How to Add a Property Listing

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

Add a Property Listing

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

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

Add a Property Listing

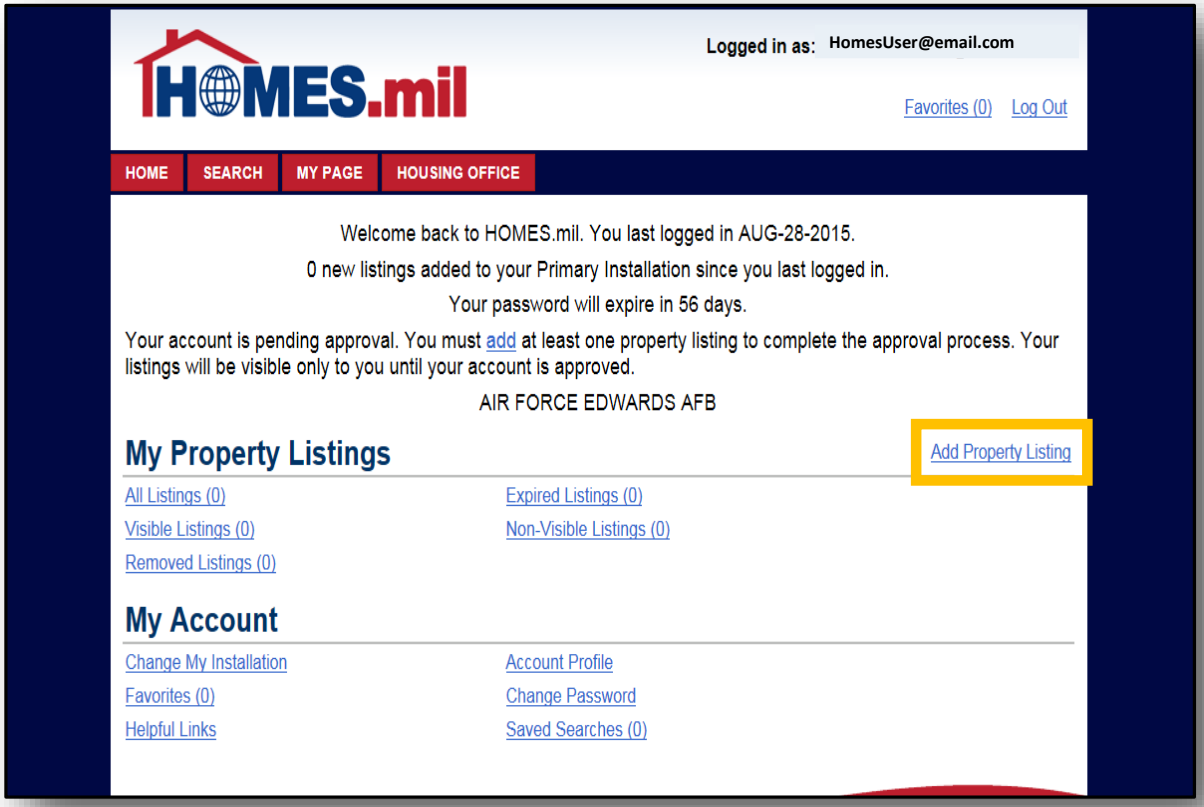
This is the Welcome to HOMES.mil page. Enter your Account Email and Password. When ready, click **LOG IN**.

Add a Property Listing

This is your **My Page** screen. You can manage and add listings from here.

You must add at least one property before your account will be submitted for approval.

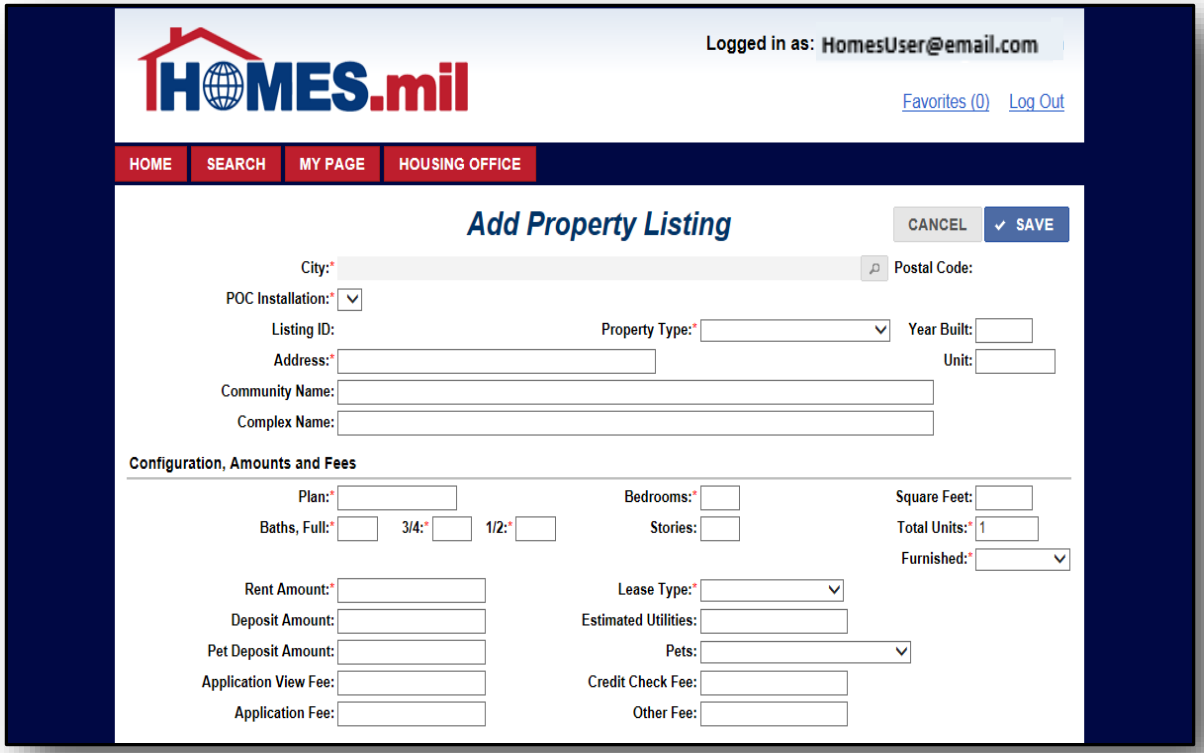
Select the **ADD PROPERTY LISTING** link to add a new property.



Add a Property Listing

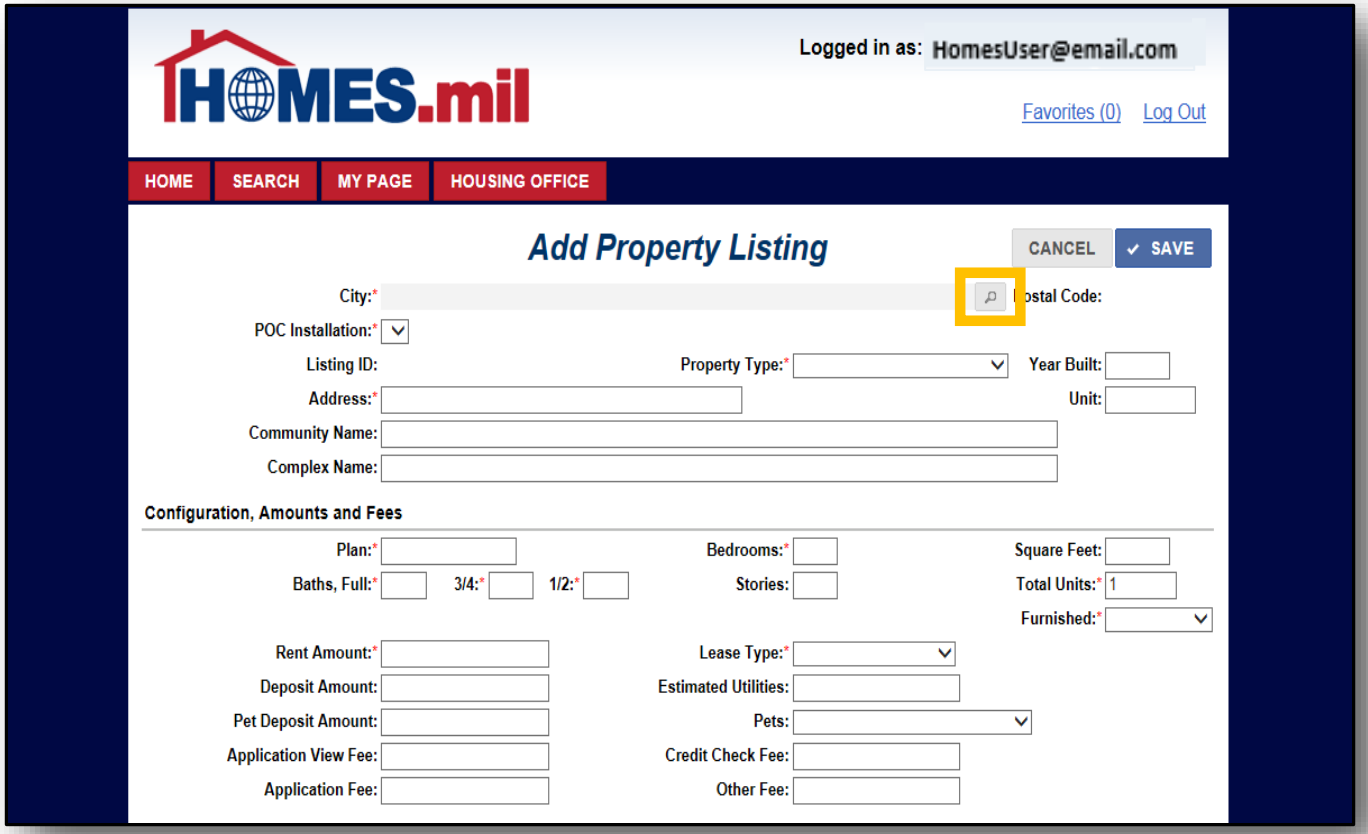
The **Add Property Listing** page appears.

Fields marked with a red * are required. Although other fields are not mandatory, please fill out as much information as possible.



