



# How to Add a Property Listing



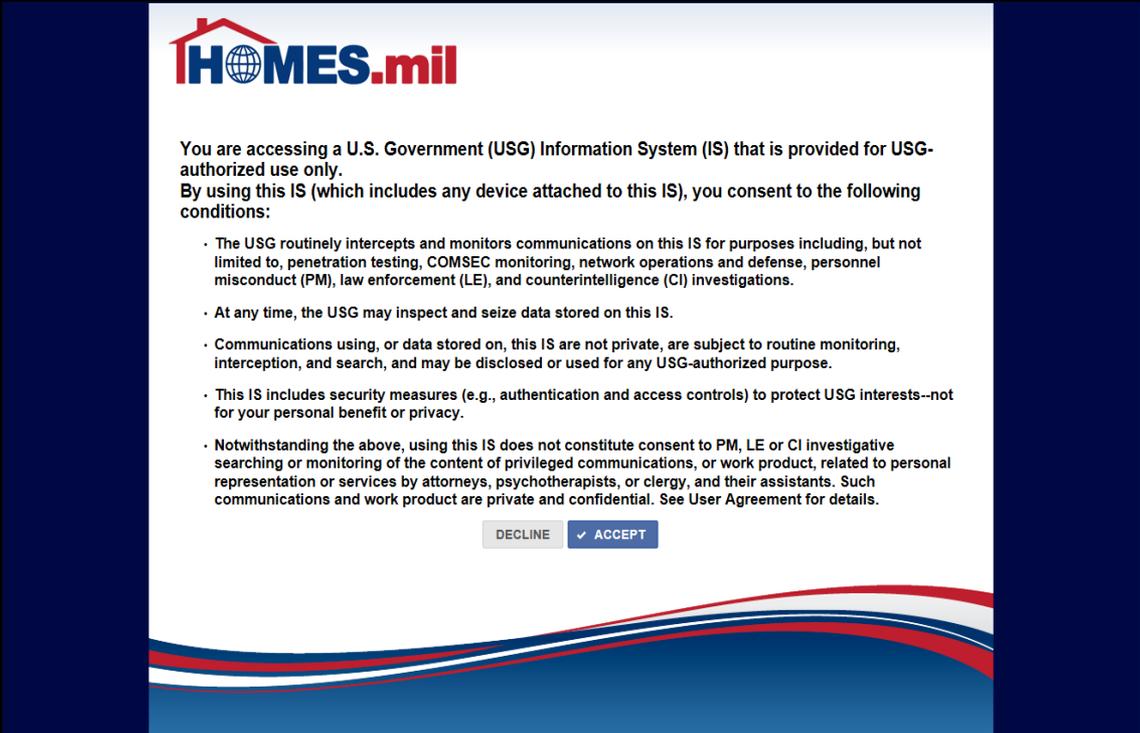
The following are guidelines to  
add a property listing in  
HOMES.mil.

# Add a Property Listing

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When you first access [www.HOMES.mil](http://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.

A screenshot of the HOMES.mil disclosure page. The page has a white background with a dark blue border on the left and right sides. At the top left is the HOMES.mil logo. Below the logo is a paragraph of text explaining that the user is accessing a U.S. Government Information System and that by using it, they consent to certain conditions. These conditions are listed in a bulleted format. At the bottom of the text area are two buttons: "DECLINE" and "ACCEPT". The "ACCEPT" button is highlighted with a blue background and a white checkmark. Below the buttons is a decorative graphic consisting of several wavy lines in red, white, and blue.

The logo for HOMES.mil, featuring a red house icon above the word "HOMES" in blue, with a globe icon integrated into the letter "O". The ".mil" is in red.

