



# **How to Add a Property Listing**



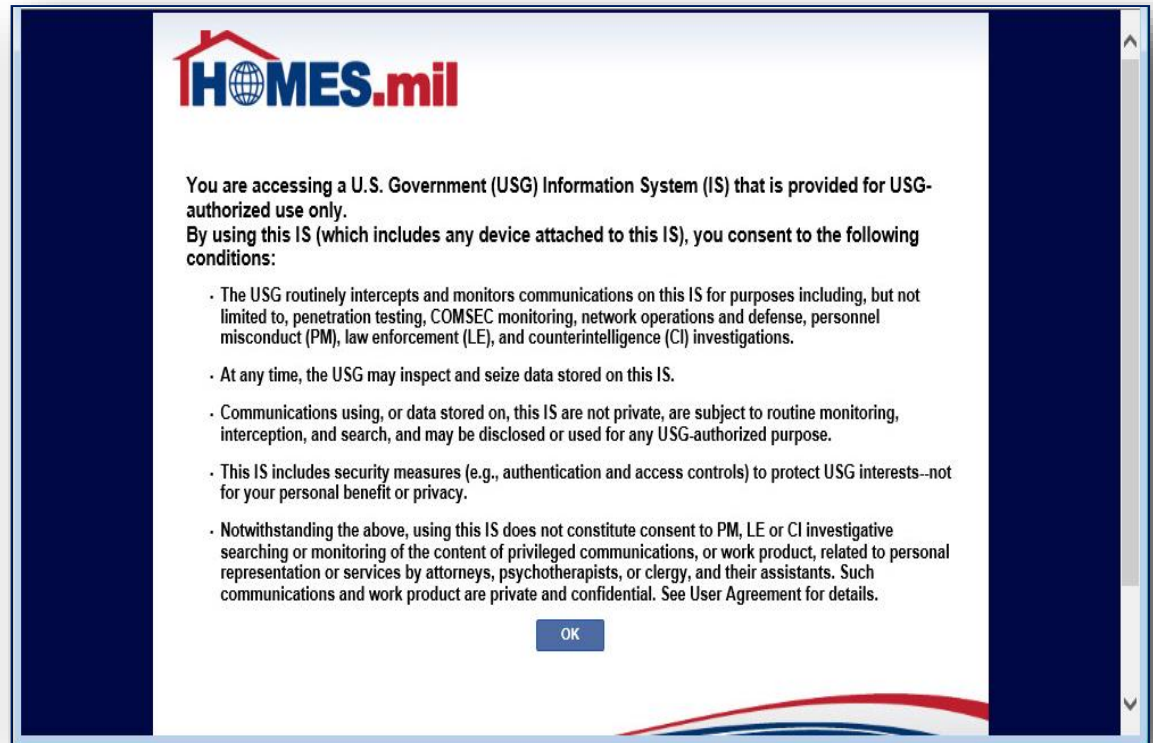
The following are guidelines to  
add a property listing in  
HOMES.mil.

# Add a Property Listing

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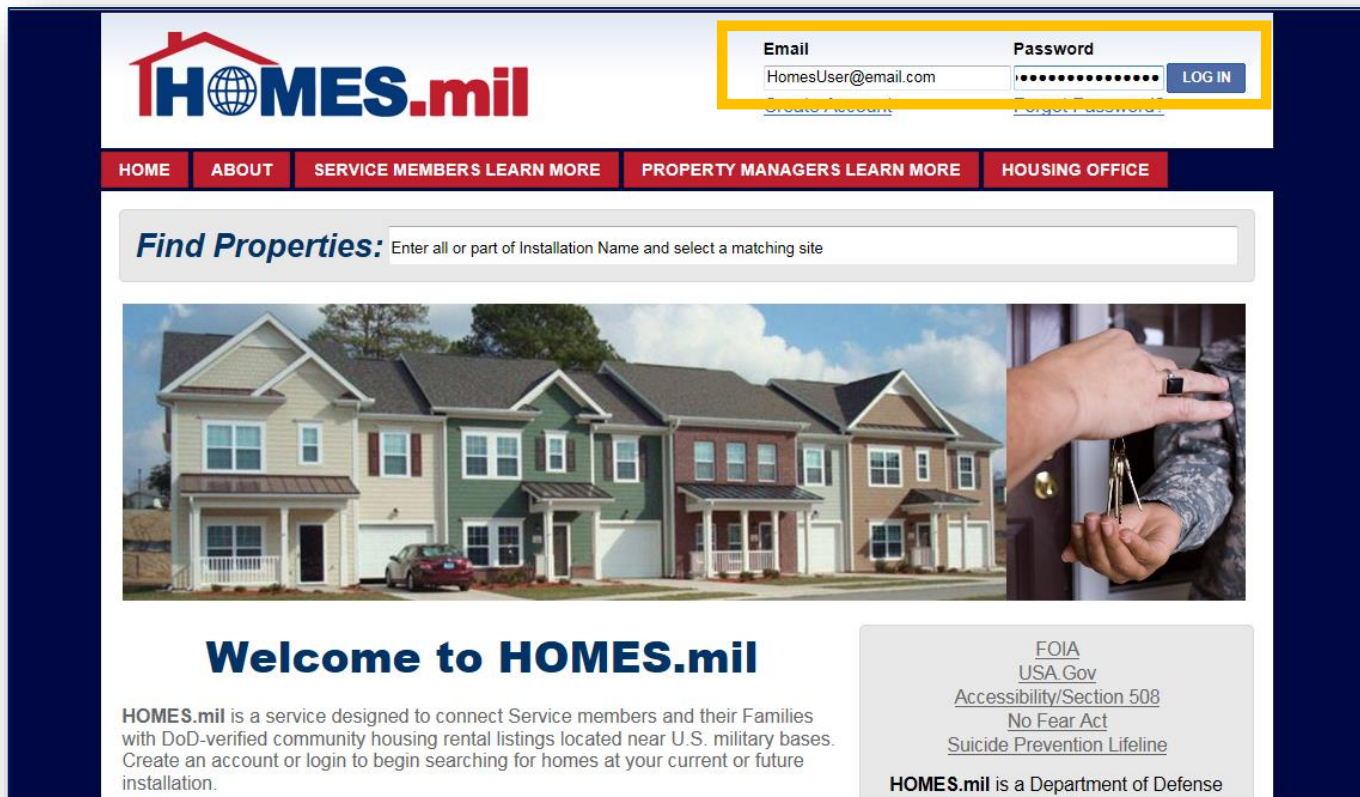
When you first access  
www.HOMES.mil,  
you will see this  
disclosure page.

Read this information  
and then select **OK** if  
you agree to the  
disclosure and consent  
statements.



# Add a Property Listing

This is the Welcome to HOMES.mil page. Enter your Account Email and Password. When ready, click **LOG IN**.

A screenshot of the HOMES.mil website's login page. The page has a dark blue header with the HOMES.mil logo on the left. On the right, there is a login form with fields for 'Email' (containing 'HomesUser@email.com') and 'Password' (with masked characters), and a 'LOG IN' button. Below the form are links for 'Create Account' and 'Forgot Password'. A navigation bar below the header contains links for 'HOME', 'ABOUT', 'SERVICE MEMBERS LEARN MORE', 'PROPERTY MANAGERS LEARN MORE', and 'HOUSING OFFICE'. Below the navigation bar is a search box labeled 'Find Properties:' with the instruction 'Enter all or part of Installation Name and select a matching site'. The main content area features a large image of a row of colorful townhouses and a smaller inset image of a hand handing keys to another person. Below the images is the text 'Welcome to HOMES.mil' and a paragraph describing the service. On the right side of the page, there are links for 'FOIA', 'USA.Gov', 'Accessibility/Section 508', 'No Fear Act', and 'Suicide Prevention Lifeline'. At the bottom right, it states 'HOMES.mil is a Department of Defense'.

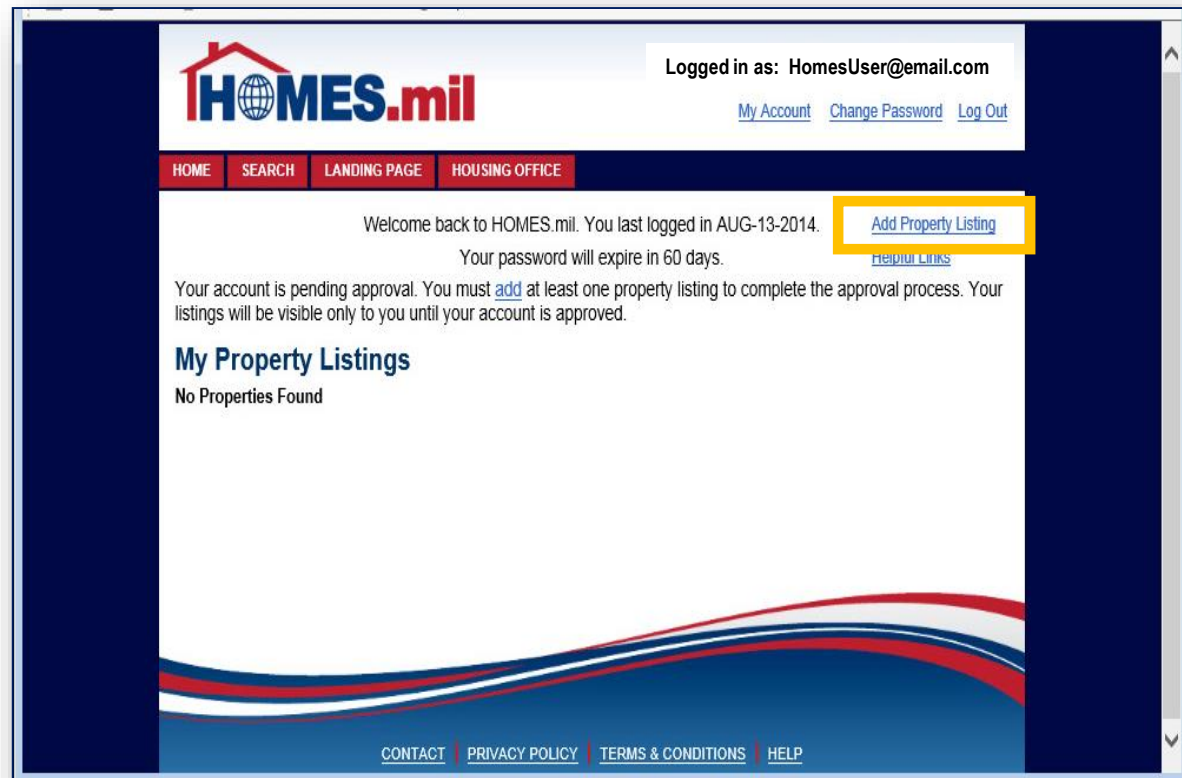
# Add a Property Listing

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If you have not added any properties, you will see this screen.

You must add at least one property before your account can be approved.

Select the **ADD PROPERTY LISTING** link to add a new property.

