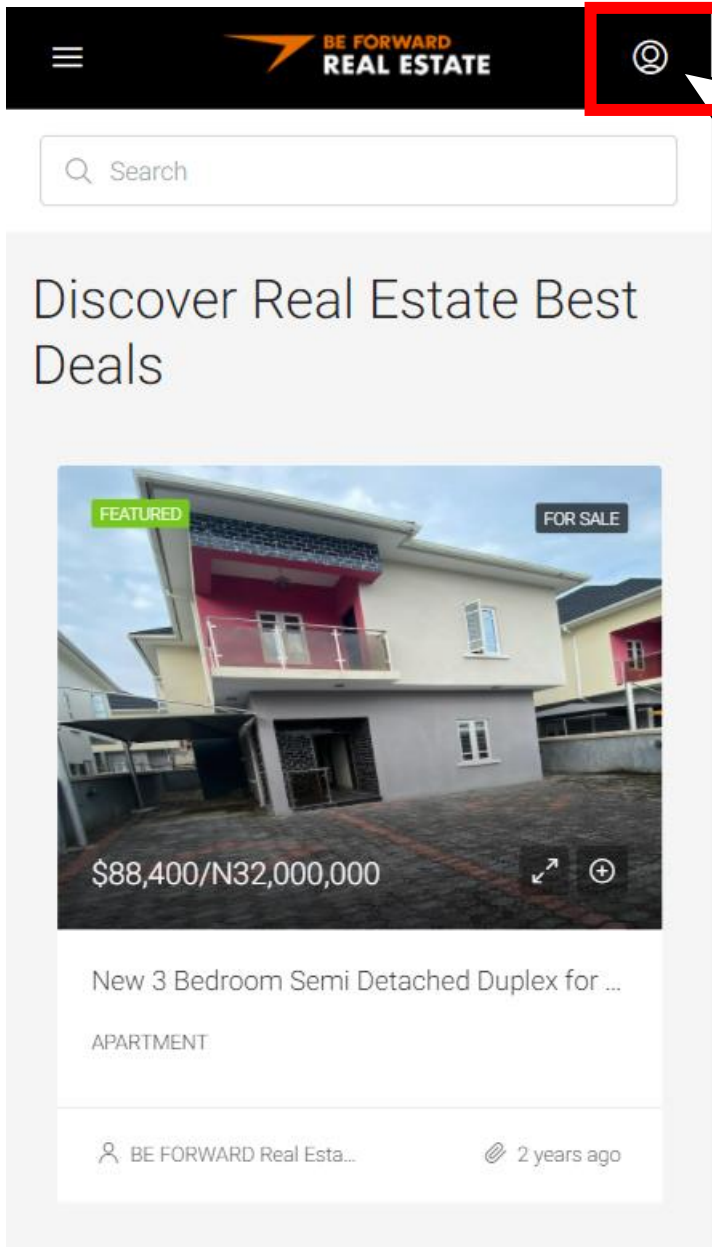




# **BE FORWARD Real Estate Nigeria User Manual (Smartphone ver.)**

# Log In

<https://real-estate-nigeria.beforward.jp/>



Enter Your Username and Password received by Email.

Check for "Remember me" to remember your login info.

If the log in box keeps appearing repeatedly, refresh the page on browser.

# Create a Listing

# Create a Listing

<https://real-estate-nigeria.beforward.jp/add-new-property/>

The image shows a mobile application interface for 'BE FORWARD REAL ESTATE'. At the top, there is a black navigation bar with a hamburger menu icon on the left, the company logo in the center, and a user profile icon on the right. The user profile icon is highlighted with a red square, and a red-bordered box highlights the 'Create a Listing' option in the dropdown menu that appears. Below the navigation bar is a search bar with a magnifying glass icon and the text 'Search'. The main content area features a large heading 'Discover Real Estate Best Deals' and a featured property listing. The listing includes a photo of a modern house with a red balcony, a 'FEATURED' badge, and a 'FOR SALE' badge. The price is listed as '\$88,400/N32,000,000'. Below the photo, the text reads 'New 3 Bedroom Semi Detached Duplex for ...' and 'APARTMENT'. At the bottom of the listing, it shows the user 'BE FORWARD Real Esta...' and the time '2 years ago'.

## Save As Draft

Remember to click this button to save information as Draft when leaving this page.

## Description

### Property Title:

Include brief introduction of the property. Include Type and Location.

### Content:



Content should include descriptions in a paragraph followed with details such as unique and attractive points for the customers.