Add a Property Listing

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

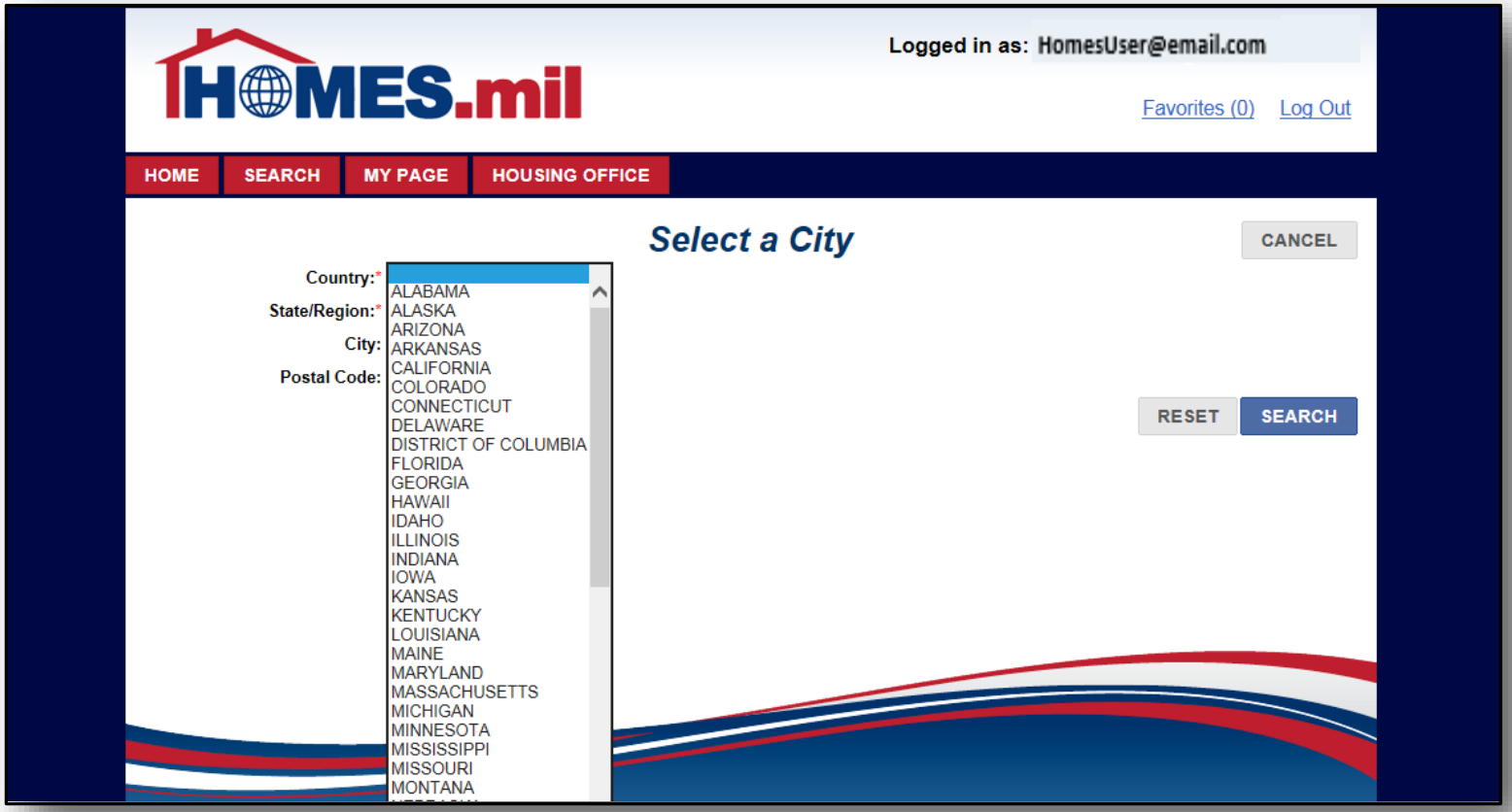


Add a Property Listing

Click the down arrow to select the Country.

Add a Property Listing

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



Add a Property Listing

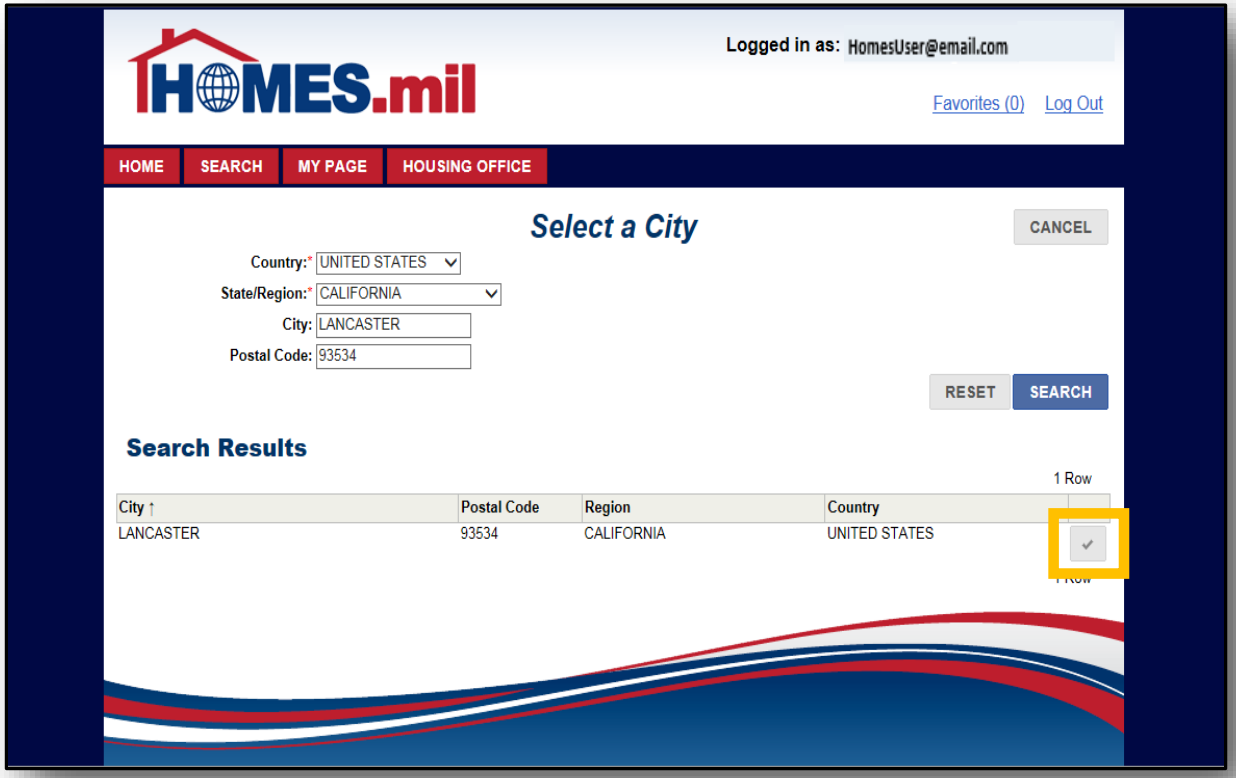
If known, enter the City and/or Postal Code for your property.

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

Note: Only the "Default City" per USPS has been included for each Postal Code.

Add a Property Listing

Click the **checkmark** to select the City and its corresponding Postal Code from the Search Results.