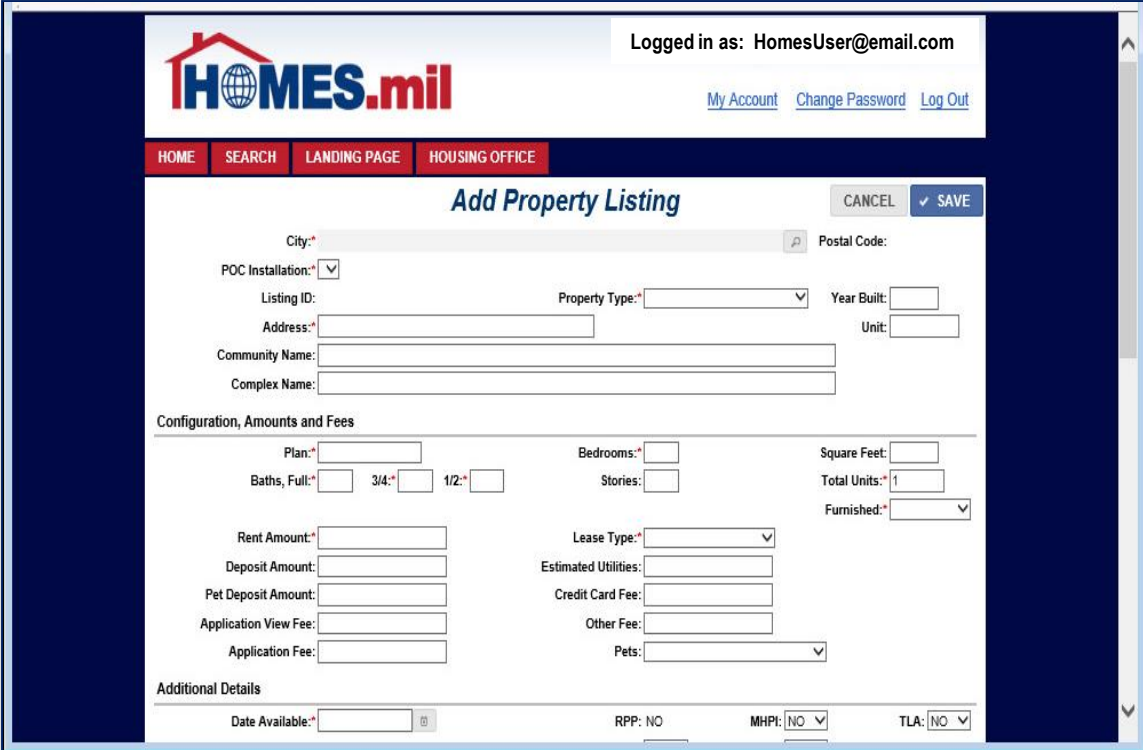


# Add a Property Listing

The **Add Property Listing** page appears.

Fields marked with a red \* are required.

Although other fields are not mandatory, please fill out as much information as possible.

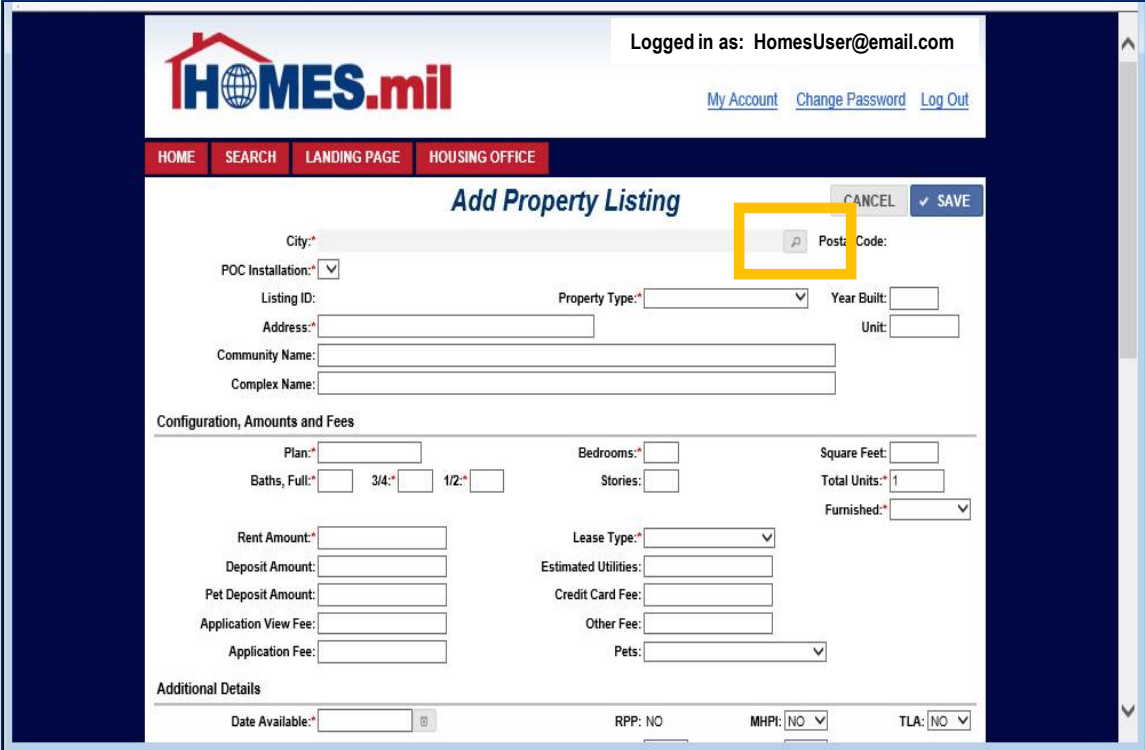


The screenshot shows the 'Add Property Listing' form on the HOMES.mil website. The user is logged in as 'HomesUser@email.com'. The form is divided into several sections:

- Navigation:** HOME, SEARCH, LANDING PAGE, HOUSING OFFICE
- Form Title:** Add Property Listing (with CANCEL and SAVE buttons)
- Basic Information:** City\*, Postal Code, POC Installation\*, Listing ID, Property Type\*, Year Built, Address\*, Unit, Community Name, Complex Name.
- Configuration, Amounts and Fees:** Plan\*, Baths, Full\*, 3/4\*, 1/2\*, Bedrooms\*, Stories, Square Feet, Total Units\*, Furnished\*, Rent Amount\*, Deposit Amount, Pet Deposit Amount, Application View Fee, Application Fee, Lease Type\*, Estimated Utilities, Credit Card Fee, Other Fee, Pets.
- Additional Details:** Date Available\*, RPP: NO, MHPI: [NO], TLA: [NO]

# Add a Property Listing

Click the magnifying glass to select the City where this property is located.



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HOME SEARCH LANDING PAGE HOUSING OFFICE

### Add Property Listing

City:\*   Post Code:

POC Installation:\*

Listing ID:  Property Type:\*  Year Built:

Address:\*  Unit:

Community Name:

Complex Name:

**Configuration, Amounts and Fees**

Plan:\*  Bedrooms:\*  Square Feet:

Baths, Full:\*  3/4:\*  1/2:\*  Stories:  Total Units:\*

Rent Amount:\*  Lease Type:\*  Furnished:\*

Deposit Amount:  Estimated Utilities:

Pet Deposit Amount:  Credit Card Fee:

Application View Fee:  Other Fee:

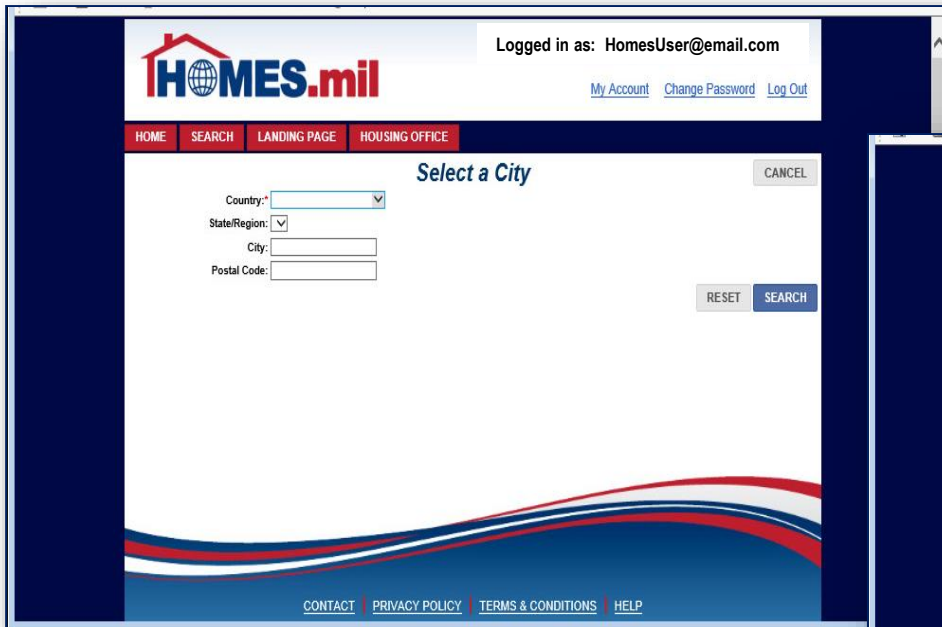
Application Fee:  Pets:

**Additional Details**

Date Available:\*  RPP: NO MHPI:  TLA:

# Add a Property Listing

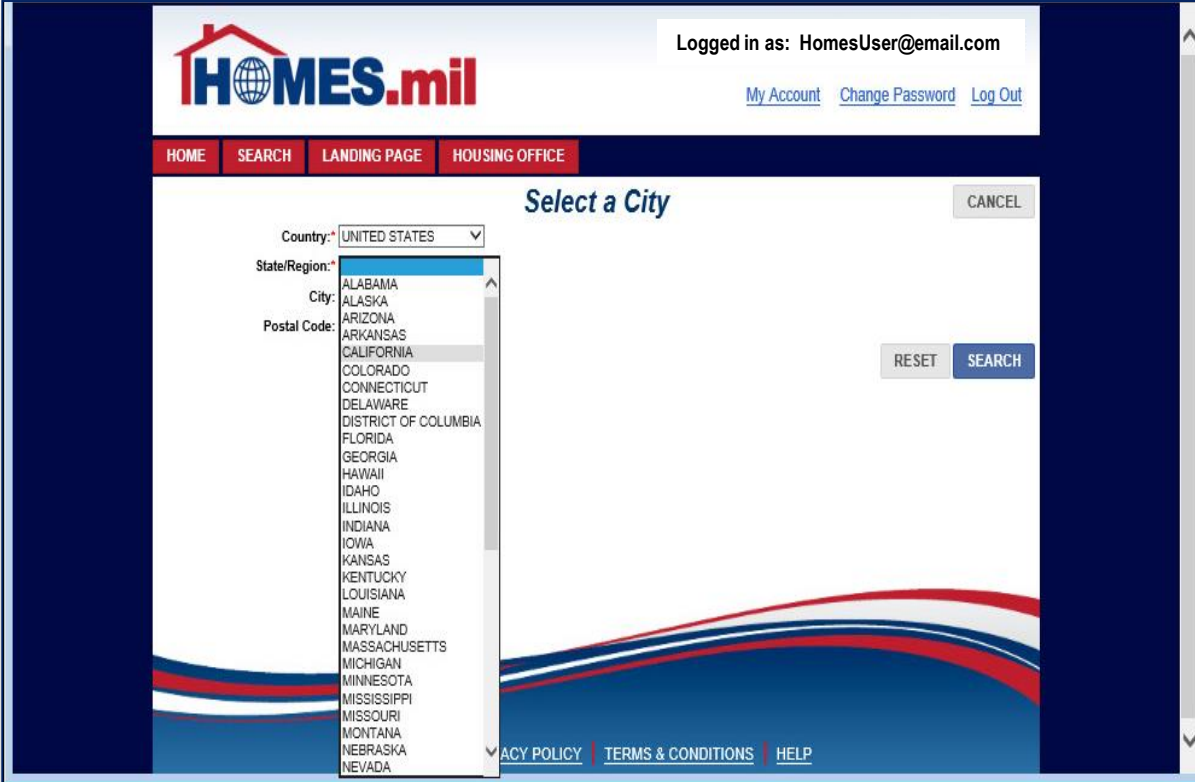
Click the down arrow to select the Country.

This screenshot shows the "Select a City" form on the HOMES.mil website. The user is logged in as "HomesUser@email.com". The form includes a "Country:" dropdown menu, a "State/Region:" dropdown menu, a "City:" text input field, and a "Postal Code:" text input field. There are "RESET" and "SEARCH" buttons at the bottom right of the form area. The navigation bar at the top contains "HOME", "SEARCH", "LANDING PAGE", and "HOUSING OFFICE". The footer contains "CONTACT", "PRIVACY POLICY", "TERMS & CONDITIONS", and "HELP".This screenshot shows the "Select a City" form with the "Country:" dropdown menu open. The dropdown list displays the following countries: GERMANY, ITALY, JAPAN, PORTUGAL, PUERTO RICO, SOUTH KOREA, SPAIN, TURKEY, UNITED KINGDOM, and UNITED STATES. The rest of the form, including the "State/Region:", "City:", and "Postal Code:" fields, and the "RESET" and "SEARCH" buttons, remains visible. The user is still logged in as "HomesUser@email.com".