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.  
By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

# 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 and footer. The main content area is white. At the top left is the HOMES.mil logo. To the right is a login form with fields for 'Account Email' (containing 'HomesUser@email.com') and 'Password' (masked with dots), a 'LOG IN' button, and links for 'Create Account' and 'Forgot Password?'. Below the login form is a navigation bar with red buttons for 'HOME', 'ABOUT', 'SERVICE MEMBERS LEARN MORE', 'PROPERTY MANAGERS LEARN MORE', and 'HOUSING OFFICE'. Underneath is a search bar labeled 'Find Properties:' with the placeholder text 'Enter all or part of Installation Name and select a matching site'. Below the search bar is a large image showing a row of colorful townhouses and a close-up of a hand in a military uniform handing keys to another hand. At the bottom, there is a 'Welcome to HOMES.mil' section with a paragraph of text and a list of links: 'FOIA', 'USA.Gov', 'Accessibility/Section 508', 'No Fear Act', and 'Suicide Prevention Lifeline'. The footer contains the text 'HOMES.mil is a Department of Defense'.

Account Email	Password
<input type="text" value="HomesUser@email.com"/>	<input type="password" value="....."/>
<a href="#">Create Account</a>	<a href="#">Forgot Password?</a>

LOG IN

[HOME](#) [ABOUT](#) [SERVICE MEMBERS LEARN MORE](#) [PROPERTY MANAGERS LEARN MORE](#) [HOUSING OFFICE](#)

**Find Properties:**



## Welcome to HOMES.mil

HOMES.mil is a service designed to connect Service members and their Families with community housing rental listings located near U.S. military bases. Create an account or login to begin searching for homes at your current or future installation.

[FOIA](#)  
[USA.Gov](#)  
[Accessibility/Section 508](#)  
[No Fear Act](#)  
[Suicide Prevention Lifeline](#)

HOMES.mil is a Department of Defense

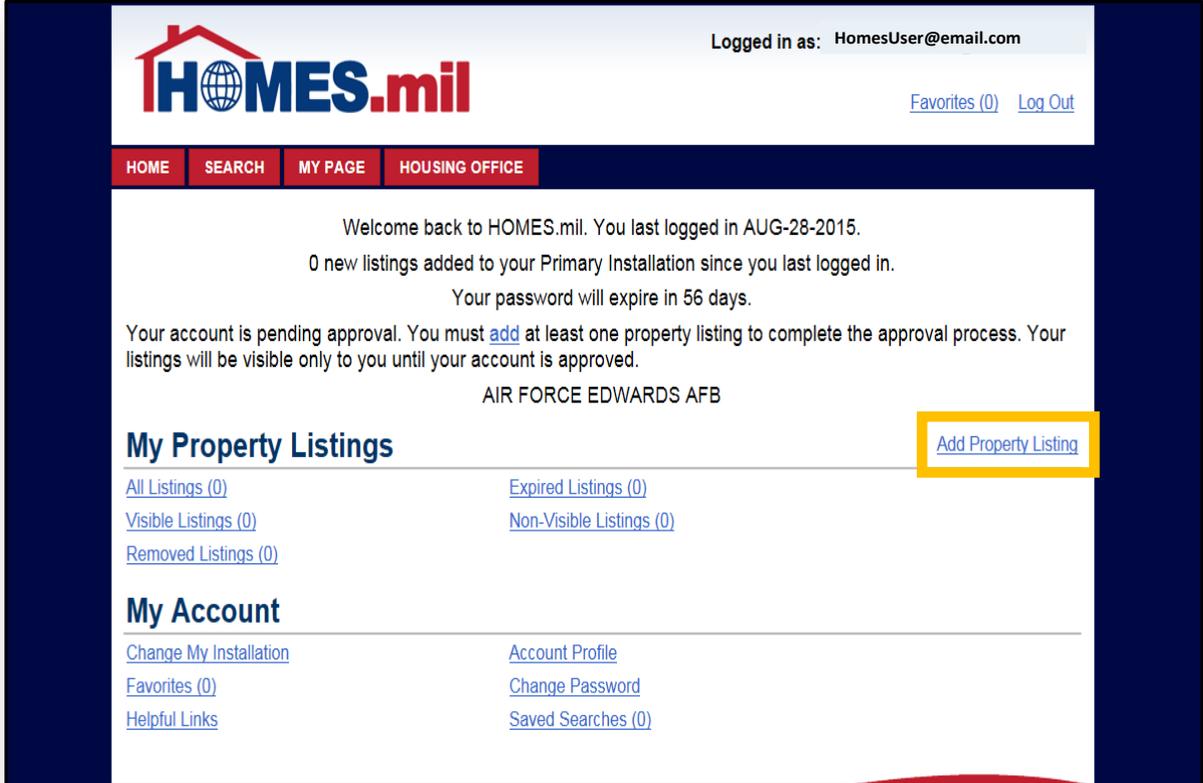
# Add a Property Listing

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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.