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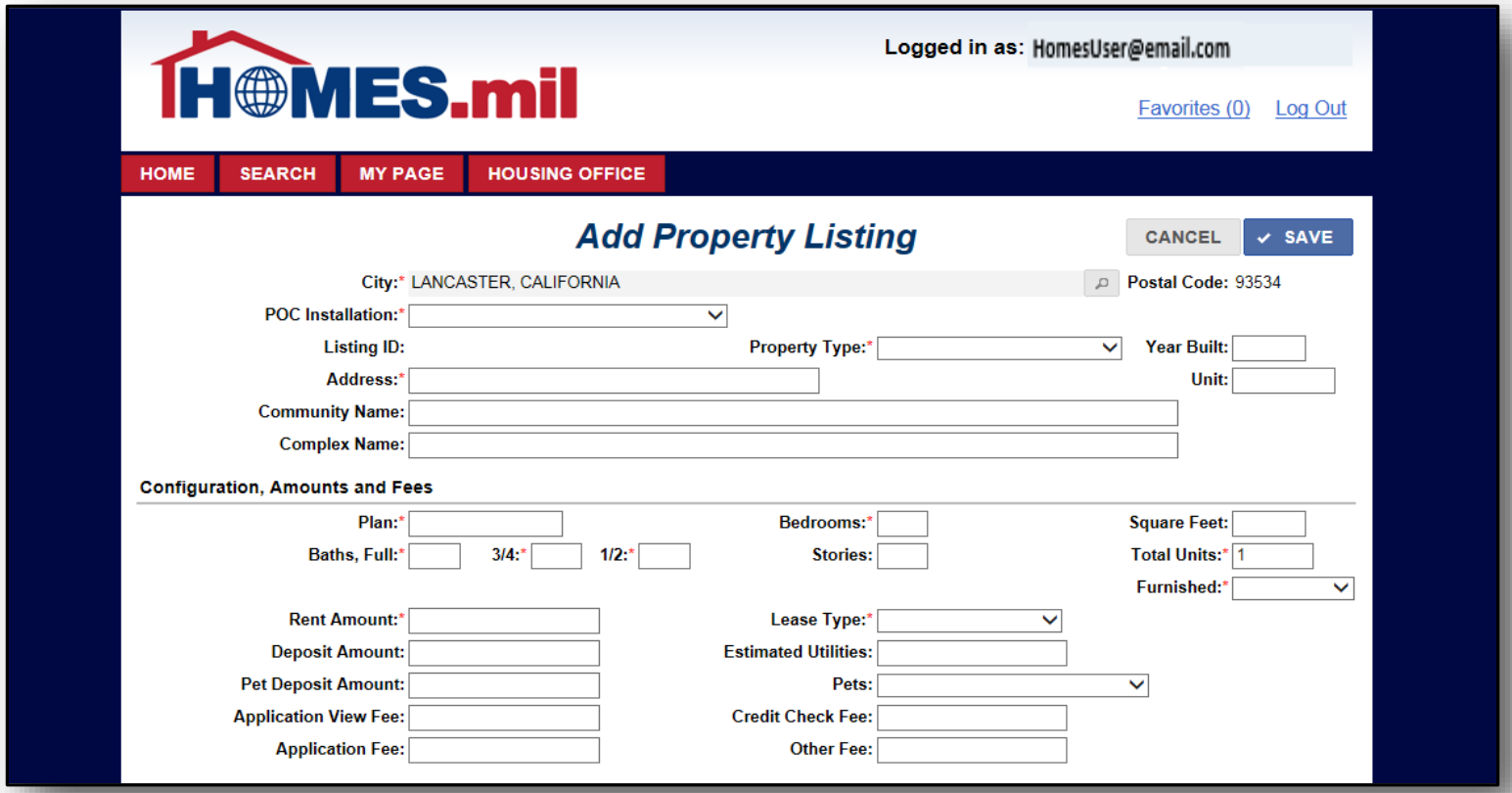
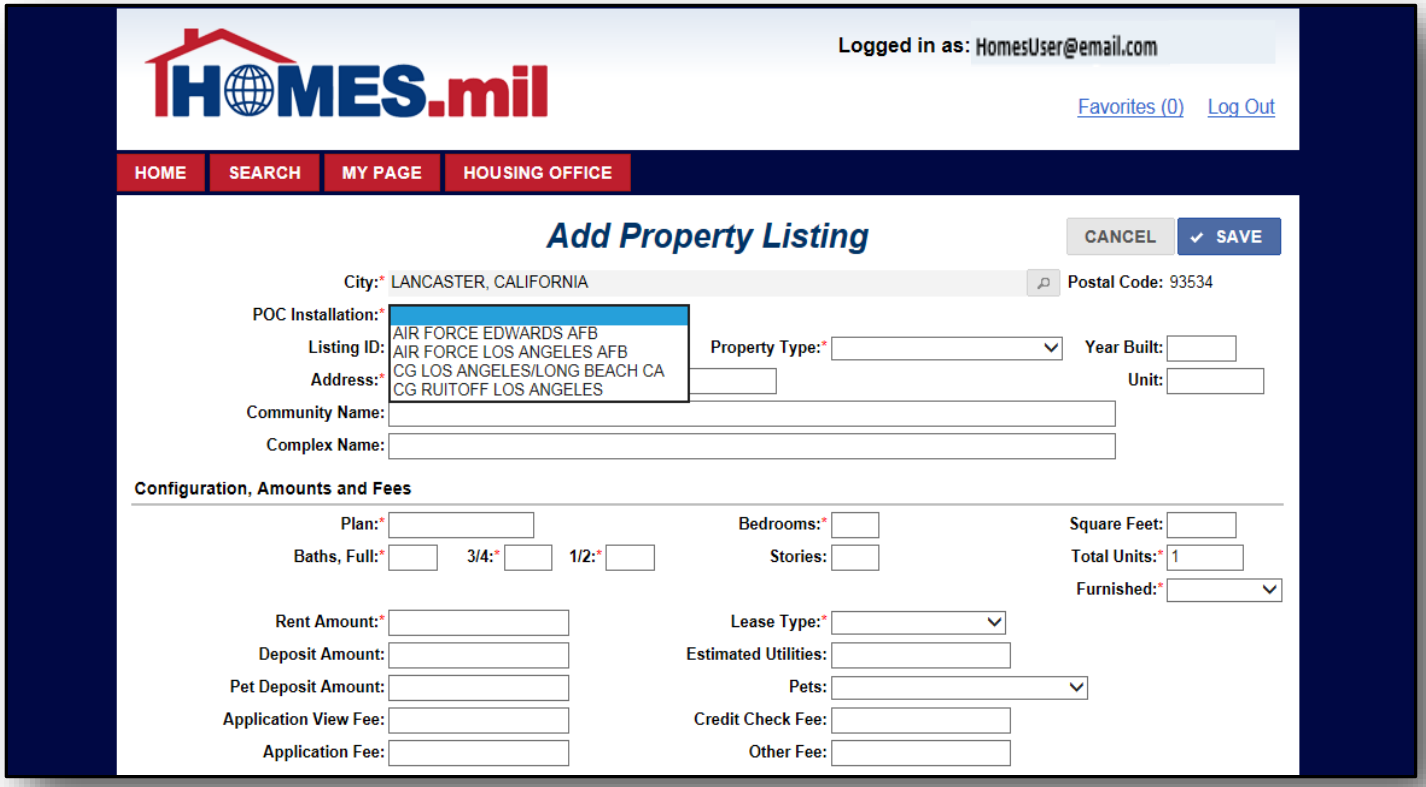
The City and Postal Code you selected will populate their related fields.



Add a Property Listing

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



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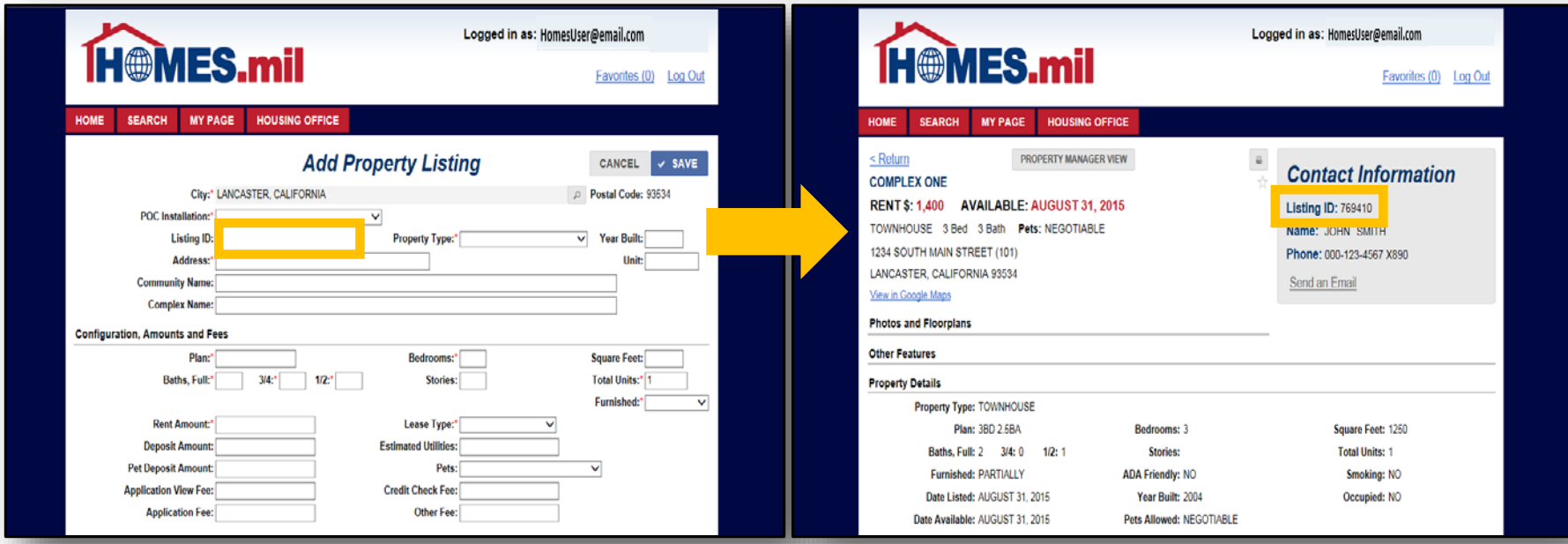
The Listing ID will be generated once all required fields have been populated and the listing has been saved.



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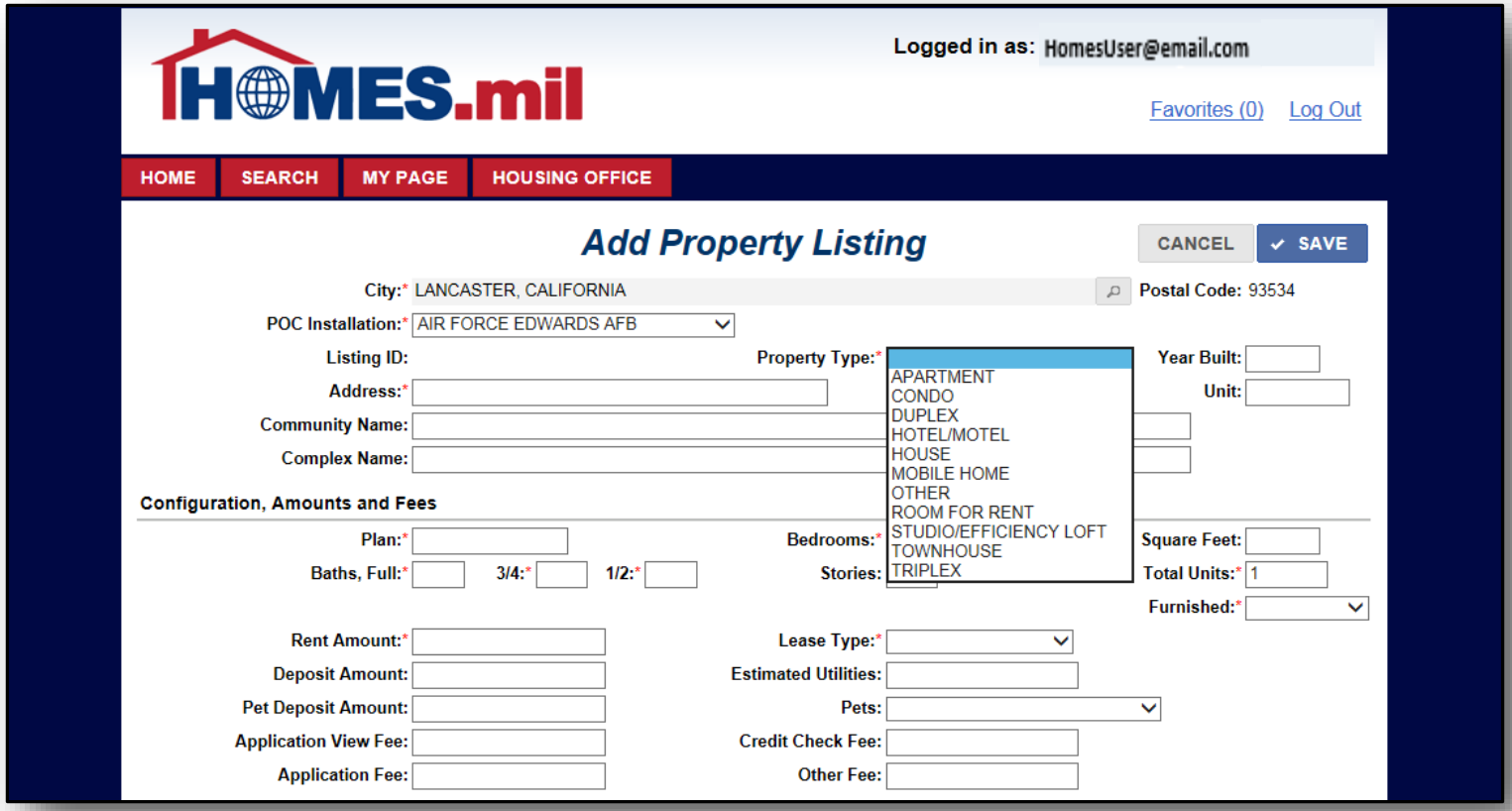
Click the down arrow to select the Property Type.