# Add a Property Listing

Next, click the down arrow to display the State/Region list.

A screenshot of the HOMES.mil website's "Select a City" form. The form is titled "Select a City" and includes a "CANCEL" button. It has a navigation bar with "HOME", "SEARCH", "LANDING PAGE", and "HOUSING OFFICE" buttons. The user is logged in as "HomesUser@email.com". The form contains several input fields: "Country:" with a dropdown menu set to "UNITED STATES", "State/Region:" with a dropdown menu showing a list of US states and territories, "City:", and "Postal Code:". There are "RESET" and "SEARCH" buttons. At the bottom, there are links for "PRACY POLICY", "TERMS & CONDITIONS", and "HELP".

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My Account Change Password Log Out

HOME SEARCH LANDING PAGE HOUSING OFFICE

Select a City CANCEL

Country: UNITED STATES

State/Region:

- ALABAMA
- ALASKA
- ARIZONA
- ARKANSAS
- CALIFORNIA
- COLORADO
- CONNECTICUT
- DELAWARE
- DISTRICT OF COLUMBIA
- FLORIDA
- GEORGIA
- HAWAII
- IDAHO
- ILLINOIS
- INDIANA
- IOWA
- KANSAS
- KENTUCKY
- LOUISIANA
- MAINE
- MARYLAND
- MASSACHUSETTS
- MICHIGAN
- MINNESOTA
- MISSISSIPPI
- MISSOURI
- MONTANA
- NEBRASKA
- NEVADA

City:

Postal Code:

RESET SEARCH

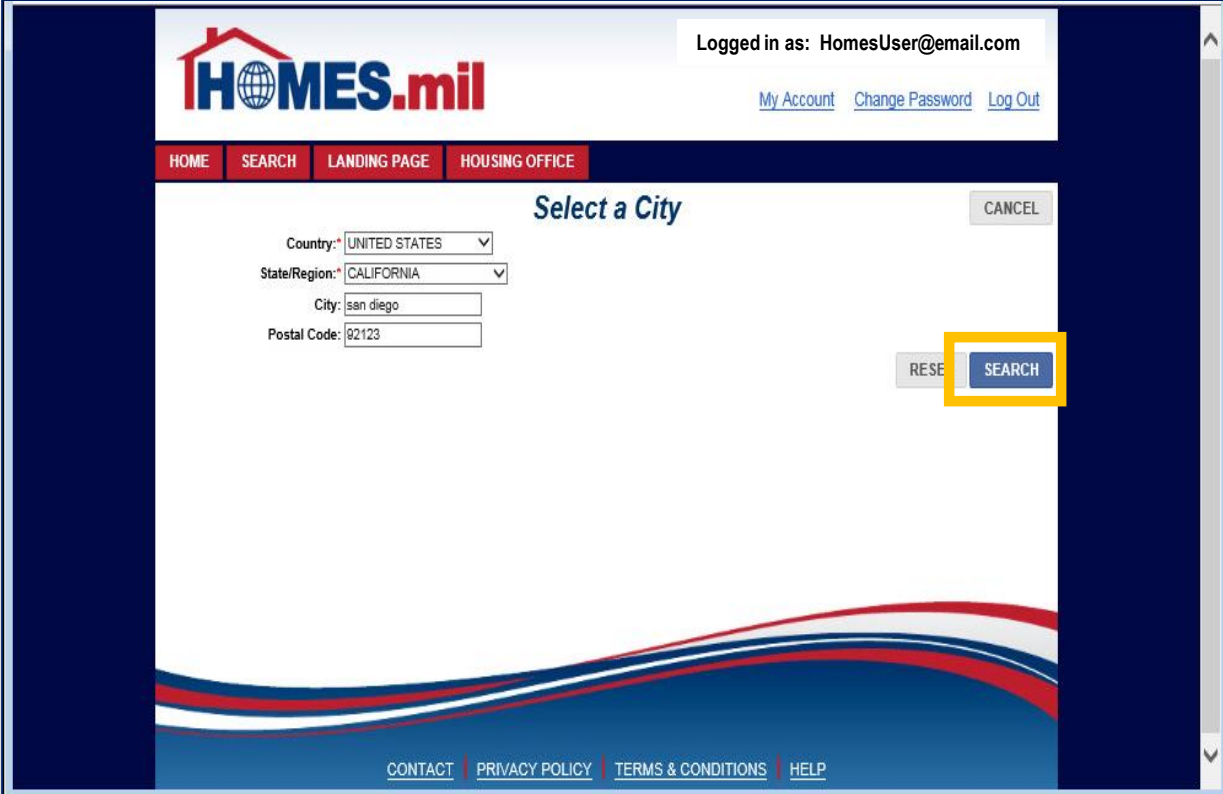
PRACY POLICY TERMS & CONDITIONS HELP

# Add a Property Listing

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While not required, if known, you should enter the City and / or Postal Code for your property.

When ready, click the **SEARCH** button.

A screenshot of the HOMES.mil website's search interface. The page is titled "Select a City" and includes a navigation menu with "HOME", "SEARCH", "LANDING PAGE", and "HOUSING OFFICE". The search form contains fields for "Country" (UNITED STATES), "State/Region" (CALIFORNIA), "City" (san diego), and "Postal Code" (92123). A "SEARCH" button is highlighted with a yellow box. The footer contains links for "CONTACT", "PRIVACY POLICY", "TERMS & CONDITIONS", and "HELP".

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HOME SEARCH LANDING PAGE HOUSING OFFICE

Select a City CANCEL

Country: UNITED STATES  
State/Region: CALIFORNIA  
City: san diego  
Postal Code: 92123

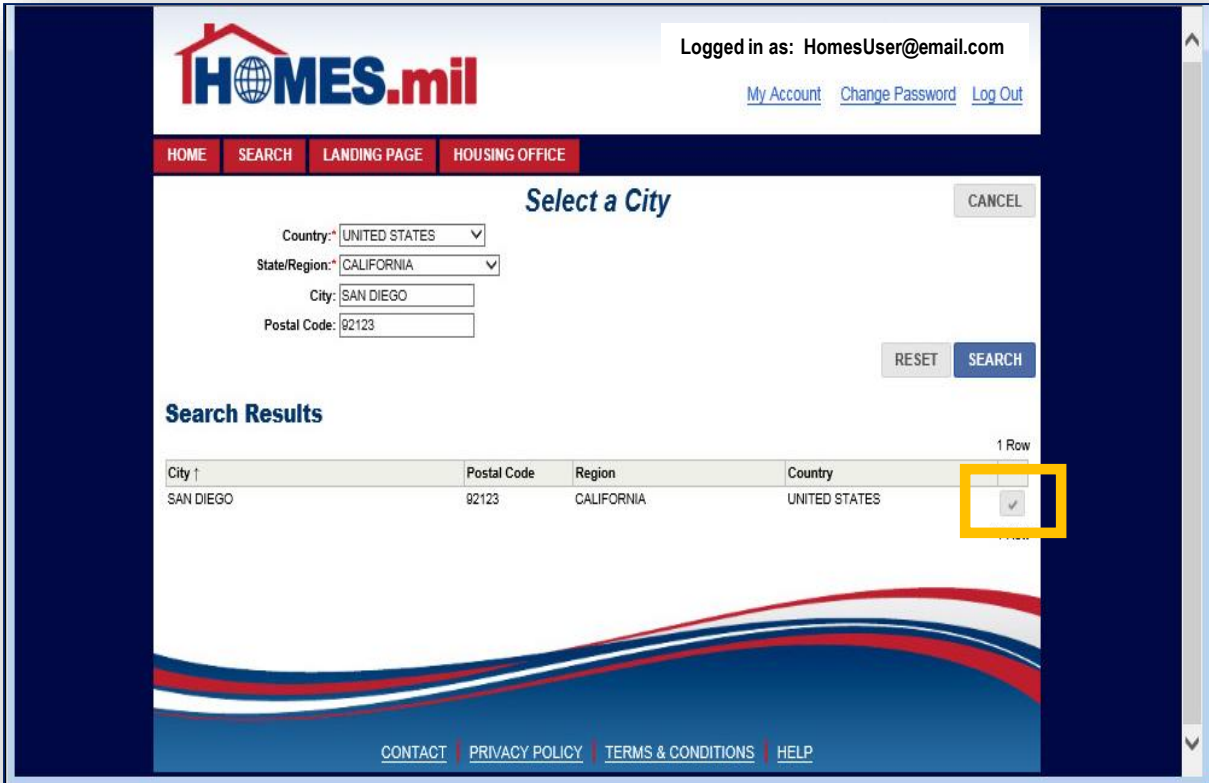
RESE **SEARCH**

CONTACT | [PRIVACY POLICY](#) | [TERMS & CONDITIONS](#) | [HELP](#)

# Add a Property Listing

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Click the **checkmark** to select the City from the Search Results.

A screenshot of the HOMES.mil website interface. The page is titled "Select a City" and shows search filters for Country (UNITED STATES), State/Region (CALIFORNIA), City (SAN DIEGO), and Postal Code (92123). Below the filters is a "Search Results" section with a table containing one row of results. The table has columns for City, Postal Code, Region, and Country. A yellow box highlights a checkmark in the selection column of the table row. The page also includes a navigation menu with "HOME", "SEARCH", "LANDING PAGE", and "HOUSING OFFICE", and a footer with "CONTACT", "PRIVACY POLICY", "TERMS & CONDITIONS", and "HELP".

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HOME SEARCH LANDING PAGE HOUSING OFFICE

**Select a City**

Country: UNITED STATES  
State/Region: CALIFORNIA  
City: SAN DIEGO  
Postal Code: 92123

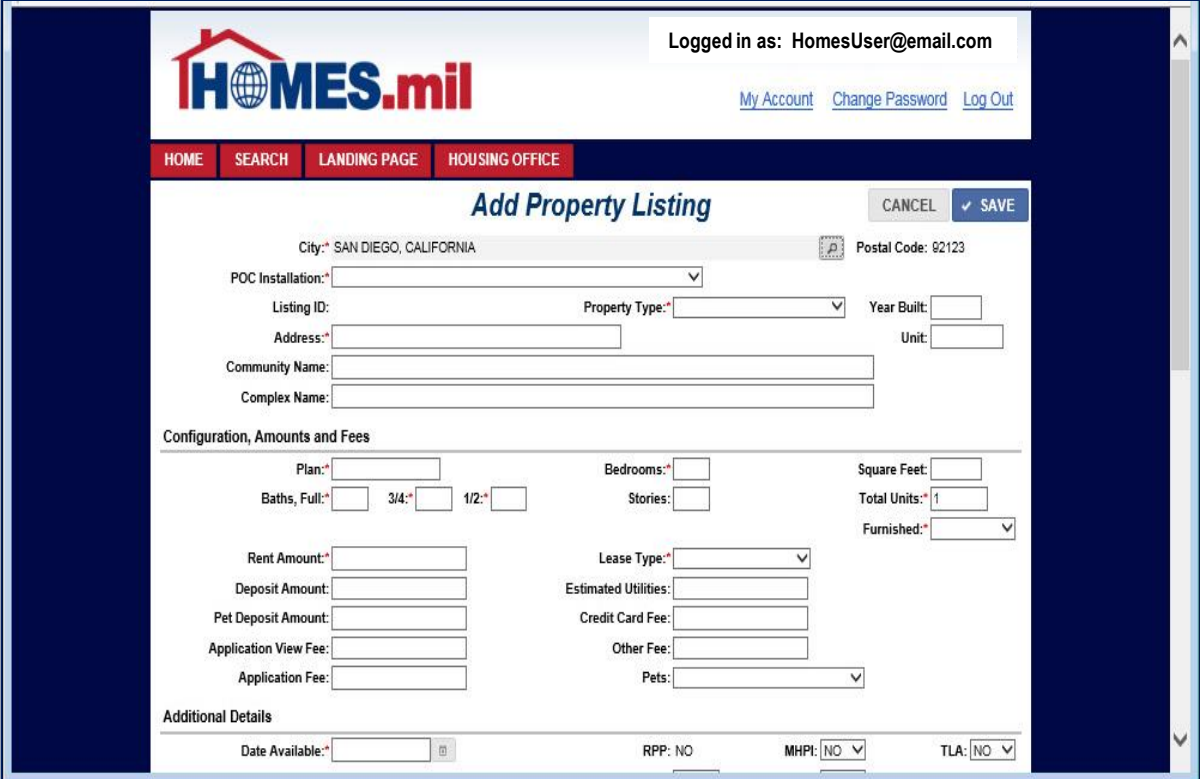
**Search Results** 1 Row

City ↑	Postal Code	Region	Country	
SAN DIEGO	92123	CALIFORNIA	UNITED STATES	<input checked="" type="checkbox"/>

[CONTACT](#) | [PRIVACY POLICY](#) | [TERMS & CONDITIONS](#) | [HELP](#)

# Add a Property Listing

The City you selected will populate the related City fields.