A screenshot of the HOMES.mil user interface. The page is titled "My Page" and shows a user logged in as "HomesUser@email.com". The navigation menu includes "HOME", "SEARCH", "MY PAGE", and "HOUSING OFFICE". The main content area displays a welcome message, a notification about 0 new listings, and a password expiration notice. A prominent message states that the account is pending approval and requires adding at least one property listing. Below this, there are sections for "My Property Listings" and "My Account". The "Add Property Listing" link is highlighted with a yellow box.

Logged in as: HomesUser@email.com

[Favorites \(0\)](#) [Log Out](#)

HOME SEARCH MY PAGE HOUSING OFFICE

Welcome back to HOMES.mil. You last logged in AUG-28-2015.  
0 new listings added to your Primary Installation since you last logged in.  
Your password will expire in 56 days.

Your account is pending approval. You must [add](#) at least one property listing to complete the approval process. Your listings will be visible only to you until your account is approved.

AIR FORCE EDWARDS AFB

**My Property Listings** [Add Property Listing](#)

[All Listings \(0\)](#) [Expired Listings \(0\)](#)  
[Visible Listings \(0\)](#) [Non-Visible Listings \(0\)](#)  
[Removed Listings \(0\)](#)

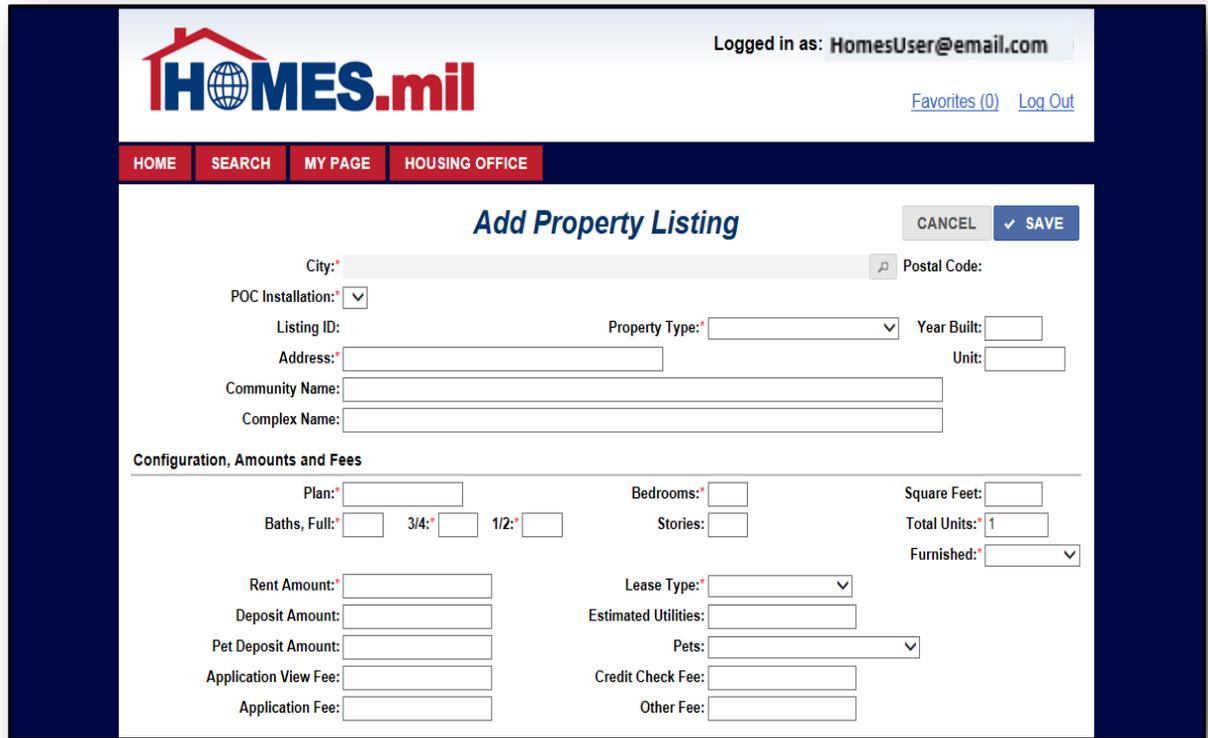
**My Account**

[Change My Installation](#) [Account Profile](#)  
[Favorites \(0\)](#) [Change Password](#)  
[Helpful Links](#) [Saved Searches \(0\)](#)

# 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 includes a navigation bar with 'HOME', 'SEARCH', 'MY PAGE', and 'HOUSING OFFICE'. The main form area has a title 'Add Property Listing' and buttons for 'CANCEL' and 'SAVE'. The form fields are as follows:

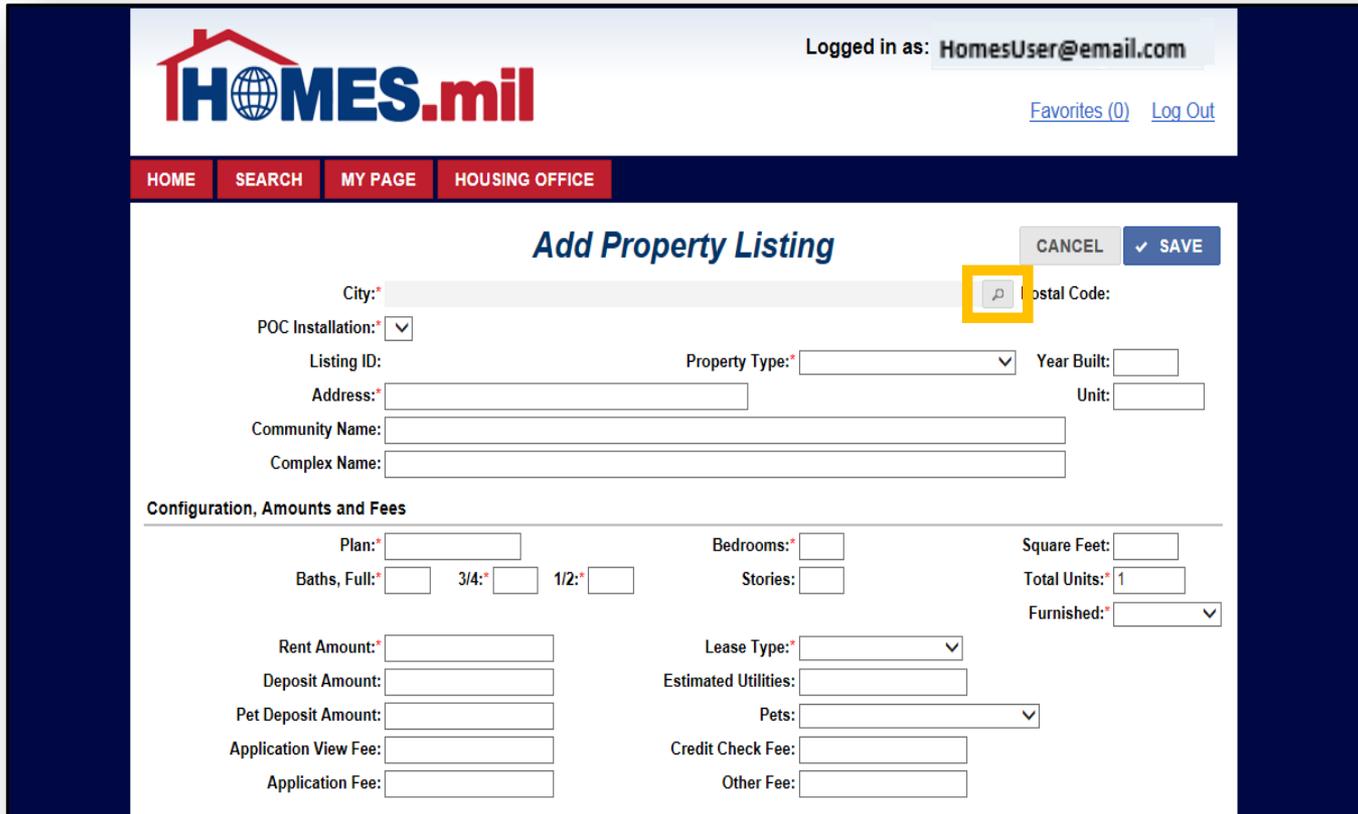
- City: \* (text input)
- Postal Code: (text input)
- POC Installation: \* (dropdown menu)
- Listing ID: (text input)
- Property Type: (dropdown menu)
- Year Built: (text input)
- Address: \* (text input)
- Unit: (text input)
- Community Name: (text input)
- Complex Name: (text input)