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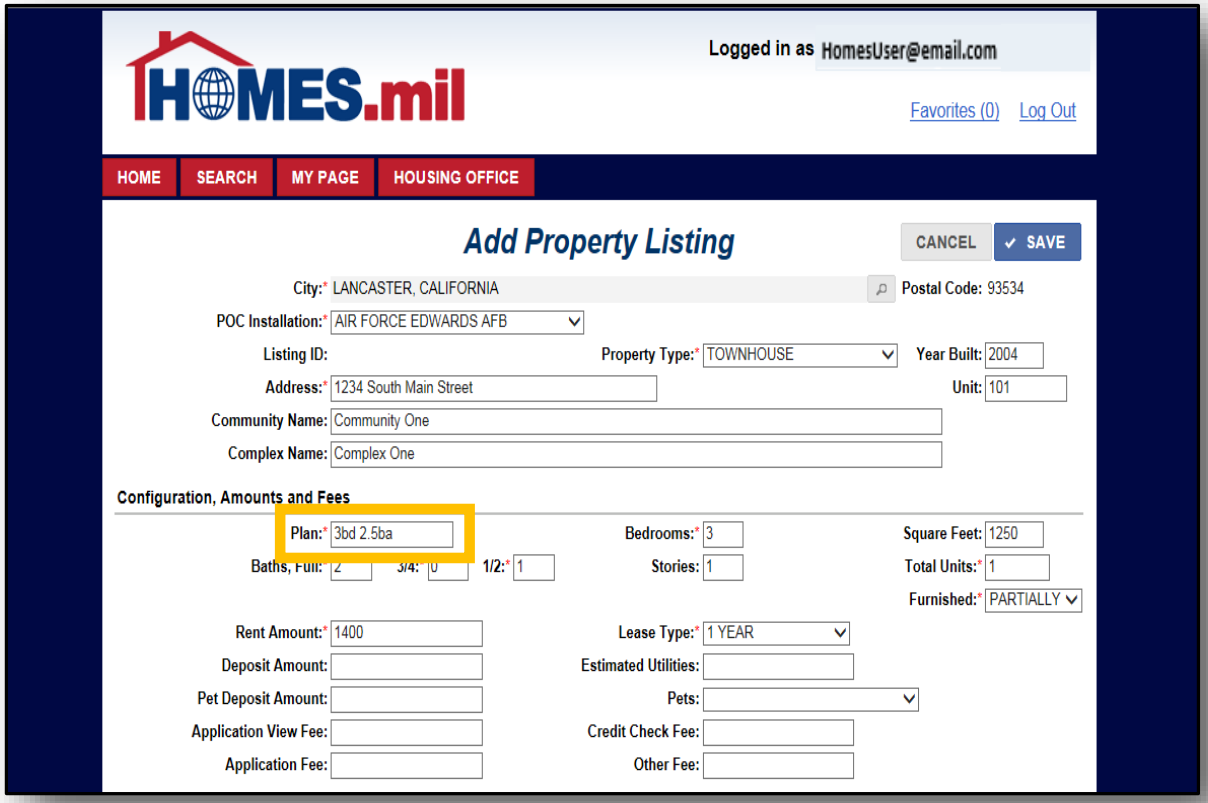
The **Plan** is used to identify the floor plan configuration for this address.

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



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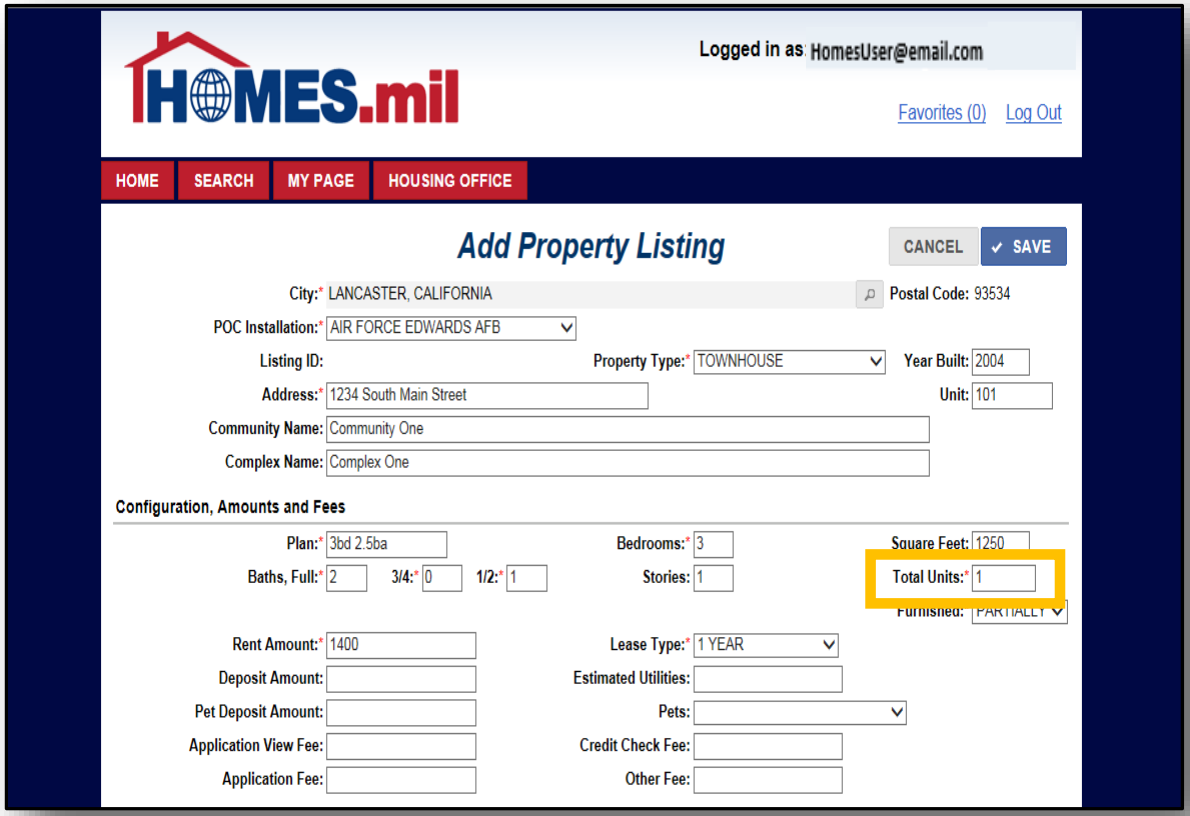
If you have more than one available property using the same Address and Plan, enter the quantity of those properties in the Total Units field.



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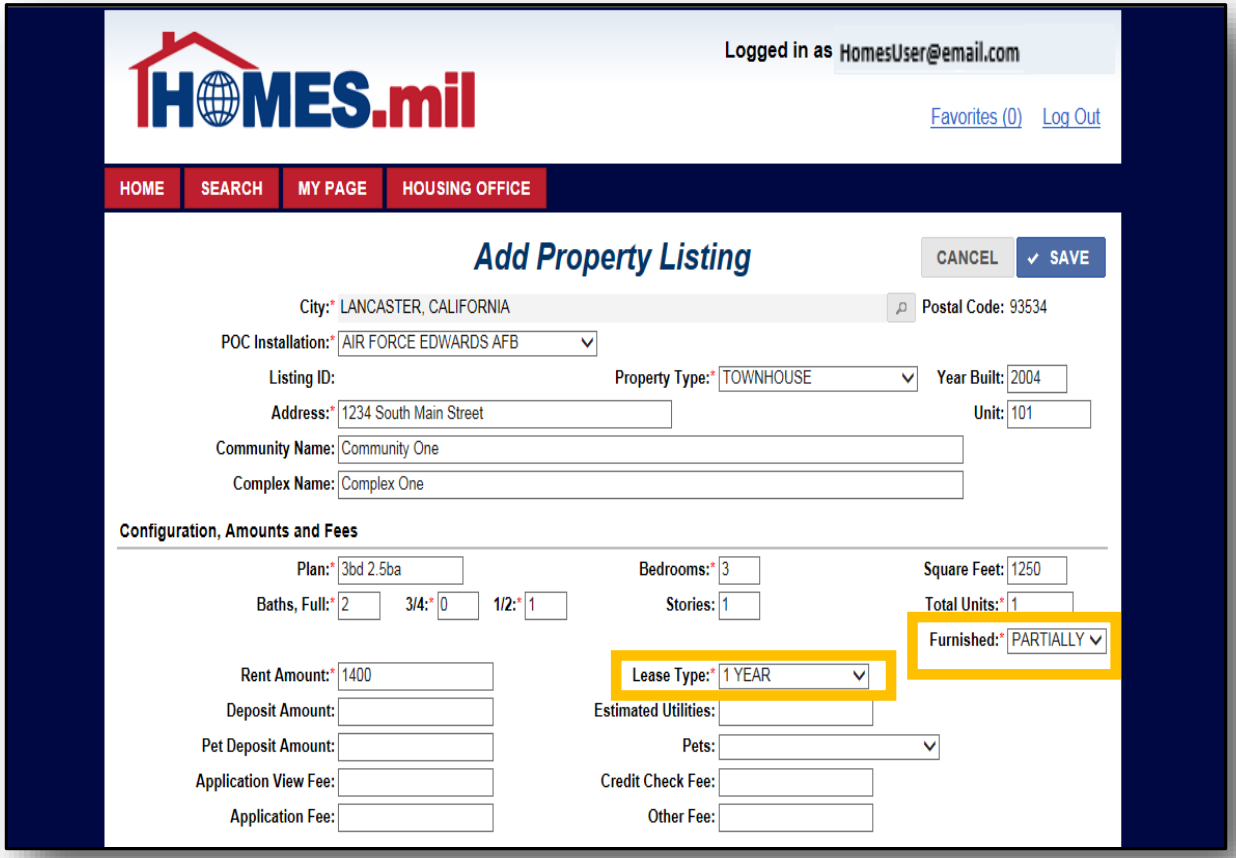
Your Furnished choices are NO, OPTIONAL, PARTIALLY, and YES.