The screenshot shows the 'Add Property Listing' form on the HOMES.mil website. The user is logged in as 'HomesUser@email.com'. The form is titled 'Add Property Listing' and includes a navigation menu with 'HOME', 'SEARCH', 'LANDING PAGE', and 'HOUSING OFFICE'. The form fields are as follows:

- City: SAN DIEGO, CALIFORNIA (selected from a dropdown)
- Postal Code: 92123
- POC Installation: (dropdown menu)
- Listing ID: (text input)
- Property Type: (dropdown menu)
- Year Built: (text input)
- Address: (text input)
- Unit: (text input)
- Community Name: (text input)
- Complex Name: (text input)

**Configuration, Amounts and Fees**

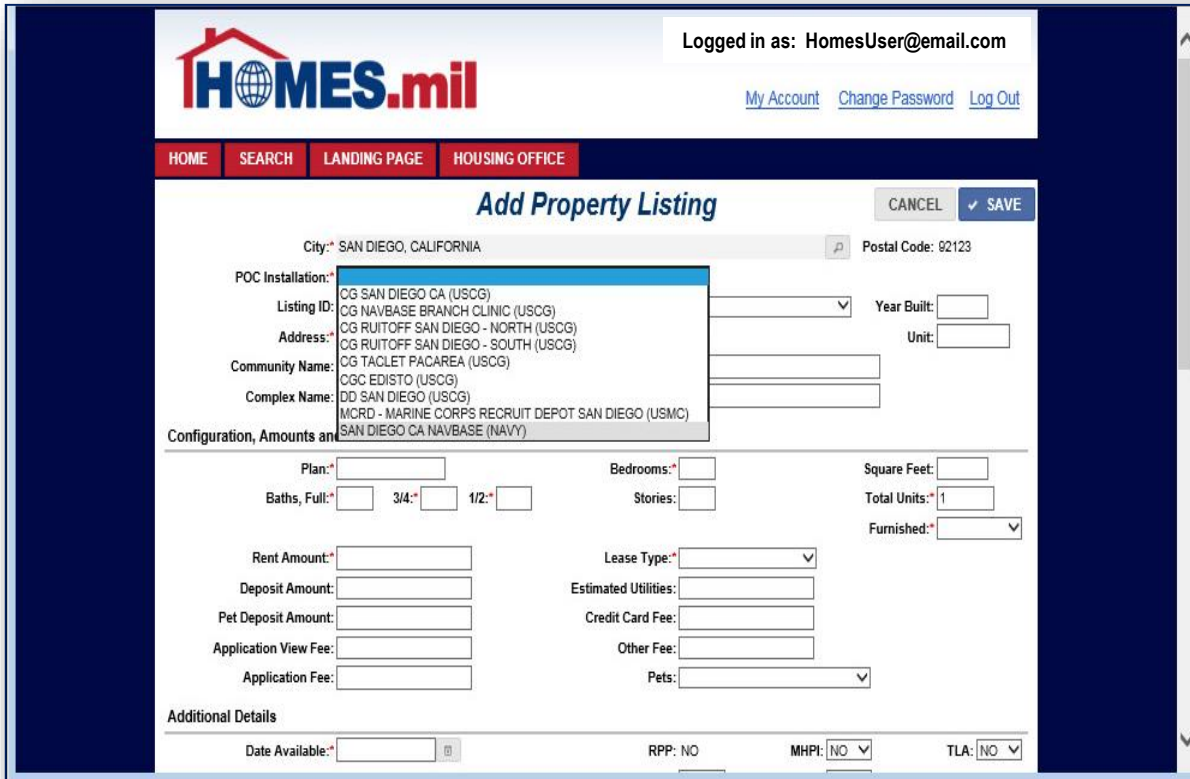
Plan: (text input)	Bedrooms: (text input)	Square Feet: (text input)
Baths, Full: (text input) 3/4: (text input) 1/2: (text input)	Stories: (text input)	Total Units: (text input)
Rent Amount: (text input)	Lease Type: (dropdown menu)	Furnished: (dropdown menu)
Deposit Amount: (text input)	Estimated Utilities: (text input)	
Pet Deposit Amount: (text input)	Credit Card Fee: (text input)	
Application View Fee: (text input)	Other Fee: (text input)	
Application Fee: (text input)	Pets: (dropdown menu)	

**Additional Details**

Date Available: (text input)	RPP: NO	MHP: (dropdown menu)	TLA: (dropdown menu)
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# Add a Property Listing

Next, click the POC Installation down arrow to display the Military Installations near the selected City.



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HOME SEARCH LANDING PAGE HOUSING OFFICE

### Add Property Listing

CANCEL SAVE

City: SAN DIEGO, CALIFORNIA Postal Code: 92123

POC Installation:

Listing ID:

Address:

Community Name:

Complex Name:

Configuration, Amounts and Fees:

Year Built:

Unit:

Plan:

Bedrooms:

Square Feet:

Baths, Full:  3/4:  1/2:

Stories:

Total Units:

Furnished:

Rent Amount:

Lease Type:

Deposit Amount:

Estimated Utilities:

Pet Deposit Amount:

Credit Card Fee:

Application View Fee:

Other Fee:

Application Fee:

Pets:

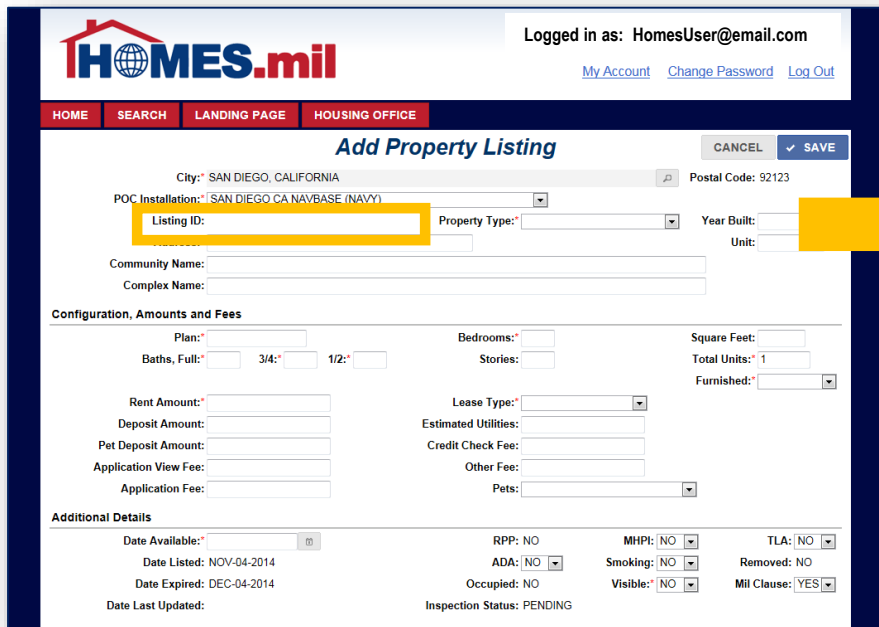
Additional Details

Date Available:

RPP: NO MHPI:  TLA:

# Add a Property Listing

The Listing ID will be generated when you save this record.



Logged in as: HomesUser@email.com

My Account Change Password Log Out

HOME SEARCH LANDING PAGE HOUSING OFFICE

### Add Property Listing

CANCEL SAVE

City: SAN DIEGO, CALIFORNIA Postal Code: 92123

POC Installation: SAN DIEGO CA NAVBASE (NAVY)

Listing ID: Property Type: Year Built: Unit:

Community Name: Complex Name:

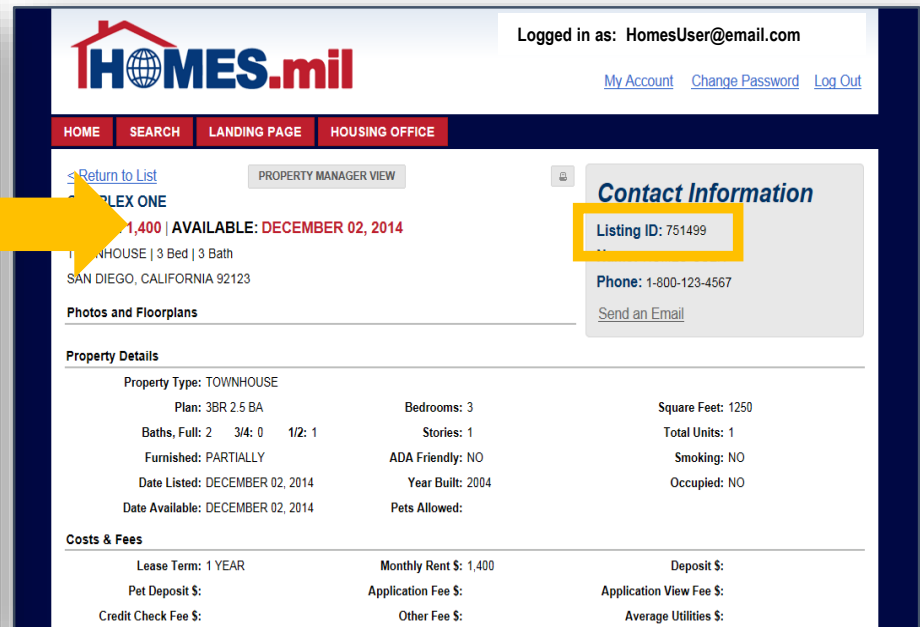
**Configuration, Amounts and Fees**

Plan: Bedrooms: Square Feet: Baths, Full: 3/4: 1/2: Stories: Total Units: 1 Furnished:

Rent Amount: Lease Type: Deposit Amount: Estimated Utilities: Pet Deposit Amount: Credit Check Fee: Other Fee: Application View Fee: Application Fee: Pets:

**Additional Details**

Date Available: RPP: NO MHPI: NO TLA: NO Date Listed: NOV-04-2014 ADA: NO Smoking: NO Removed: NO Date Expired: DEC-04-2014 Occupied: NO Visible: NO Mil Clause: YES Date Last Updated: Inspection Status: PENDING



Logged in as: HomesUser@email.com

My Account Change Password Log Out

HOME SEARCH LANDING PAGE HOUSING OFFICE

Return to List PROPERTY MANAGER VIEW

### COMPLEX ONE

1,400 | AVAILABLE: DECEMBER 02, 2014

HOUSE | 3 Bed | 3 Bath

SAN DIEGO, CALIFORNIA 92123

**Contact Information**

Listing ID: 751499

Phone: 1-800-123-4567

Send an Email

**Photos and Floorplans**

**Property Details**

Property Type: TOWNHOUSE

Plan: 3BR 2.5 BA Bedrooms: 3 Square Feet: 1250

Baths, Full: 2 3/4: 0 1/2: 1 Stories: 1 Total Units: 1

Furnished: PARTIALLY ADA Friendly: NO Smoking: NO

Date Listed: DECEMBER 02, 2014 Year Built: 2004 Occupied: NO

Date Available: DECEMBER 02, 2014 Pets Allowed:

