

## **Home Owner Businesses**

### Submission Instructions and Procedure:

1. We have created a form that you should use to submit the information that you would like listed on this page.
2. Access the Registration Form. Please [click here](#) to access the Registration Form.
3. Fill in the information requested.
4. The completed forms can then be printed or saved to your computer using the “File > Save As” menu tabs at the upper left side of your Toolbar.
5. Create a name for your file (i.e. Susan’s Babysitting Service Ad).
6. Be sure to save it to the location on your computer where you save other files for future access or simply save to your desktop.
7. Then access your email program and create an email requesting that your ad be included on the website. Use your browser to locate your ad (i.e. from your desktop) and attach it to you email.
8. Send your email to [BoardOfDirectors@FairhillsHOA.com](mailto:BoardOfDirectors@FairhillsHOA.com).
9. If you feel you are not that computer savvy, you may simply print the completed form and submit it by regular mail to:

*Care Property Management*  
*% Joan Ness*  
*1985 E. Devon Avenue*  
*Hanover Park, IL 60133*

10. Submitted forms will be reviewed by the Board of Directors to ensure suitability and subsequent approval for inclusion onto the “Home Owners Businesses” page. Rejected forms will be returned to you with suggestions for re-submission.
11. Approved businesses will be assigned a link and added to the list of businesses.
12. If you have any questions, please contact [webmaster@FairHillsHOA.com](mailto:webmaster@FairHillsHOA.com) .