**Configuration, Amounts and Fees**

Plan: *	Bedrooms: *	Square Feet: *
Baths, Full: *	3/4: *	1/2: *
Stories: *	Total Units: *	Furnished: *
Rent Amount: *	Lease Type: *	
Deposit Amount: *	Estimated Utilities: *	
Pet Deposit Amount: *	Pets: *	
Application View Fee: *	Credit Check Fee: *	
Application Fee: *	Other Fee: *	

# Add a Property Listing

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



Logged in as: HomesUser@email.com

[Favorites \(0\)](#) [Log Out](#)

HOME SEARCH MY PAGE HOUSING OFFICE

### Add Property Listing

CANCEL

City:\*   Postal Code:

POC Installation:\*

Listing ID:  Property Type:\*  Year Built:

Address:\*  Unit:

Community Name:

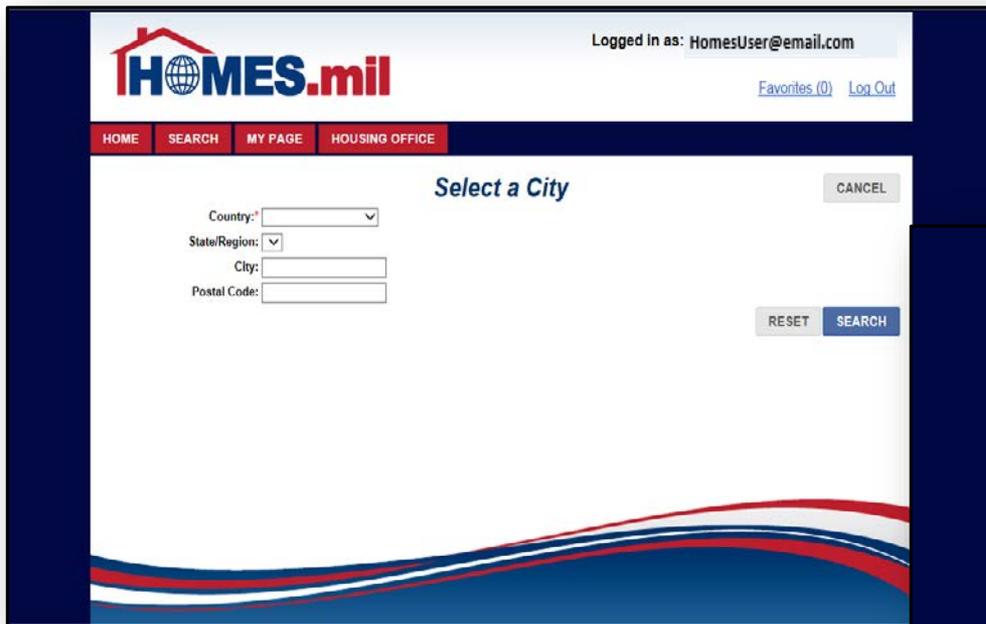
Complex Name:

#### Configuration, Amounts and Fees

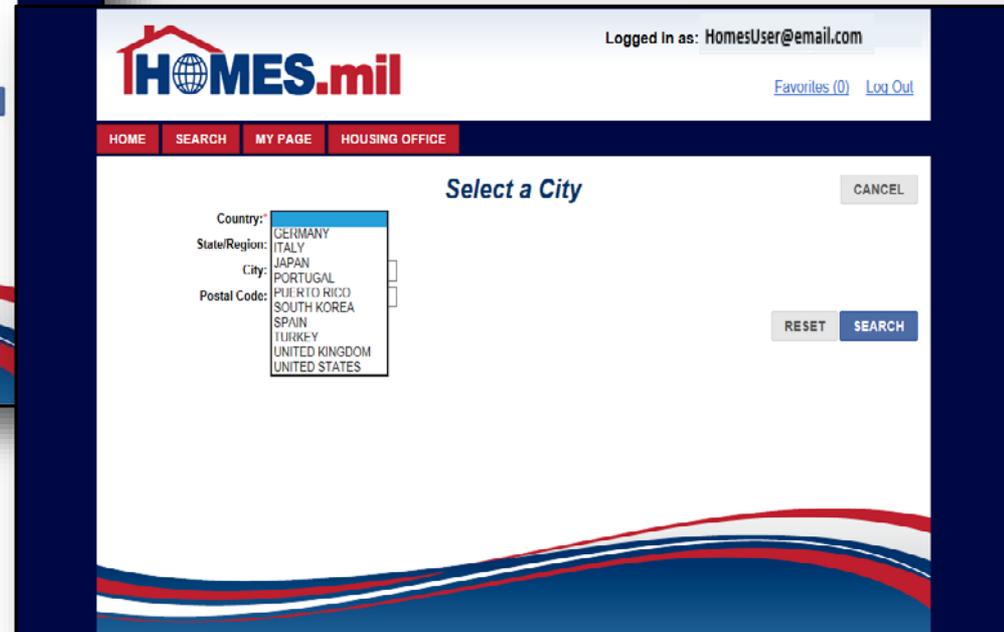
Plan:* <input type="text"/>	Bedrooms:* <input type="text"/>	Square Feet: <input type="text"/>
Baths, Full:* <input type="text"/> 3/4:* <input type="text"/> 1/2:* <input type="text"/>	Stories: <input type="text"/>	Total Units:* <input type="text" value="1"/>
Rent Amount:* <input type="text"/>	Lease Type:* <input type="button" value="v"/>	Furnished:* <input type="button" value="v"/>
Deposit Amount: <input type="text"/>	Estimated Utilities: <input type="text"/>	
Pet Deposit Amount: <input type="text"/>	Pets: <input type="button" value="v"/>	
Application View Fee: <input type="text"/>	Credit Check Fee: <input type="text"/>	
Application Fee: <input type="text"/>	Other Fee: <input type="text"/>	

# Add a Property Listing

Click the down arrow to select the Country.



The screenshot shows the HOMES.mil website interface. At the top, the logo "HOMES.mil" is displayed on the left, and "Logged in as: HomesUser@email.com" is on the right. Below the logo is a navigation bar with "HOME", "SEARCH", "MY PAGE", and "HOUSING OFFICE". The main content area is titled "Select a City" and contains a form with the following fields: "Country:" (a dropdown menu), "State/Region:" (a dropdown menu), "City:" (a text input field), and "Postal Code:" (a text input field). There are "RESET" and "SEARCH" buttons at the bottom right of the form, and a "CANCEL" button at the top right.