**Costs & Fees**

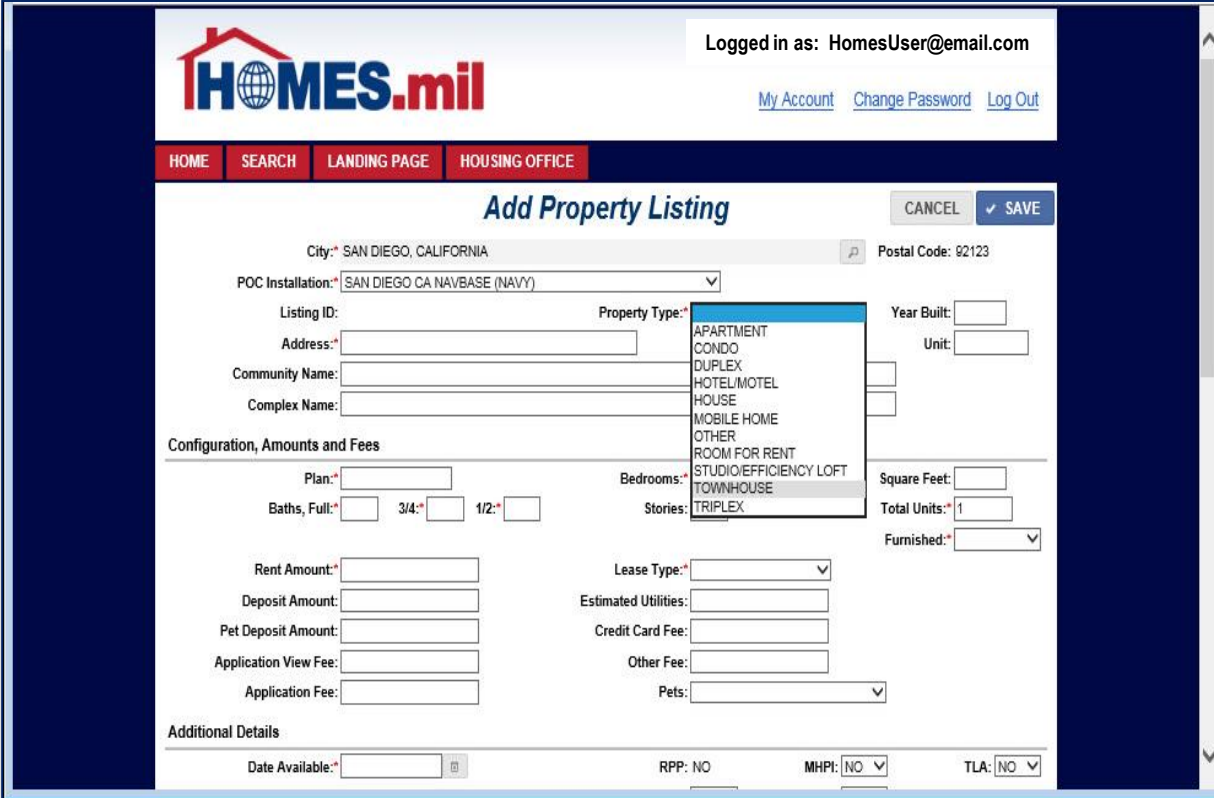
Lease Term: 1 YEAR Monthly Rent \$: 1,400 Deposit \$:

Pet Deposit \$: Application Fee \$: Application View Fee \$:

Credit Check Fee \$: Other Fee \$: Average Utilities \$:

# Add a Property Listing

Click the down arrow to select the Property Type.



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HOME SEARCH LANDING PAGE HOUSING OFFICE

### Add Property Listing

CANCEL SAVE

City: SAN DIEGO, CALIFORNIA Postal Code: 92123

POC Installation: SAN DIEGO CA NAVBASE (NAVY)

Listing ID: \_\_\_\_\_ Property Type: 

- APARTMENT
- CONDO
- DUPLEX
- HOTEL/MOTEL
- HOUSE
- MOBILE HOME
- OTHER
- ROOM FOR RENT
- STUDIO/EFFICIENCY LOFT
- TOWNHOUSE
- TRIPLEX

 Year Built: \_\_\_\_\_

Address: \_\_\_\_\_ Unit: \_\_\_\_\_

Community Name: \_\_\_\_\_

Complex Name: \_\_\_\_\_

**Configuration, Amounts and Fees**

Plan: \_\_\_\_\_ Bedrooms: \_\_\_\_\_ Square Feet: \_\_\_\_\_

Baths, Full:  3/4:  1/2:  Stories: \_\_\_\_\_ Total Units: 1

Rent Amount: \_\_\_\_\_ Lease Type: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ Estimated Utilities: \_\_\_\_\_

Pet Deposit Amount: \_\_\_\_\_ Credit Card Fee: \_\_\_\_\_

Application View Fee: \_\_\_\_\_ Other Fee: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Pets: \_\_\_\_\_

Furnished: \_\_\_\_\_

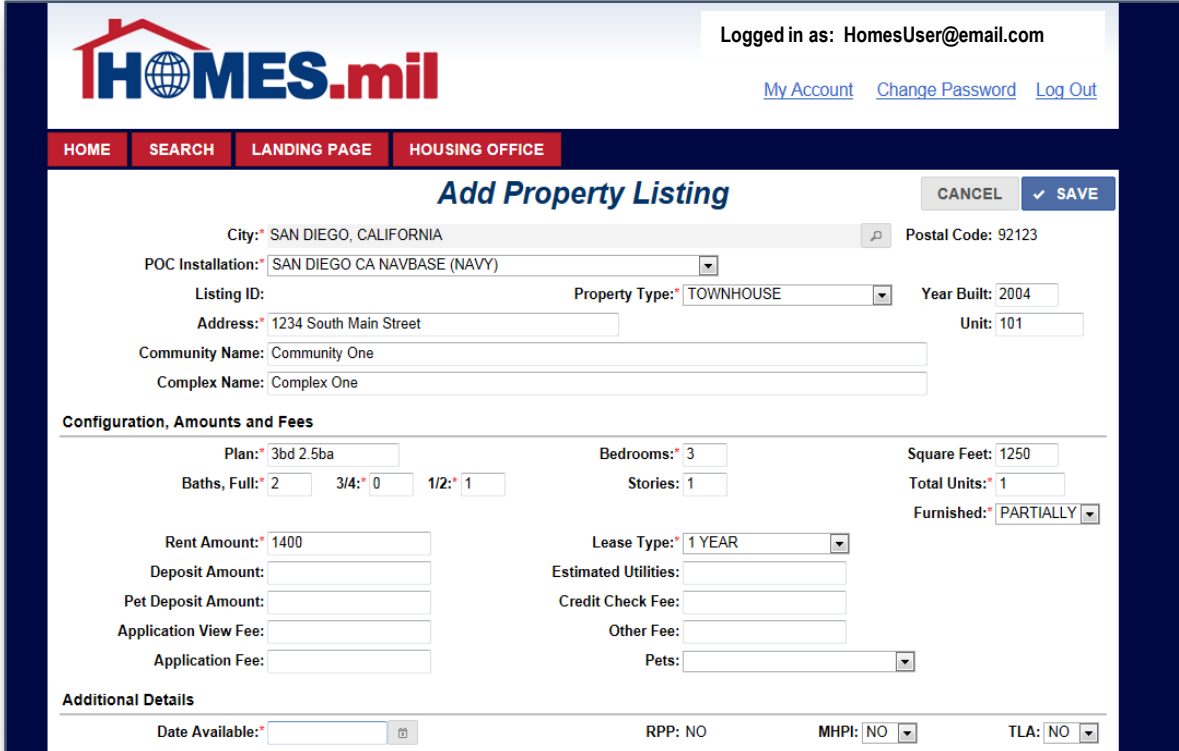
**Additional Details**

Date Available: \_\_\_\_\_ RPP: NO MHPI: NO TLA: NO

# Add a Property Listing

The Plan is used to identify the floor plan configuration for this address.

Note that if adding properties with the same address, the Plan field must be unique.



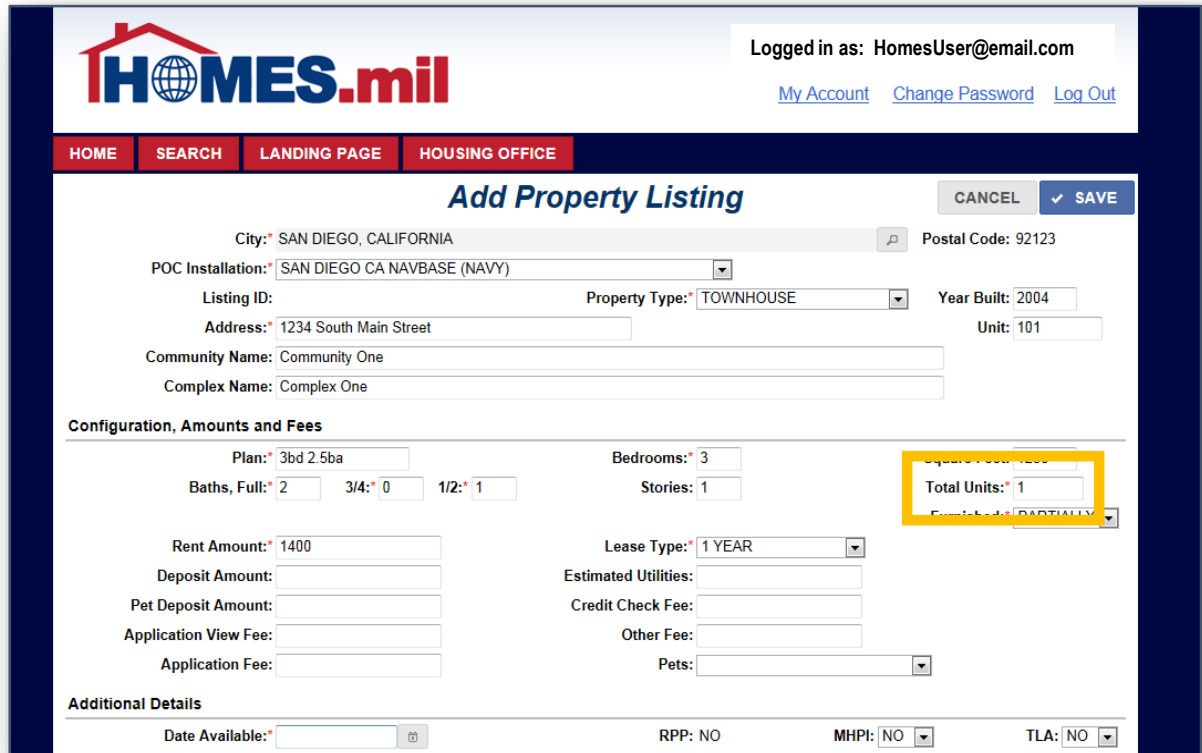
The screenshot shows the 'Add Property Listing' form on the HOMES.mil website. The user is logged in as 'HomesUser@email.com'. The form is divided into several sections:

- Navigation:** HOME, SEARCH, LANDING PAGE, HOUSING OFFICE
- Form Fields:**
  - City: SAN DIEGO, CALIFORNIA
  - Postal Code: 92123
  - POC Installation: SAN DIEGO CA NAVBASE (NAVY)
  - Listing ID: (empty)
  - Property Type: TOWNHOUSE
  - Year Built: 2004
  - Address: 1234 South Main Street
  - Unit: 101
  - Community Name: Community One
  - Complex Name: Complex One
- Configuration, Amounts and Fees:**
  - Plan: 3bd 2.5ba
  - Beds: Baths, Full: 2; 3/4: 0; 1/2: 1
  - Bedrooms: 3
  - Stories: 1
  - Square Feet: 1250
  - Total Units: 1
  - Furnished: PARTIALLY
  - Rent Amount: 1400
  - Lease Type: 1 YEAR
  - Deposit Amount: (empty)
  - Estimated Utilities: (empty)
  - Pet Deposit Amount: (empty)
  - Credit Check Fee: (empty)
  - Application View Fee: (empty)
  - Other Fee: (empty)
  - Application Fee: (empty)
  - Pets: (empty)
- Additional Details:**
  - Date Available: (empty)
  - RPP: NO
  - MHPI: NO
  - TLA: NO



# Add a Property Listing

If you have more than one available property using the same Address and Plan, enter the quantity of those properties in the Total Units field.