### Type:

Choose from Options

### Status:

Choose from Options



### Create a Listing

[Save as Draft](#)





Description






**Property Title \***

New 3 Bedroom Semi Detached Duplex for Sale at

**Content**

Visual Text

Paragraph **B** *I*    


New 3 Bedroom Semi Detached Duplex for Sale at Thomas Estate Ajah Lekki at N32m

FEATURES:


24-hr neat water supply

1 Room BQ


Balcony

P 

**Type \***

Select 

**Status \***

Select 

# Price

## Sale or Rent Price:

Default price is USD.  
Enter ONLY number for USD price.  
Exclude texts or signs; "\$" "/" "."

## After the Price (Optional):

Enter NGN price, including "N".

# Media

## Photos:

Upload at least 4 photos including the following.

### Exterior Photos

(Whole House View, Parkway, Yard, etc.)

### Interior Photos

(Kitchen, Dining Room, Living Room, Bathroom, Bedroom, etc.)

### Photo Upload Rules:

- ★Cover Image should be the whole house view.
- ★No Cut Off Photos
- ★No Slanted/Sideway Photos
- ★Properties with nice photos could be advertised on our Facebook page for Free!

Minimum Photo Size: W1,440 x H900px

Maximum File Size: 30MB

See next page for good photo example.

Price

Sale or Rent Price \*

88400


After The Price

N32,000,000

For example: Monthly

Media

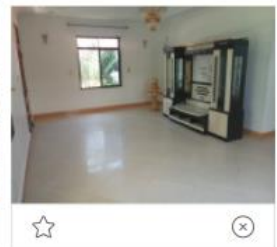
Drag and drop the images to customize the image gallery order.



**Drag and drop the gallery images here**  
(Minimum size 1440x900)

[Select and Upload](#)

Click on the star icon to select the cover image.

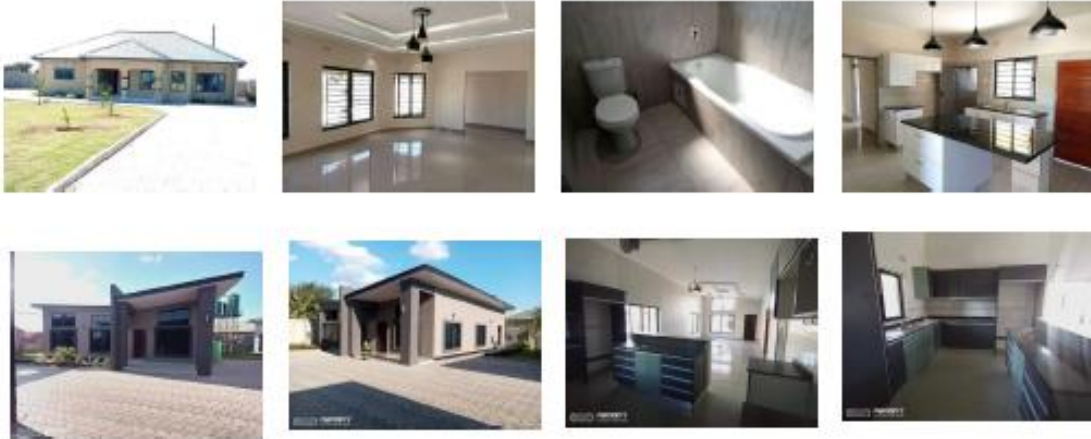


## Good Photo Example

The photo must be in Landscape (Horizontal) size.

Photos should capture the object in the middle of the photo.

For photos inside rooms, please try to take the photo from the corner to capture as much space as possible in the room.



## Bad Photo Example

Bad photos include cut-off, slanted, sideways, blurry, unclear, and stretched photos. Portrait (Vertical) sized photos will be cut off on the property page.



# Details

Enter numbers in each field.

## Bedrooms:

Enter Number of bedrooms.

## Bathrooms:

Enter Number of bathrooms.

## Area Size (Sq Mt):

Enter the number of property/building size. Enter number only.

## Land Area (Sq Mt):

Enter the size of the property land. Enter number only.

### Details

---

#### Bedrooms

Only digits

#### Bathrooms

Only digits

#### Area Size

Only digits

#### Size Postfix

For example: Sq Ft

#### Land Area

Only digits

#### Land Area Size Postfix

For example: Sq Ft



# Features

Check boxes for all available features.