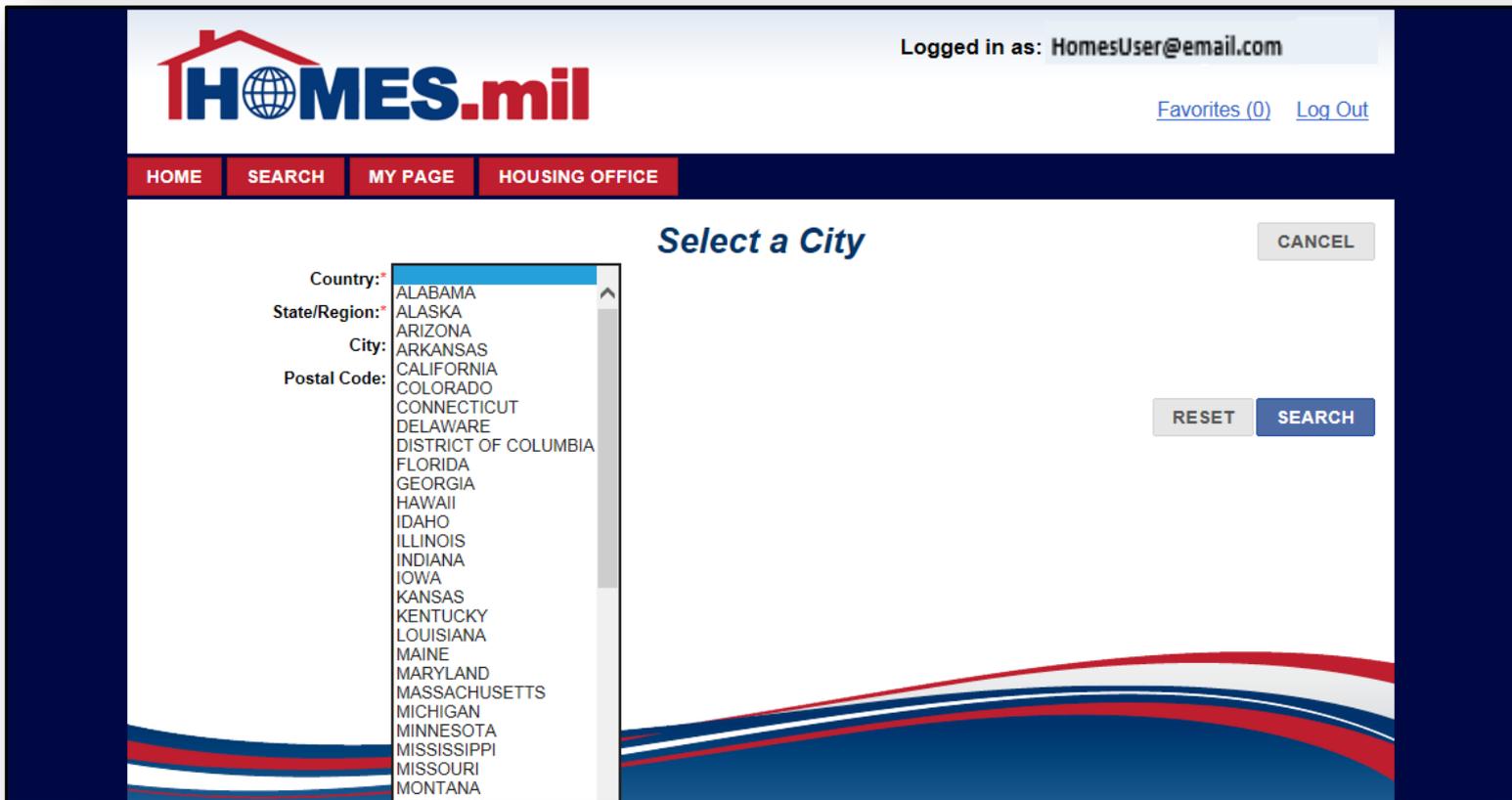


The screenshot shows the same HOMES.mil website interface, but the "Country:" dropdown menu is open, displaying a list of countries. The list includes: GERMANY, ITALY, JAPAN, PORTUGAL, PUERTO RICO, SOUTH KOREA, SPAIN, TURKEY, UNITED KINGDOM, and UNITED STATES. The "Country:" label is highlighted in blue. The rest of the form and navigation elements are identical to the previous screenshot.