The screenshot shows the 'Add Property Listing' form on the HOMES.mil website. The form is titled 'Add Property Listing' and includes a navigation bar with 'HOME', 'SEARCH', 'LANDING PAGE', and 'HOUSING OFFICE'. The user is logged in as 'HomesUser@email.com'. The form fields are as follows:

- City: SAN DIEGO, CALIFORNIA
- Postal Code: 92123
- POC Installation: SAN DIEGO CA NAVBASE (NAVY)
- Listing ID: (empty)
- Property Type: TOWNHOUSE
- Year Built: 2004
- Address: 1234 South Main Street
- Unit: 101
- Community Name: Community One
- Complex Name: Complex One

**Configuration, Amounts and Fees**

- Plan: 3bd 2.5ba
- Beds: 3 (3bd)
- Baths, Full: 2
- Baths, 3/4: 0
- Baths, 1/2: 1
- Stories: 1
- Lease Type: 1 YEAR
- Estimated Utilities: (empty)
- Credit Check Fee: (empty)
- Other Fee: (empty)
- Pets: (empty)

**Additional Details**

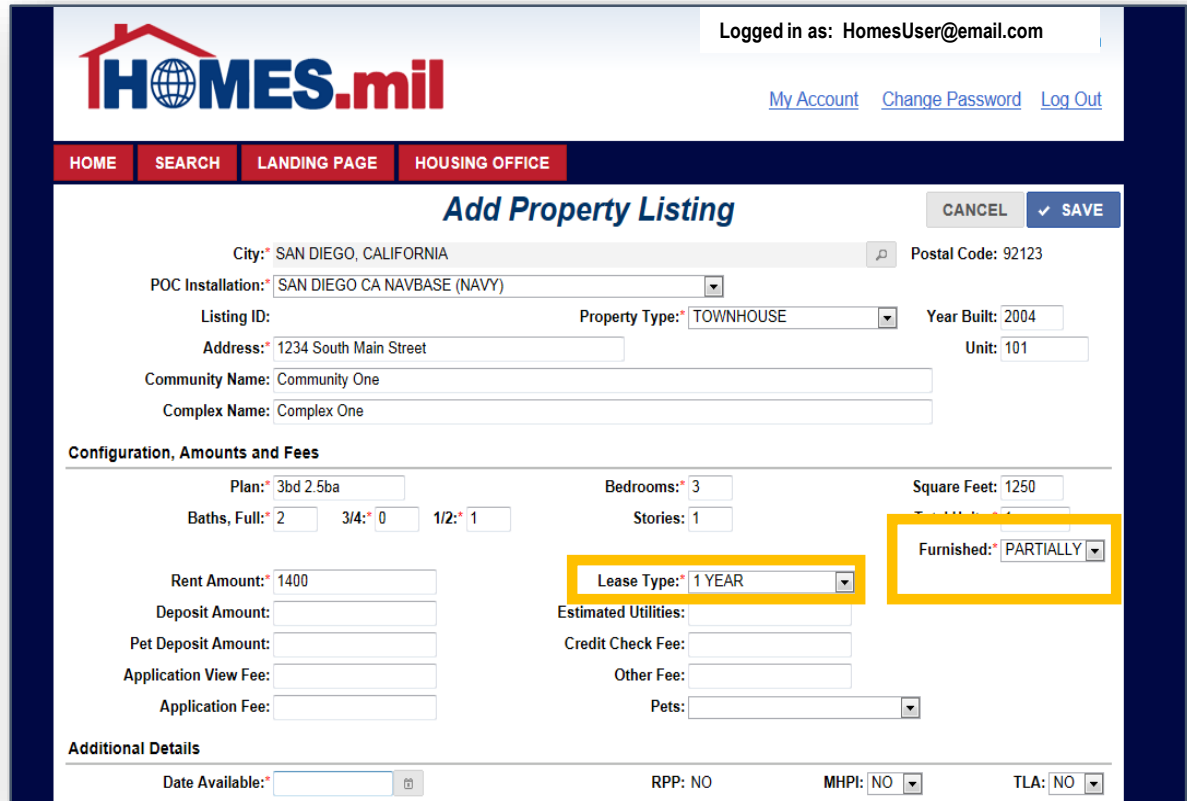
- Date Available: (empty)
- RPP: NO
- MHPI: NO
- TLA: NO

The 'Total Units' field is highlighted with a yellow box and contains the value '1'. The 'Furnished' dropdown menu is set to 'PARTIALLY'.

# Add a Property Listing

Your Furnished choices are NO, OPTIONAL, PARTIALLY, and YES.

Your Lease Type choices are 1 YEAR, MONTH TO MONTH, MORE THAN 1 YEAR, NEGOTIABLE, or OTHER.



The screenshot shows the 'Add Property Listing' form on the HOMES.mil website. The user is logged in as 'HomesUser@email.com'. The form includes a navigation bar with 'HOME', 'SEARCH', 'LANDING PAGE', and 'HOUSING OFFICE'. The main form is titled 'Add Property Listing' and has 'CANCEL' and 'SAVE' buttons. The form fields are as follows:

- City: SAN DIEGO, CALIFORNIA
- Postal Code: 92123
- POC Installation: SAN DIEGO CA NAVBASE (NAVY)
- Listing ID: (empty)
- Property Type: TOWNHOUSE
- Year Built: 2004
- Address: 1234 South Main Street
- Unit: 101
- Community Name: Community One
- Complex Name: Complex One

**Configuration, Amounts and Fees**

- Plan: 3bd 2.5ba
- Bedrooms: 3
- Square Feet: 1250
- Baths, Full: 2
- 3/4: 0
- 1/2: 1
- Stories: 1
- Lease Type: 1 YEAR
- Furnished: PARTIALLY
- Rent Amount: 1400
- Deposit Amount: (empty)
- Pet Deposit Amount: (empty)
- Application View Fee: (empty)
- Application Fee: (empty)
- Estimated Utilities: (empty)
- Credit Check Fee: (empty)
- Other Fee: (empty)
- Pets: (empty)

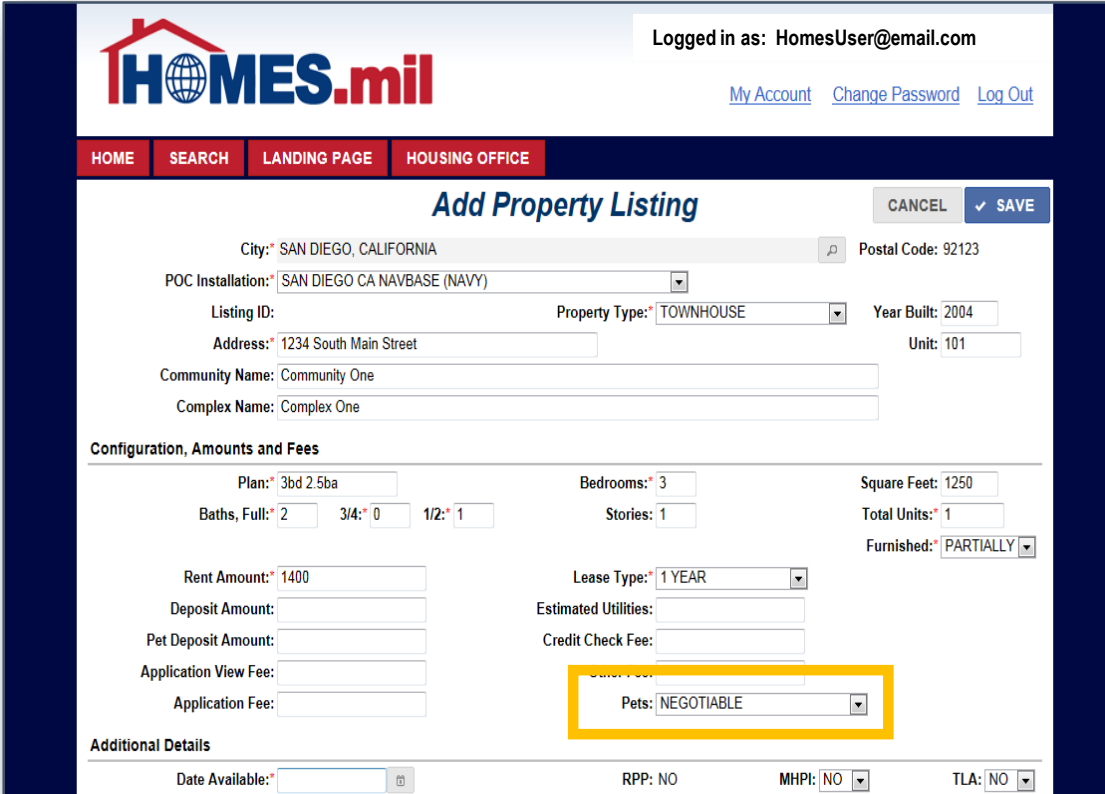
**Additional Details**

- Date Available: (empty)
- RPP: NO
- MHP: NO
- TLA: NO

# Add a Property Listing

The Pets field choices are NEGOTIABLE, NO, YES, YES WITH DEPOSIT, and YES, SUBJECT TO APPROVAL.

Note: If pets are not allowed, selecting NO is suggested.



The screenshot shows the 'Add Property Listing' form on the HOMES.mil website. The user is logged in as 'HomesUser@email.com'. The form includes a navigation bar with 'HOME', 'SEARCH', 'LANDING PAGE', and 'HOUSING OFFICE' tabs. The main form fields are as follows:

- City: SAN DIEGO, CALIFORNIA
- Postal Code: 92123
- POC Installation: SAN DIEGO CA NAVBASE (NAVY)
- Listing ID: (empty)
- Property Type: TOWNHOUSE
- Year Built: 2004
- Address: 1234 South Main Street
- Unit: 101
- Community Name: Community One
- Complex Name: Complex One

**Configuration, Amounts and Fees**

Plan: 3bd 2.5ba	Bedrooms: 3	Square Feet: 1250
Baths, Full: 2	3/4: 0	1/2: 1
Stories: 1	Total Units: 1	Furnished: PARTIALLY
Rent Amount: 1400	Lease Type: 1 YEAR	
Deposit Amount: (empty)	Estimated Utilities: (empty)	
Pet Deposit Amount: (empty)	Credit Check Fee: (empty)	
Application View Fee: (empty)		
Application Fee: (empty)	Pets: NEGOTIABLE	

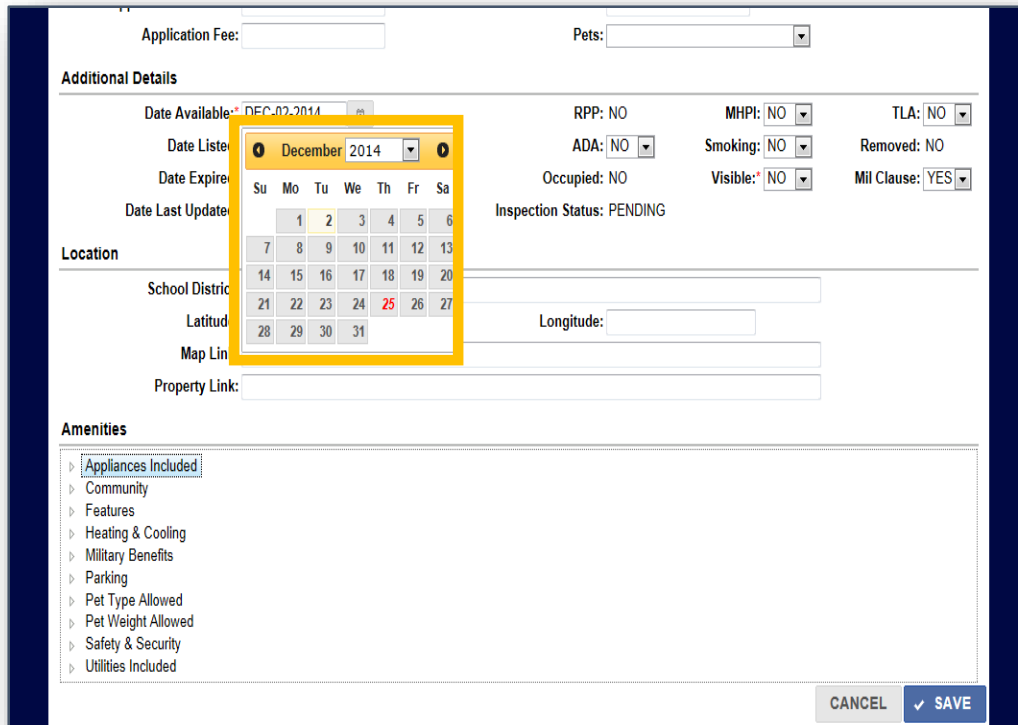
**Additional Details**

- Date Available: (empty)
- RPP: NO
- MHPI: NO
- TLA: NO

# Add a Property Listing

In the Additional Details section, you can enter the Date Available using the mmm-dd-yyyy format (i.e. Dec-02-2014) or use the calendar icon.