### Features

<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Aluminum Framed Windows
<input type="checkbox"/> Automated Gate	<input type="checkbox"/> Barbeque
<input type="checkbox"/> Bedroom	<input type="checkbox"/> Bore Hole
<input type="checkbox"/> Burglar Bars	<input type="checkbox"/> Carport
<input type="checkbox"/> D.S.T.V.	<input type="checkbox"/> Electric fence
<input type="checkbox"/> Fully Furnished	<input type="checkbox"/> Garage
<input type="checkbox"/> Gardener	<input type="checkbox"/> Generator
<input type="checkbox"/> Gym	<input type="checkbox"/> Laundry
<input type="checkbox"/> Lawn	<input type="checkbox"/> Microwave
<input type="checkbox"/> Office rooms	<input type="checkbox"/> Pantry
<input type="checkbox"/> Paved Yard	<input type="checkbox"/> Refrigerator
<input type="checkbox"/> Sauna	<input type="checkbox"/> Security
<input type="checkbox"/> Study Room	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> TV Cable	<input type="checkbox"/> Wall Fence
<input type="checkbox"/> Washing Machine	<input type="checkbox"/> Water Tank
<input type="checkbox"/> WiFi	<input type="checkbox"/> Window Coverings
<input type="checkbox"/> Wire fence	

# Location

## Address:

Enter Property Address. Don't have to be exact, but have brief location similar to "Area" below.

## City:

Choose from Options.

## Area:

Choose from Options.

# Map

Make sure the address above is correct, and [Click the Blue button](#) to pin the address on a map.

Latitude and Longitude will be entered automatically.

## Location

### Address

### City \*

### Area

## Map

Drag and drop the pin on map to find exact location



Place the pin in address above

### Latitude

### Longitude

## Private Note(Non-Public)

Enter a private memo for your self.

## Property Settings

Leave both as "No".

## Submit Property

You will receive an Email for new listing submitted.

Then, please wait to receive another Email for an approval.

Private Note

Write private note for this property, it will not display for public.

Enter the note here

Property Settings

Do you want to mark this property as  Yes  No featured?

The user must be logged in to view  Yes  No this property?

Disclaimer

Cancel

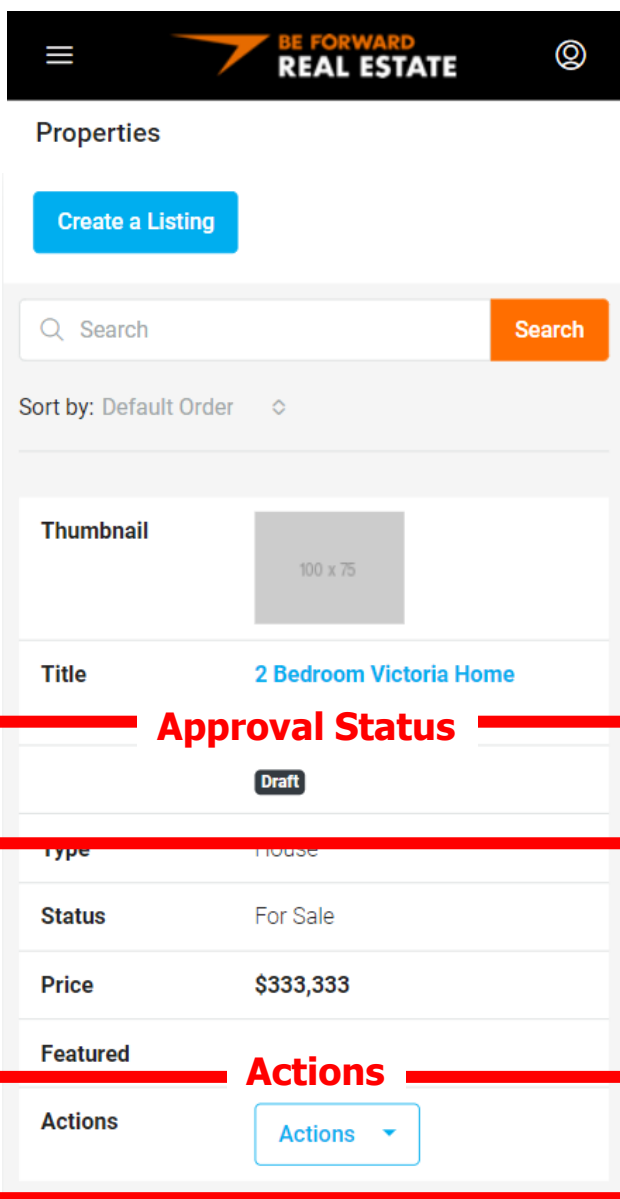
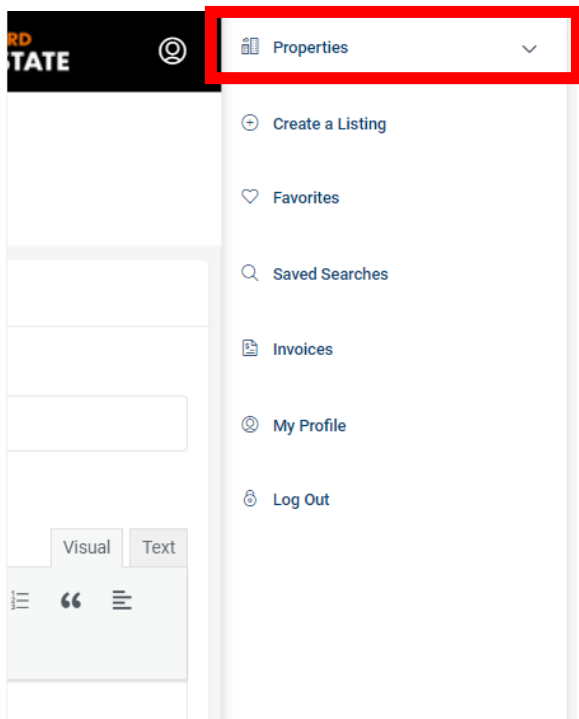
Submit Property