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



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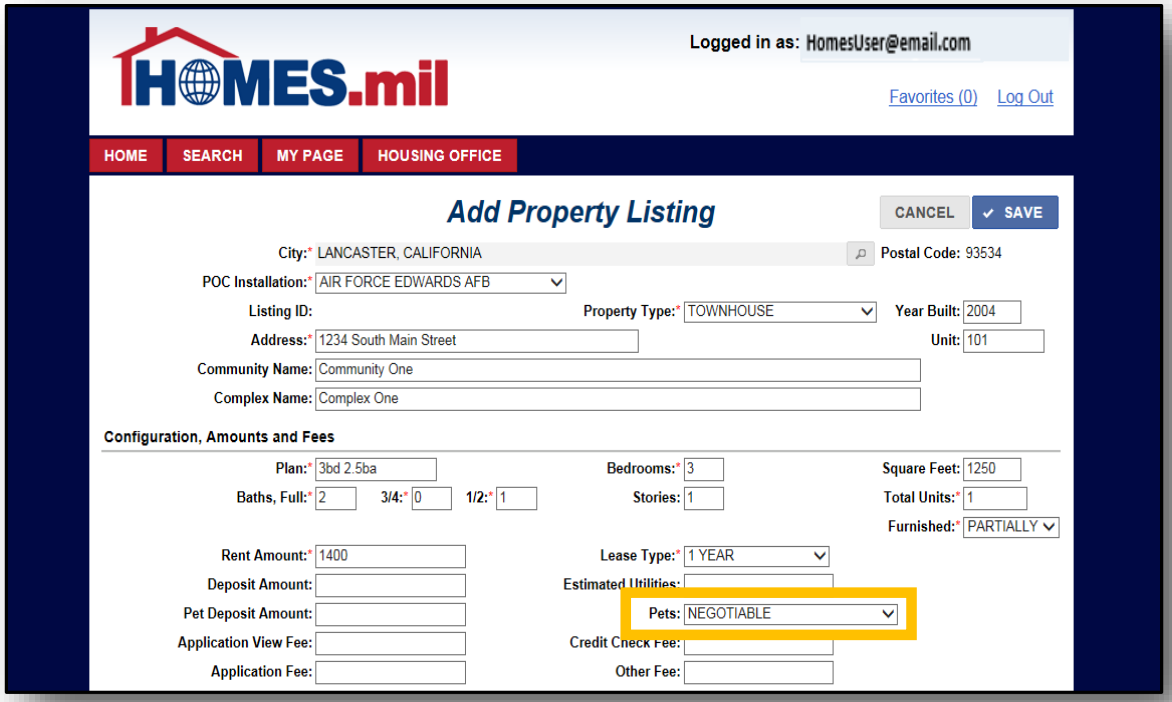
The Pets field choices are NEGOTIABLE, NO, YES, YES WITH DEPOSIT, and YES, SUBJECT TO APPROVAL.

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



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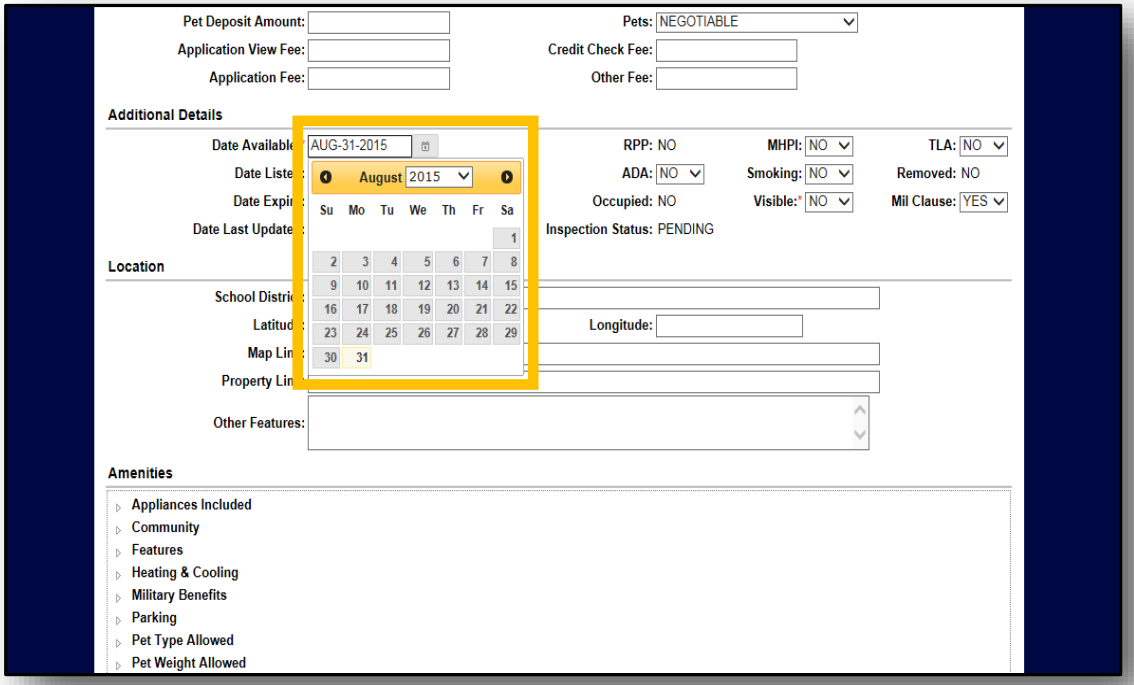
In the Additional Details section, you can enter the Date Available using the mmm-dd-yyyy format (i.e. Aug-31-2015) or use the calendar icon.

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.



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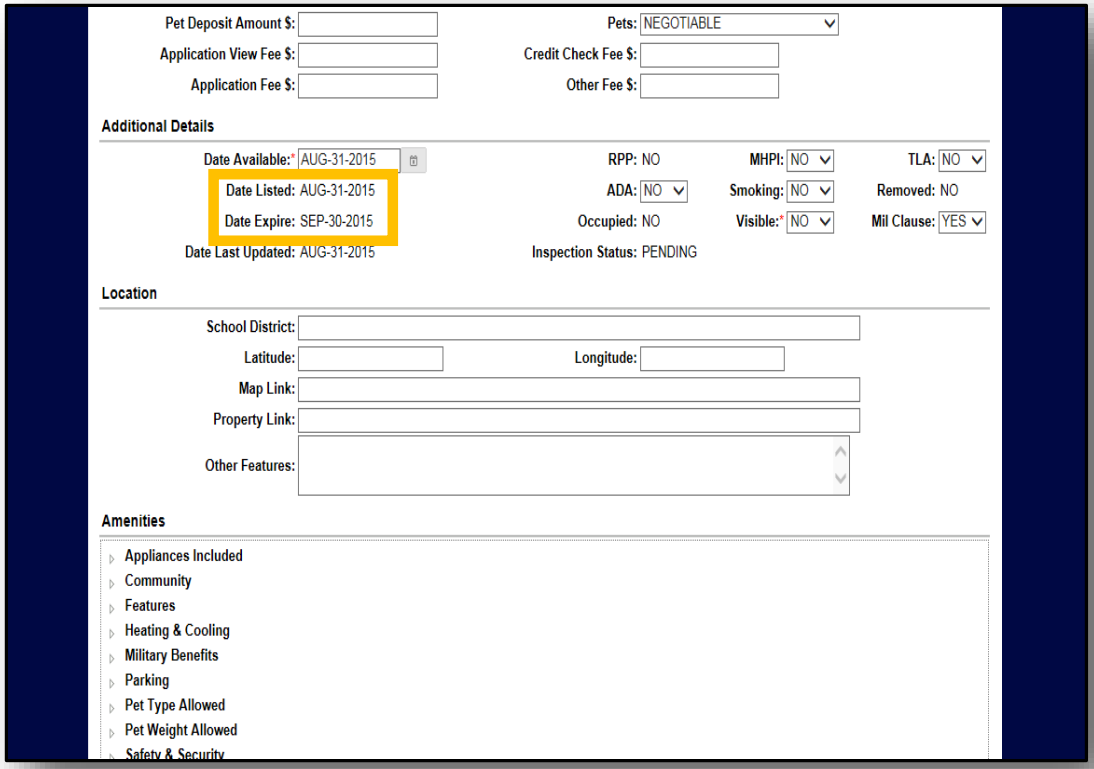
The Date Expired is 30 days from the date this record was listed.
You must renew your properties every 30 days.

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



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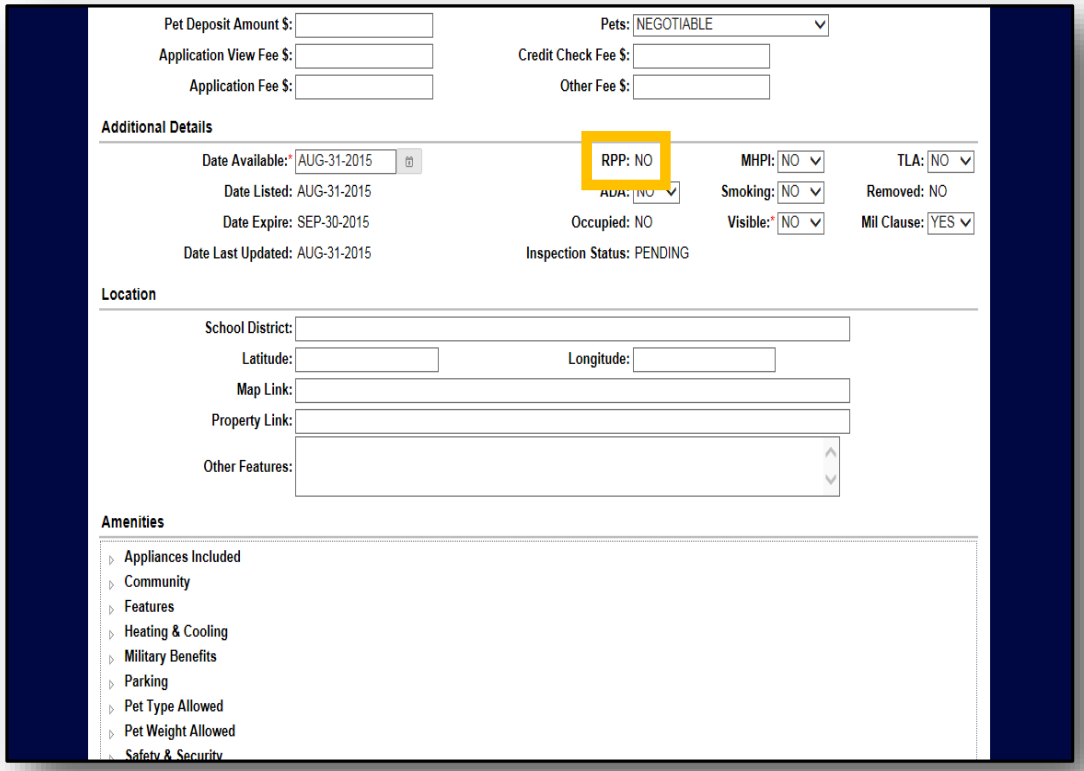
You can check with your local Military Housing Office to inquire whether it participates in the Rental Partnership Program (**RPP**). If so, the housing office must approve the inclusion of listings into this program.