Once the Date Available is populated, you can change the date by typing in a new date or selecting another date from the calendar icon.

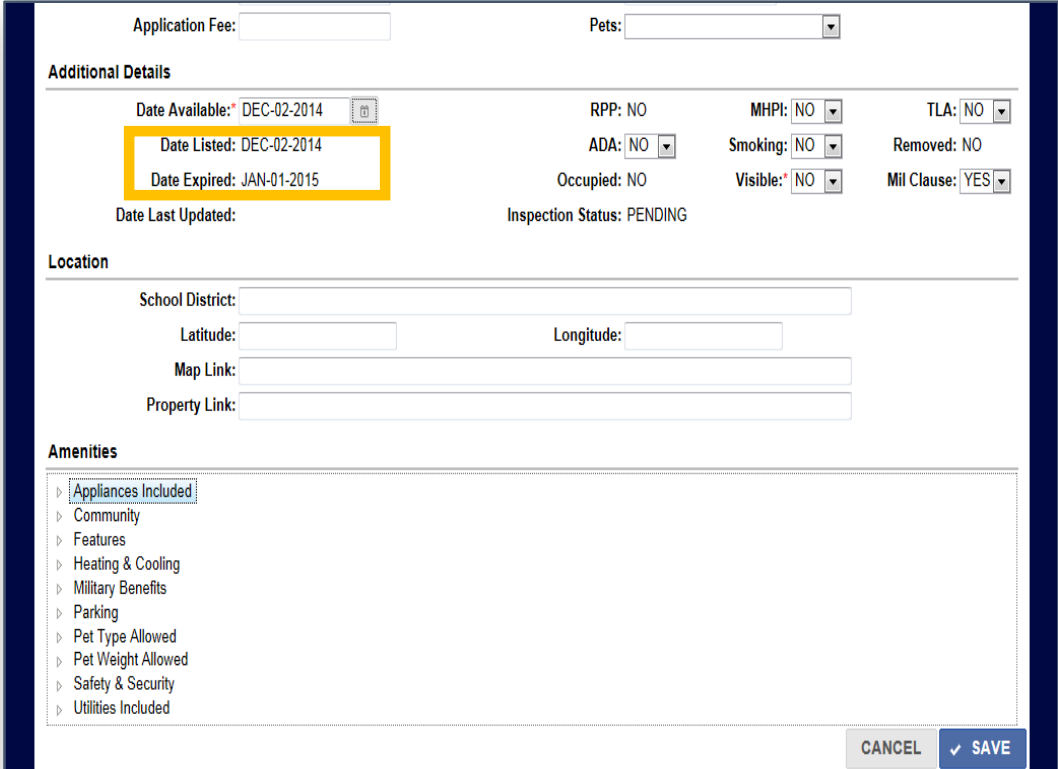
A screenshot of the THOMES.mil property listing form. The "Additional Details" section is highlighted with a yellow box, showing a calendar for December 2014. The "Date Available" field is populated with "DEC-02-2014". Other fields include "Date Listed", "Date Expires", "Date Last Updated", "Location", "School District", "Latitude", "Map Link", "Property Link", "Amenities", "Application Fee", "Pets", "RPP", "MHPI", "TLA", "ADA", "Smoking", "Removed", "Occupied", "Visible", "Mil Clause", and "Inspection Status".

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# Add a Property Listing

The Date Expired is 30 days from the date this record was listed.  
You must renew your properties every 30 days.

Please see the **Edit A Property Listing** lesson for more information on how to renew your listings.

A screenshot of the THOMES.mil property listing form. The form is divided into several sections: "Additional Details", "Location", and "Amenities". In the "Additional Details" section, the "Date Listed" field is highlighted with a yellow box and contains the text "DEC-02-2014". Other fields in this section include "Date Available", "Date Expired", "RPP", "MHPI", "TLA", "ADA", "Smoking", "Removed", "Occupied", "Visible", "Mil Clause", "Date Last Updated", and "Inspection Status". The "Location" section contains fields for "School District", "Latitude", "Longitude", "Map Link", and "Property Link". The "Amenities" section is a list of expandable categories: Appliances Included, Community, Features, Heating & Cooling, Military Benefits, Parking, Pet Type Allowed, Pet Weight Allowed, Safety & Security, and Utilities Included. At the bottom right of the form, there are "CANCEL" and "SAVE" buttons.

# Add a Property Listing

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The Location section is where you can enter information that will be used to find your property on a map.

### Additional Details

Date Available: DEC-02-2014	RPP: NO	MHPI: NO	TLA: NO
Date Listed: DEC-02-2014	ADA: NO	Smoking: NO	Removed: NO
Date Expired: JAN-01-2015	Occupied: NO	Visible: NO	Mil Clause: YES
Date Last Updated:	Inspection Status: PENDING		

### Location

School District:

Latitude:  Longitude:

Map Link:

Property Link:

### Amenities

- Appliances Included
- Community
- Features
- Heating & Cooling
- Military Benefits
- Parking
- Pet Type Allowed
- Pet Weight Allowed
- Safety & Security
- Utilities Included

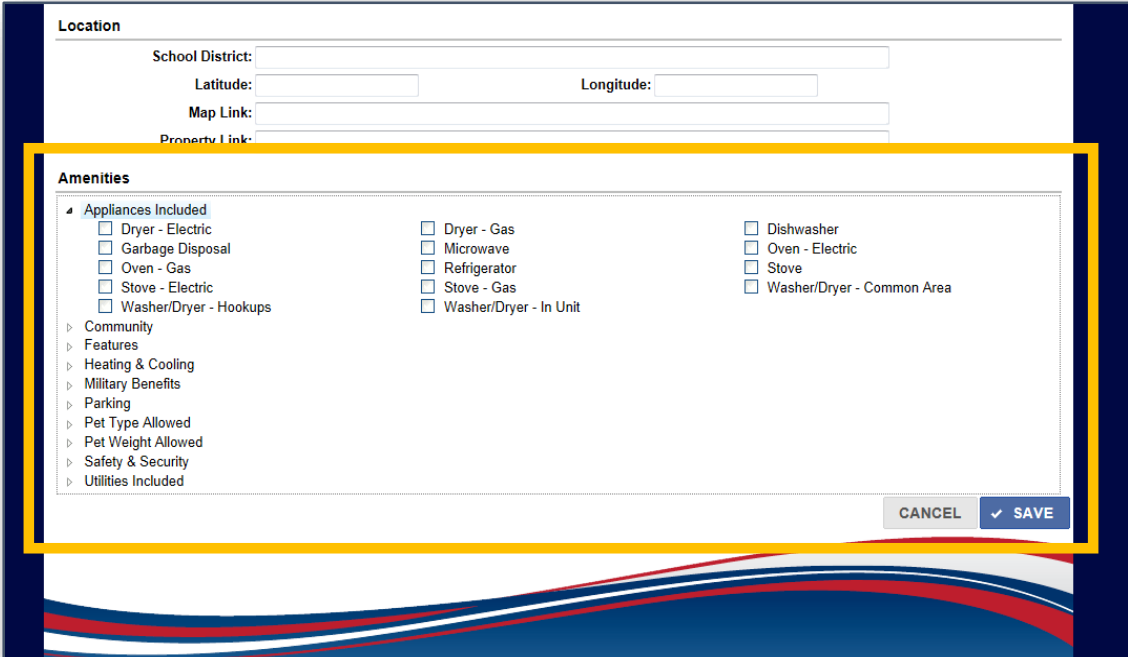
CANCEL

# Add a Property Listing

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To view the choices under one of the amenities, either click once on the arrow or double-click on the amenity category.

A list of amenities will appear for the category you selected. Click the box next to the amenities you wish to include for this property. Select **SAVE** once all amenities are selected.

A screenshot of the HOMES.mil property listing form. The form is divided into two main sections: "Location" and "Amenities". The "Location" section includes fields for "School District:", "Latitude:", "Longitude:", "Map Link:", and "Property Link:". The "Amenities" section is highlighted with a yellow border and contains a list of categories with expandable arrows. The "Appliances Included" category is expanded, showing a grid of checkboxes for various appliances: Dryer - Electric, Garbage Disposal, Oven - Gas, Stove - Electric, Washer/Dryer - Hookups, Dryer - Gas, Microwave, Refrigerator, Stove - Gas, Washer/Dryer - In Unit, Dishwasher, Oven - Electric, Stove, and Washer/Dryer - Common Area. At the bottom right of the form, there are "CANCEL" and "SAVE" buttons.

Location

School District:

Latitude:  Longitude:

Map Link:

Property Link:

Amenities

- Appliances Included
  - Dryer - Electric
  - Garbage Disposal
  - Oven - Gas
  - Stove - Electric
  - Washer/Dryer - Hookups
  - Dryer - Gas
  - Microwave
  - Refrigerator
  - Stove - Gas
  - Washer/Dryer - In Unit
  - Dishwasher
  - Oven - Electric
  - Stove
  - Washer/Dryer - Common Area
- Community
- Features
- Heating & Cooling
- Military Benefits
- Parking
- Pet Type Allowed
- Pet Weight Allowed
- Safety & Security
- Utilities Included

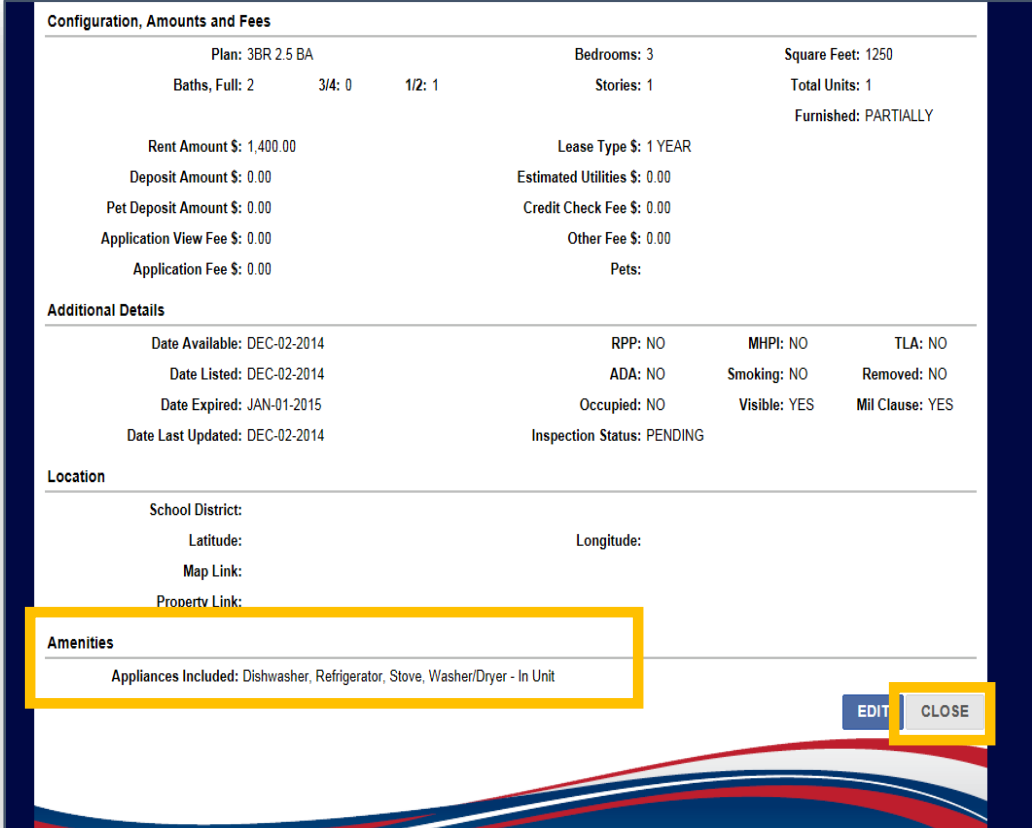
CANCEL

# Add a Property Listing

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Once done selecting amenities, click **SAVE**. The selected amenities are displayed at the bottom of the property record.