# Properties

# Manage Your Properties

<https://real-estate-nigeria.beforward.jp/my-properties/>

You can check on Approval Status, and change the Availability Status of each listings. In order to maintain quality of your listing, please make sure to "Delete" properties that are no longer available.



## Approval Status:

**Draft** - Properties saved as draft

**Pending** – Properties submitted and pending approval.

**Approved** – Properties approved and posted on website.

## Actions:

Click "Actions" to

- Edit
- Delete
- Duplicate
- Put on Hold

Please make sure to "Delete" properties that are no longer available.

# My Profile

# My Profile

<https://real-estate-nigeria.beforward.jp/my-profile/>

**BE FORWARD REAL ESTATE**

Search

## Discover Real Estate Best Deals

**FEATURED** **FOR SALE**

**\$144,224**

3 Bedroom House For Sale In 10 Miles  
10 Miles, Chibombo District, Central Province, Zambia

4 2 1.5 acres

TOWNHOUSE

- [Create a Listing](#)
- [Favorites](#)
- [Saved Searches](#)
- [Invoices](#)
- [My Profile](#)**
- [Log Out](#)

# Introduce Yourself.

Complete your profile with as much information as possible for more engagements with customers.

## View Public Profile

Click to view the public page customers will see.

### Upload Profile Picture:

Please use a Company Logo, or a real photo of your self. No random images or icons that's does not represent real estate.

### User Name

Will remain as it is. Not changeable after registration.

### Email

Will remain as it is. Not changeable after registration.

### Select Your Public Name

Select from suggested options.

### Agency Name

Enter Agency or Company Name.

### Mobile

Enter Your Mobile Phone Number.

### Whatsapp

Enter Your Whatsapp Phone Number.

### About Agency

Introduce about you, your agent, and specialties!

About me

Visual Text

Paragraph B I [List Icons] [Quote Icon] [More Icon]

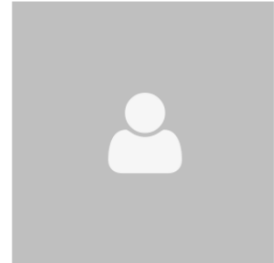
[Link Icon] [Image Icon] [Table Icon]

Update Profile

My Profile

View Public Profile

Information



Update Profile Picture

Minimum size 300 x 300 px

Username

shiori

Email

bfortanzaniaazizi@gmail.com

Select Your Public Name

shiori tsuchiya

Agency Name

Supervisor

License

Enter your license

Mobile

Enter your mobile phone number

WhatsApp

Enter your whatsapp number with country code

Phone

Enter your phone number

Fax Number

Enter your fax number

Language

English, Japanese

Address

Enter your address

Service Areas

Enter your service areas

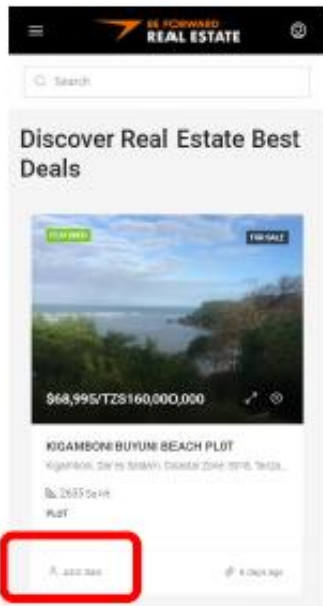
Specialties

Enter your specialties



# How You will be Found and Seen.

Customer will find you from Property Page, where Call and Email buttons will be displayed at the bottom. From Contact Information, customers can visit your Profile Page.




**Click to View Profile**



## Contact Information

**Contact Information** [View Language](#)

 **Azizi Said**  
+255 694 936 349

**Enquire About This Property**

**Name**  
Enter your name

**Phone**  
Enter your Phone

**Email**  
Enter your email

**It's a**

**Click to View Profile**