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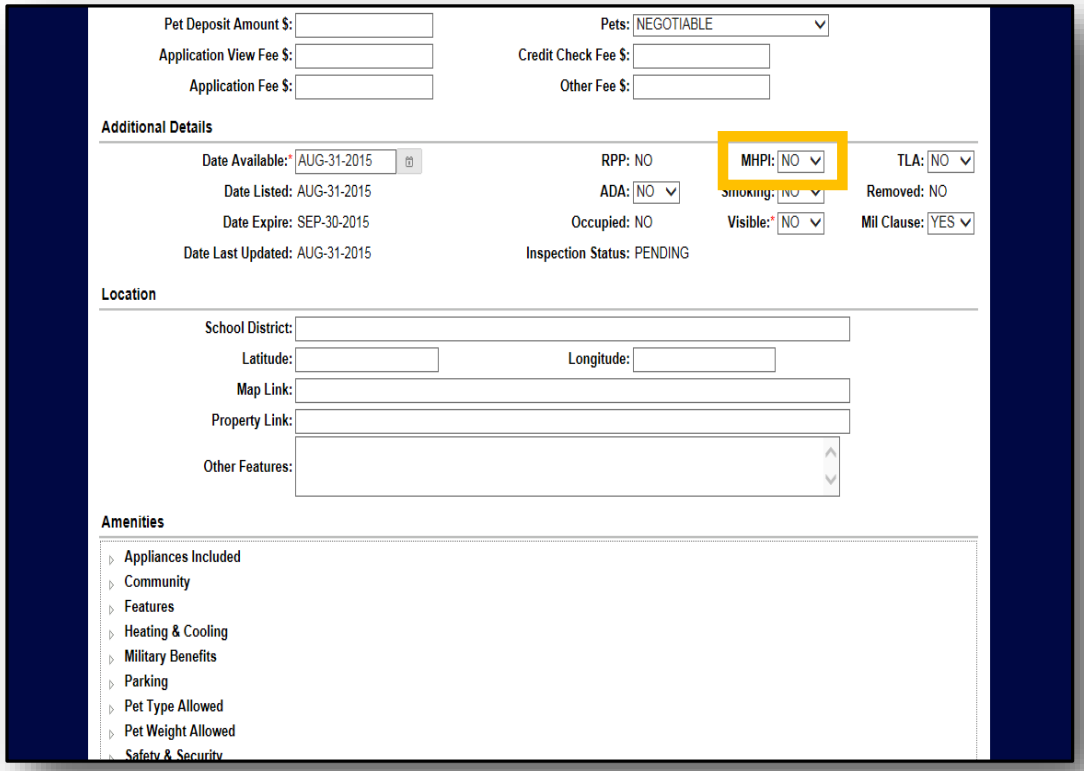
The Military Housing Privatization Initiative (**MHPI**) denotes listings that are on Government property, but are managed by a private partner.



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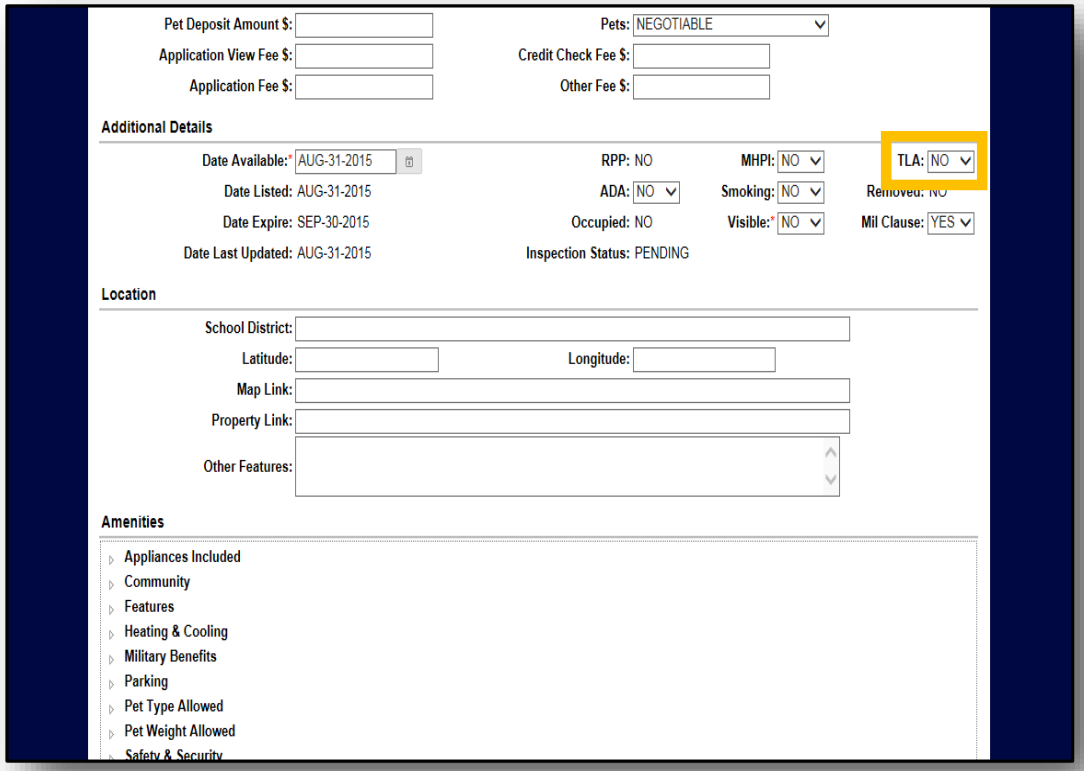
Temporary Lodging Allowance (**TLA**) refers to a stipend available to Service Members for the period of time between when they arrive in a new location and when they move into housing.



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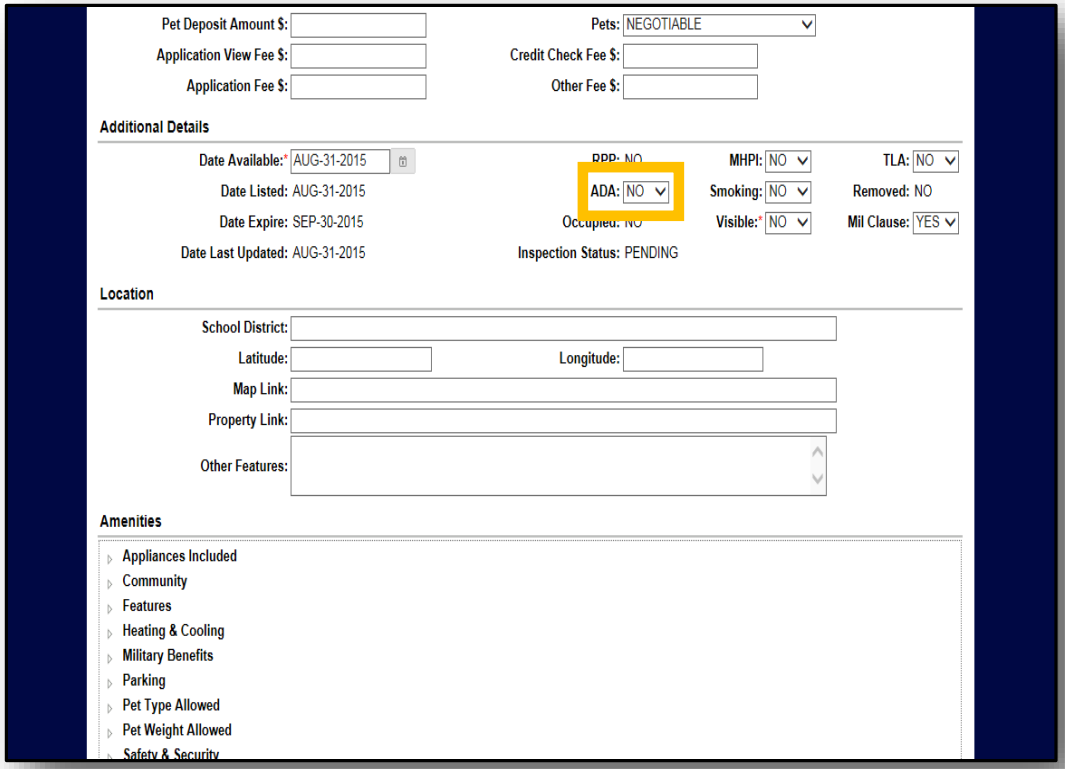
Americans with Disabilities Act (**ADA**) denotes whether or not the home is designed in accordance with the guidelines set out in the Americans with Disabilities Act.



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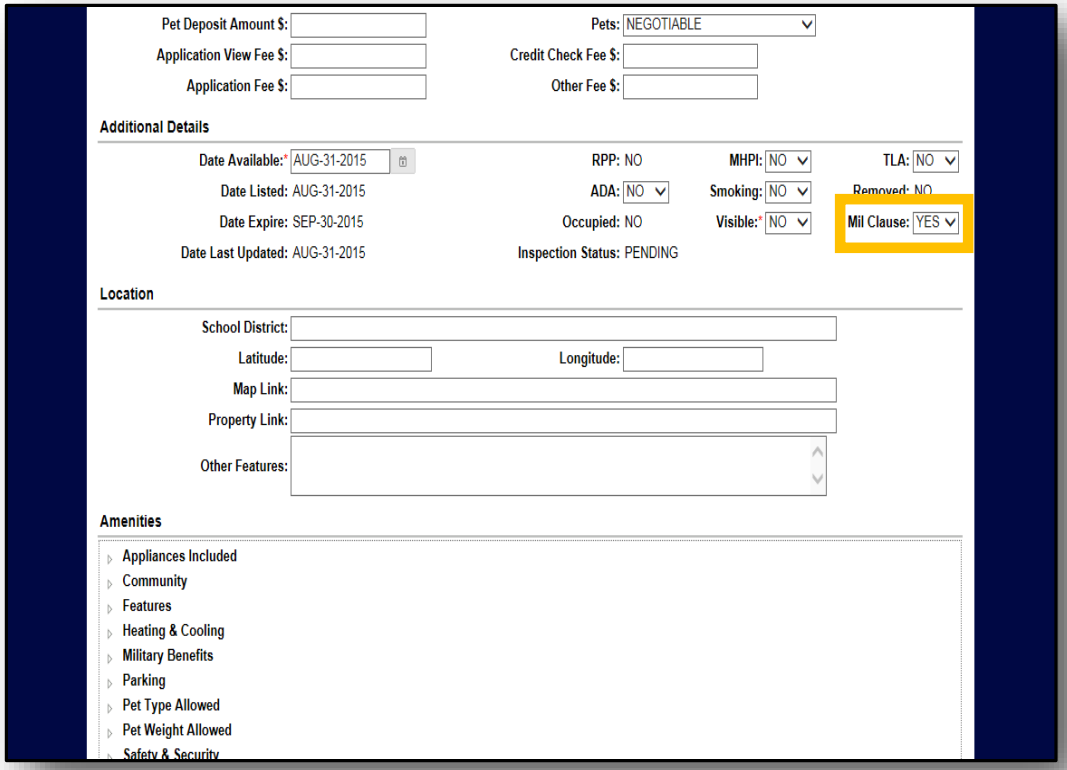
Mil Clause pertains to whether or not there is a clause in the contract which allows the renter to break his or her lease without penalty.