Click **CLOSE** to return to the **My Property Listings** page.

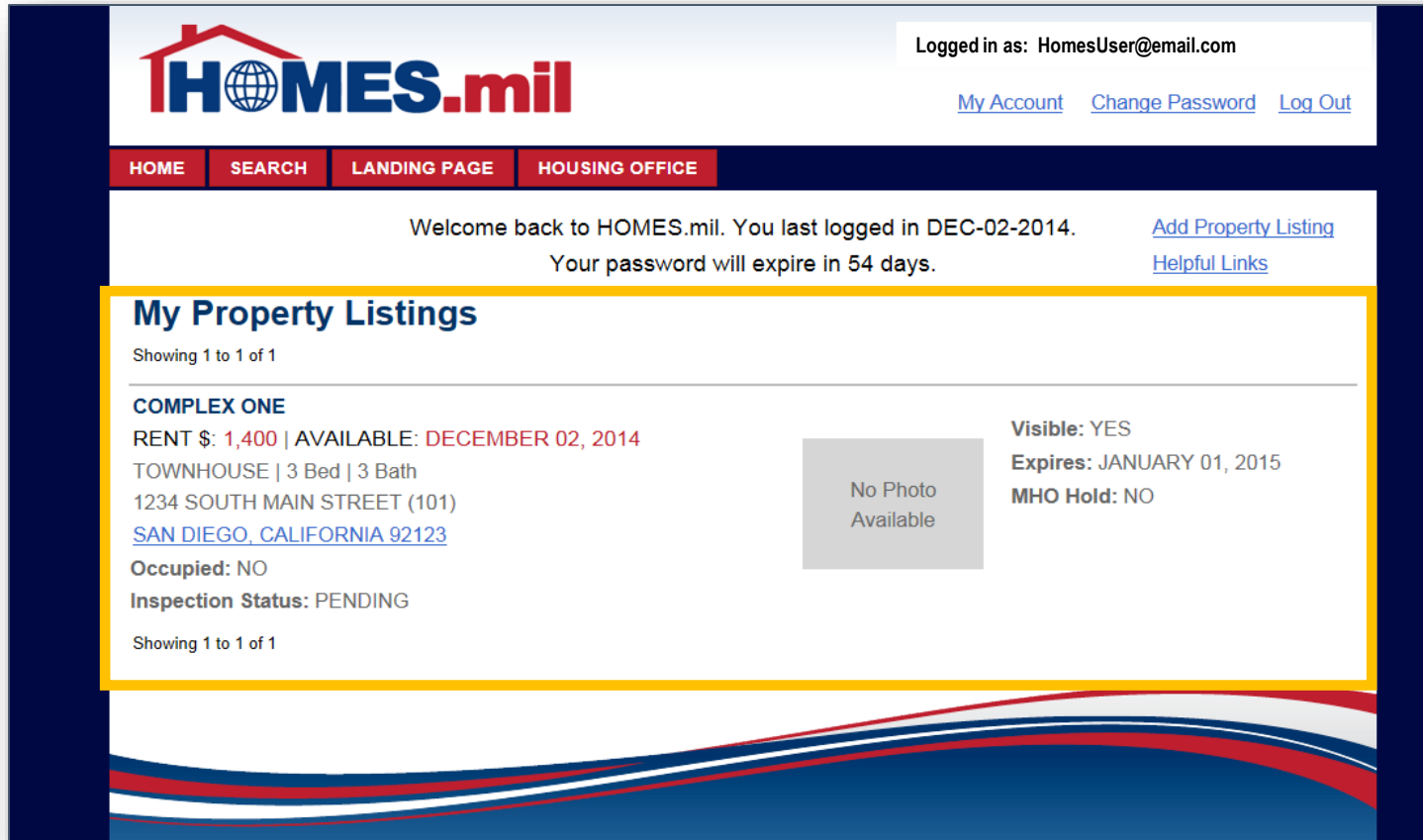
A screenshot of the THOMES.mil property listing configuration page. The page is divided into several sections: Configuration, Amounts and Fees; Additional Details; Location; and Amenities. The Amenities section is highlighted with a yellow box, showing a list of included appliances. The bottom right corner features two buttons: EDIT and CLOSE, with the CLOSE button also highlighted in yellow. The page has a blue and red decorative wave at the bottom.

Configuration, Amounts and Fees			
Plan: 3BR 2.5 BA	Bedrooms: 3	Square Feet: 1250	
Baths, Full: 2    3/4: 0    1/2: 1	Stories: 1	Total Units: 1	
		Furnished: PARTIALLY	
Rent Amount \$: 1,400.00	Lease Type \$: 1 YEAR		
Deposit Amount \$: 0.00	Estimated Utilities \$: 0.00		
Pet Deposit Amount \$: 0.00	Credit Check Fee \$: 0.00		
Application View Fee \$: 0.00	Other Fee \$: 0.00		
Application Fee \$: 0.00	Pets:		
Additional Details			
Date Available: DEC-02-2014	RPP: NO	MHPI: NO	TLA: NO
Date Listed: DEC-02-2014	ADA: NO	Smoking: NO	Removed: NO
Date Expired: JAN-01-2015	Occupied: NO	Visible: YES	Mil Clause: YES
Date Last Updated: DEC-02-2014	Inspection Status: PENDING		
Location			
School District:			
Latitude:	Longitude:		
Map Link:			
Property Link:			
Amenities			
Appliances Included: Dishwasher, Refrigerator, Stove, Washer/Dryer - In Unit			
			EDIT
			CLOSE



# Add a Property Listing

This is the LANDING PAGE. Your property listings will be shown here.



The screenshot shows the HOMES.mil landing page for a user logged in as HomesUser@email.com. The page features a navigation menu with 'LANDING PAGE' selected. A welcome message states the user last logged in on DEC-02-2014 and their password expires in 54 days. A 'My Property Listings' section displays one listing for 'COMPLEX ONE' in San Diego, CA, with a rent of \$1,400 and an availability date of December 02, 2014. The listing includes details on bedrooms and bathrooms, and its status is 'PENDING'. A 'No Photo Available' placeholder is shown next to the listing details. The page also includes links for 'Add Property Listing' and 'Helpful Links'.

Logged in as: HomesUser@email.com

[My Account](#) [Change Password](#) [Log Out](#)

[HOME](#) [SEARCH](#) [LANDING PAGE](#) [HOUSING OFFICE](#)

Welcome back to HOMES.mil. You last logged in DEC-02-2014.  
Your password will expire in 54 days.

[Add Property Listing](#)  
[Helpful Links](#)

### My Property Listings

Showing 1 to 1 of 1

**COMPLEX ONE**  
RENT \$: 1,400 | AVAILABLE: DECEMBER 02, 2014  
TOWNHOUSE | 3 Bed | 3 Bath  
1234 SOUTH MAIN STREET (101)  
[SAN DIEGO, CALIFORNIA 92123](#)

Occupied: NO  
Inspection Status: PENDING

Showing 1 to 1 of 1

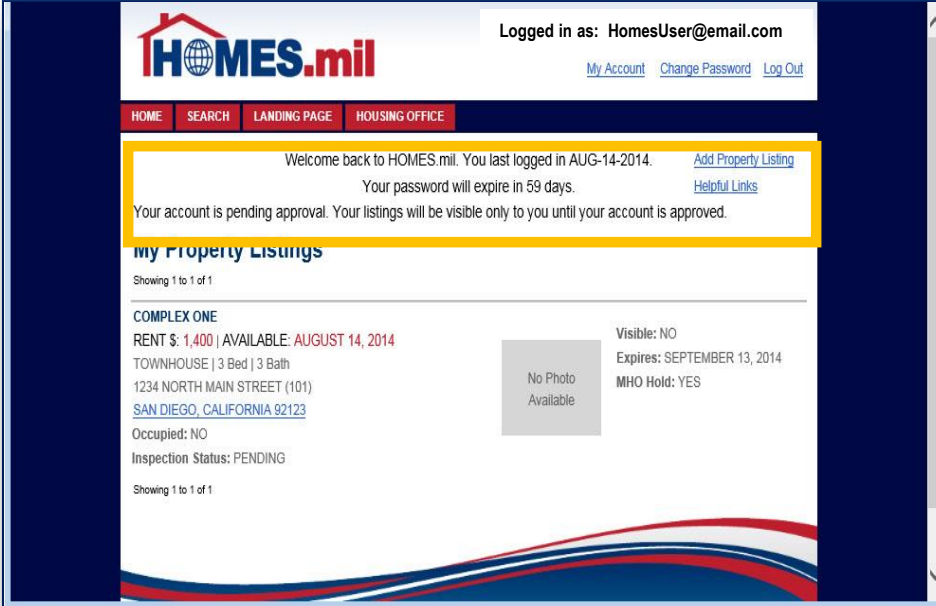
Visible: YES  
Expires: JANUARY 01, 2015  
MHO Hold: NO

No Photo Available

# Add a Property Listing

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Additionally, the status of your account and/or property listing will be displayed here. Please note that your listings will not appear in the public search until the Housing Office at your Primary Military Installation approves your account. You will receive an email from HOMES.mil when your account is approved.

A screenshot of the HOMES.mil website interface. The top navigation bar includes the HOMES.mil logo, the user's login information 'Logged in as: HomesUser@email.com', and links for 'My Account', 'Change Password', and 'Log Out'. Below the navigation bar is a menu with 'HOME', 'SEARCH', 'LANDING PAGE', and 'HOUSING OFFICE'. A yellow-bordered box highlights a message: 'Welcome back to HOMES.mil. You last logged in AUG-14-2014. Your password will expire in 59 days. Your account is pending approval. Your listings will be visible only to you until your account is approved.' Below this message is the 'my Property Listings' section, which shows one listing for 'COMPLEX ONE' with details: 'RENT \$: 1,400 | AVAILABLE: AUGUST 14, 2014', 'TOWNHOUSE | 3 Bed | 3 Bath', '1234 NORTH MAIN STREET (101)', and 'SAN DIEGO, CALIFORNIA 92123'. The listing also indicates 'Occupied: NO' and 'Inspection Status: PENDING'. A 'No Photo Available' placeholder is shown next to the listing details. The bottom of the page features a decorative wave graphic in blue, red, and white.

# Add a Property Listing

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At this point, you can either add more property listings or **Log Out**. Close your browser window after logging out.