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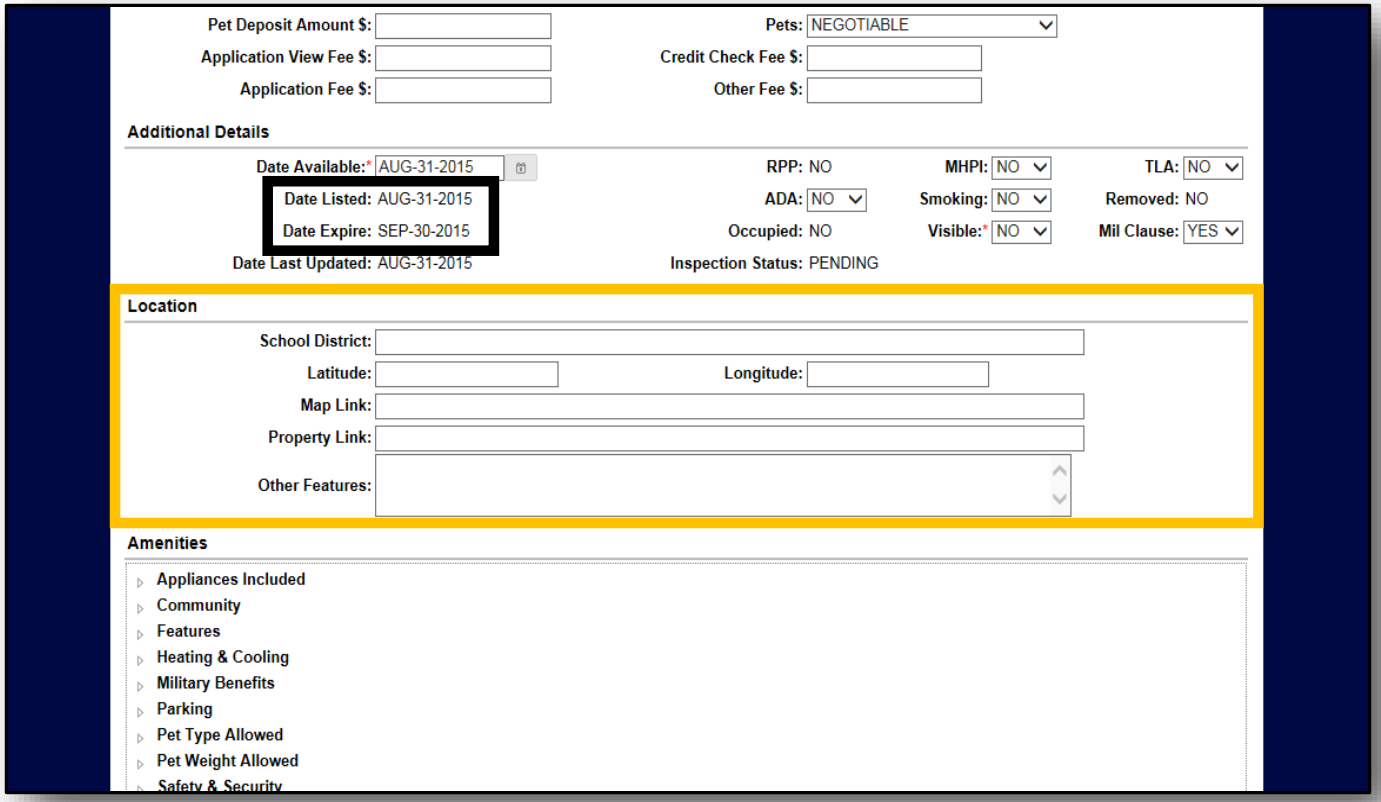
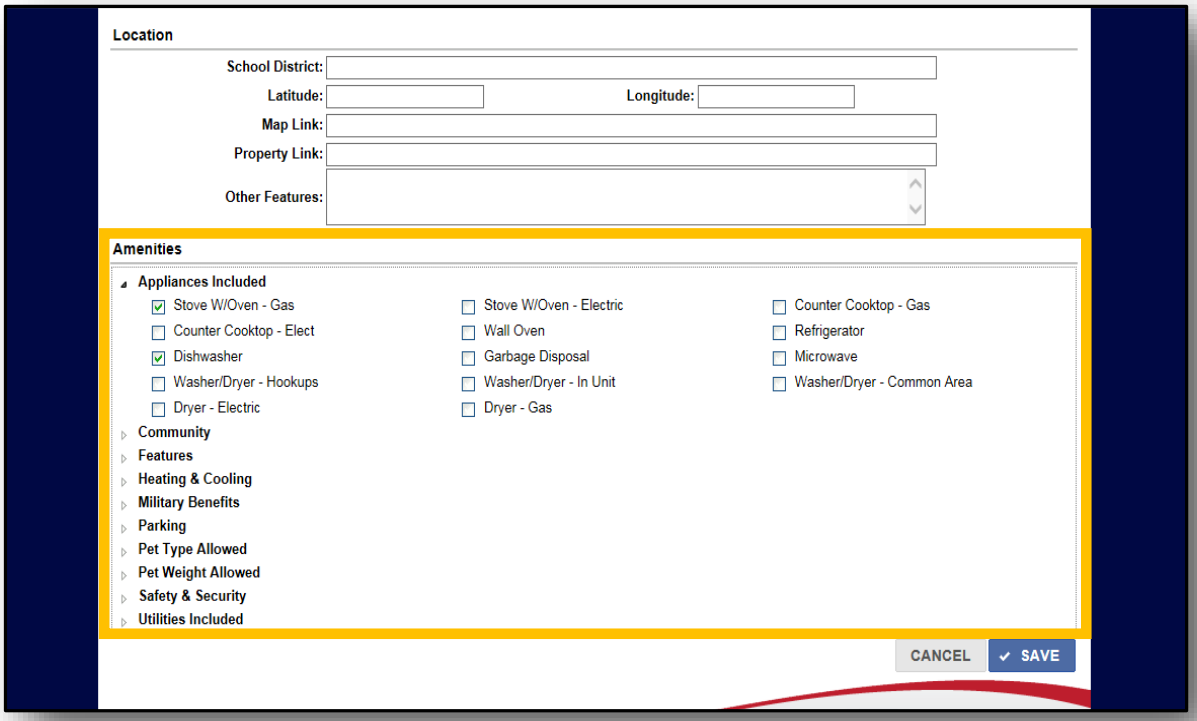
The Location section is where you can enter information that will be used to find your property on a map.



Add a Property Listing

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.



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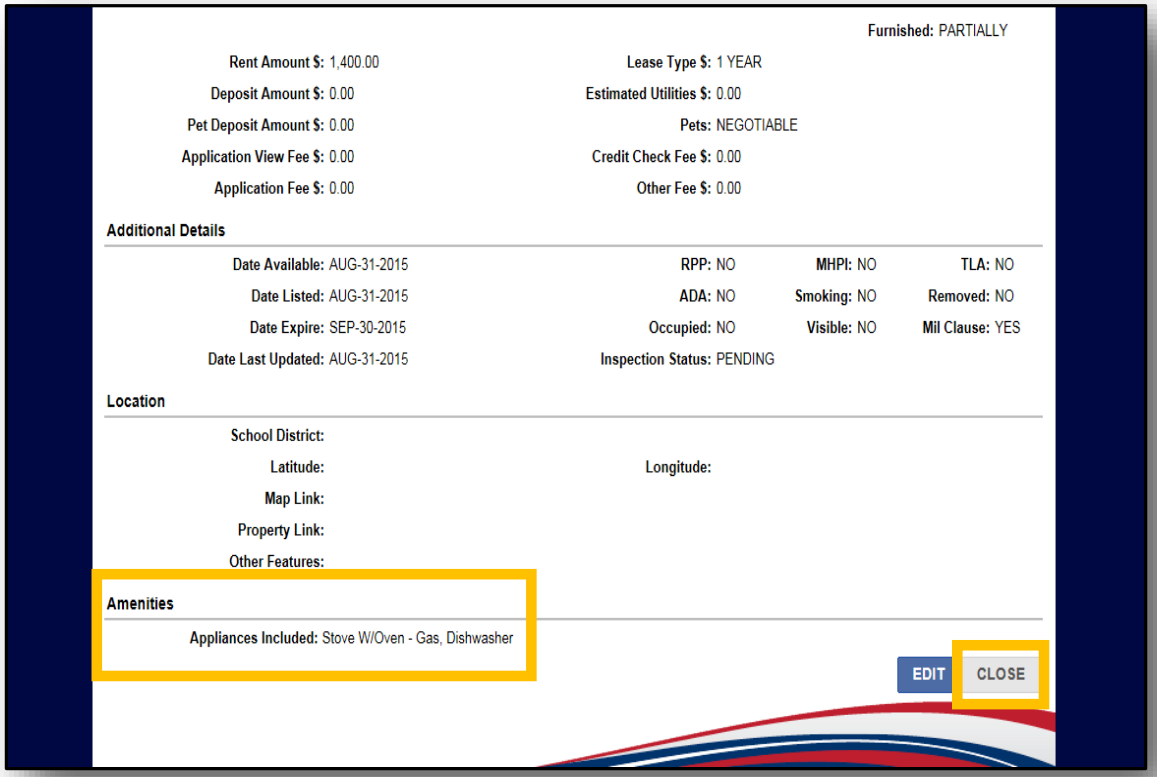
Once done selecting amenities, click **SAVE**. The selected amenities are displayed at the bottom of the property record.

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



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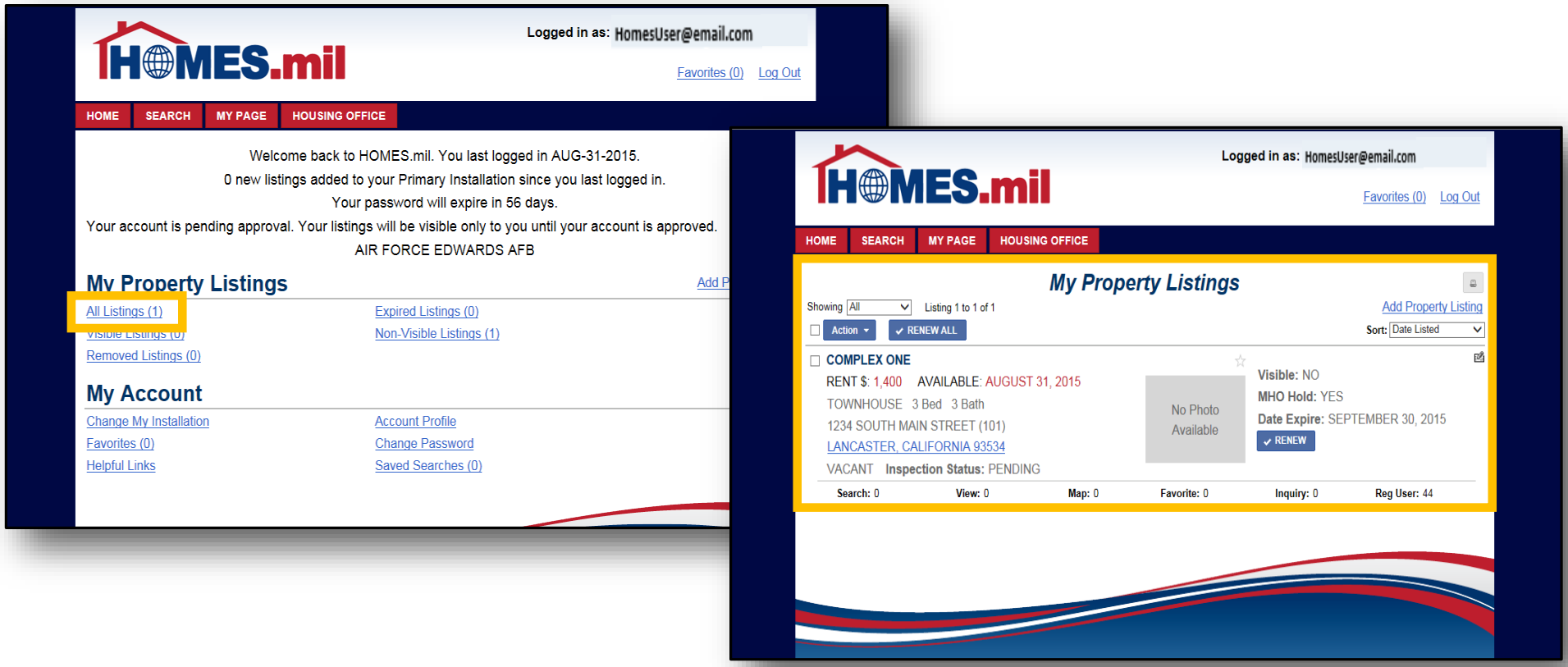
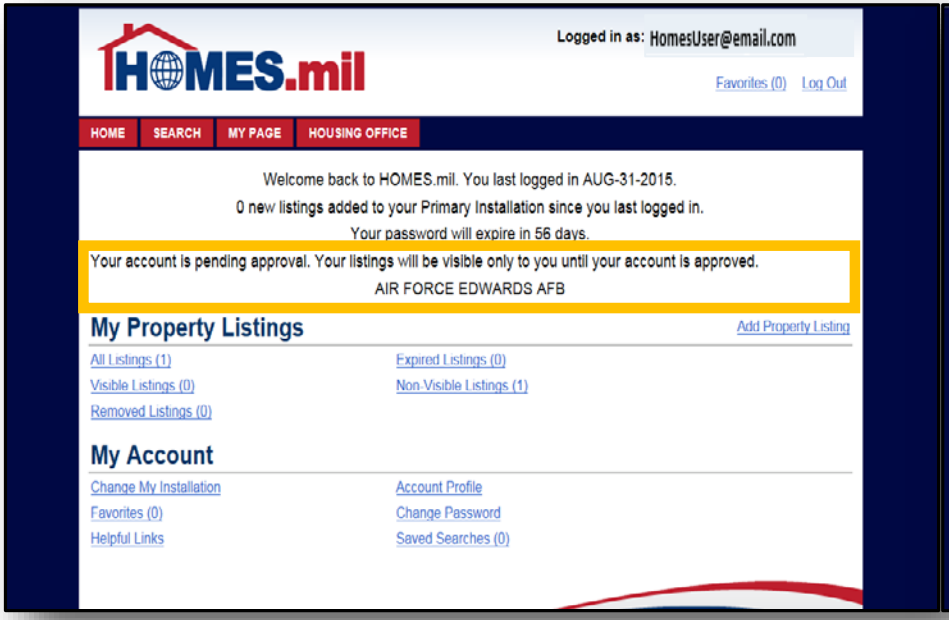
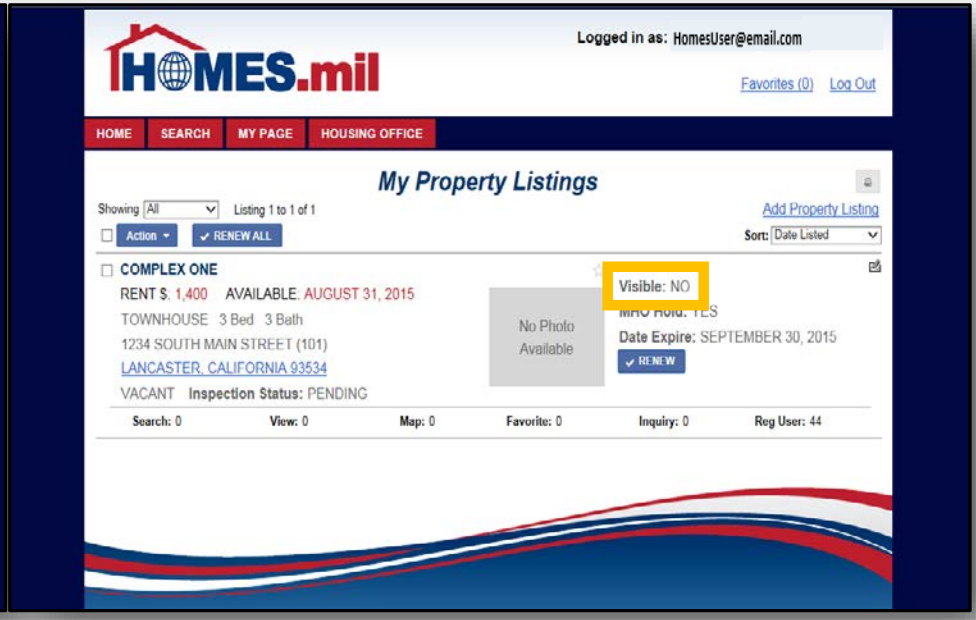
After you save your listing, you will be brought back to **MY PAGE**. You can view all of your listings by clicking the **All Listings** link. The number of property listings you have added will appear in the parenthesis.

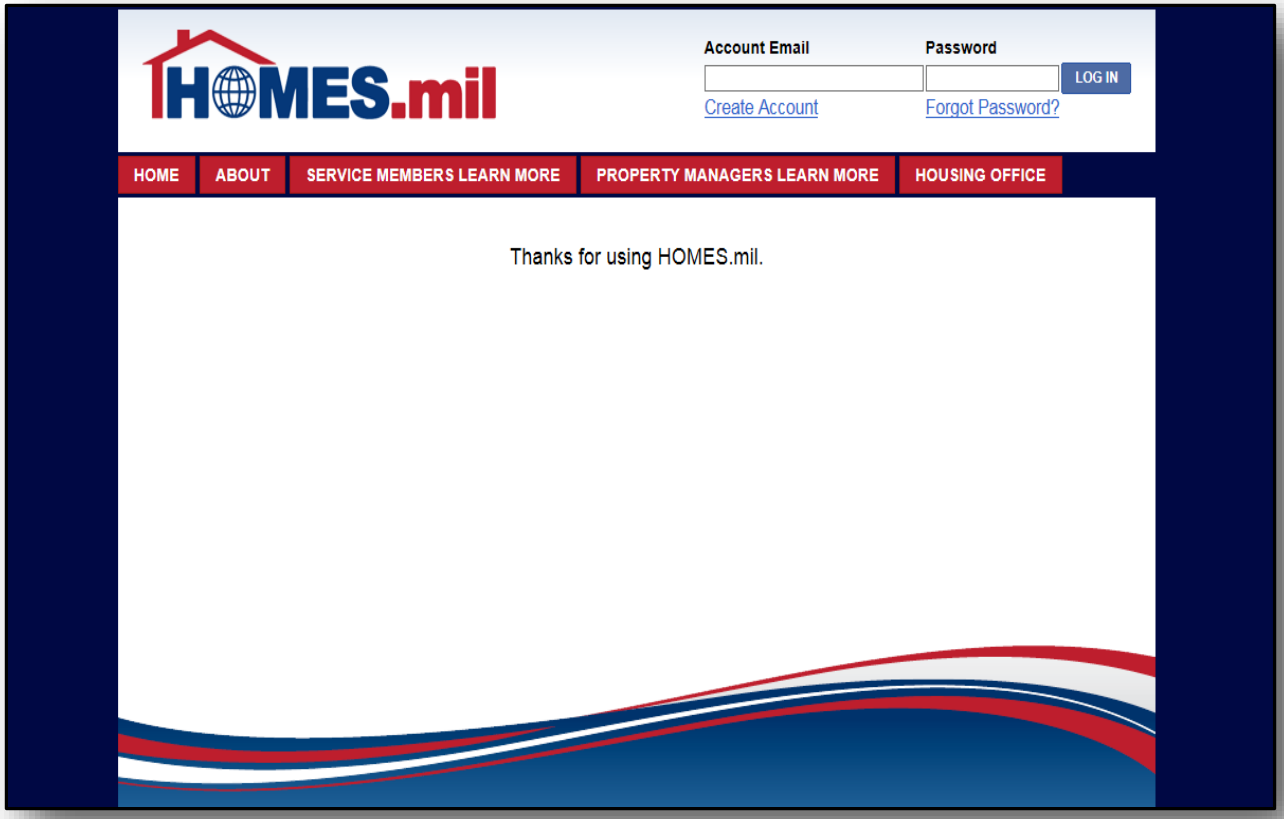


Add a Property Listing

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





Add a Property Listing

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