# Add a Property Listing

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

A screenshot of the HOMES.mil website interface. The top navigation bar includes the HOMES.mil logo, a user login status "Logged in as: HomesUser@email.com", and links for "Favorites (0)" and "Log Out". Below the navigation bar is a dark blue menu with buttons for "HOME", "SEARCH", "MY PAGE", and "HOUSING OFFICE". The main content area is titled "Select a City" and contains a form with the following fields: "Country:", "State/Region:", "City:", and "Postal Code:". A dropdown menu is open for the "State/Region:" field, displaying a list of US states and the District of Columbia. To the right of the form are buttons for "CANCEL", "RESET", and "SEARCH".

Country:\*

State/Region:\*

City:

Postal Code:

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

Select a City

CANCEL

RESET SEARCH

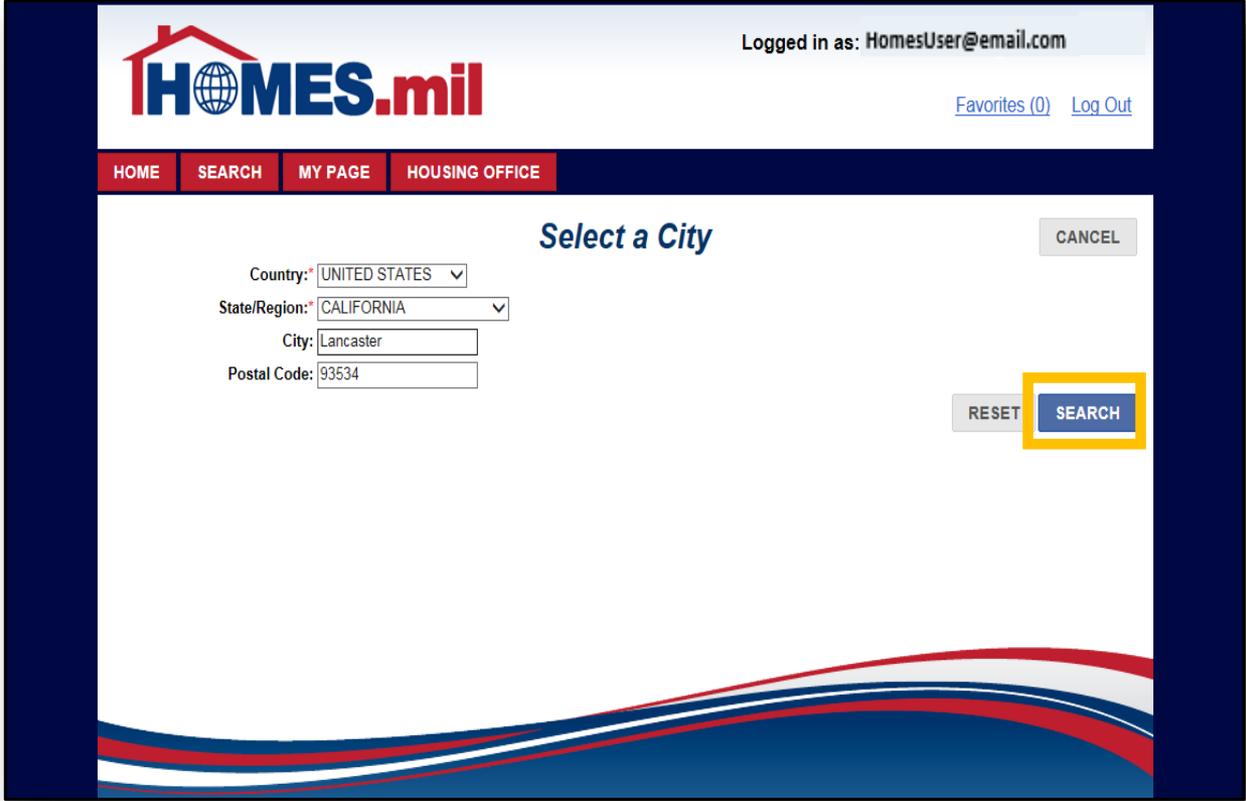
# Add a Property Listing

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

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

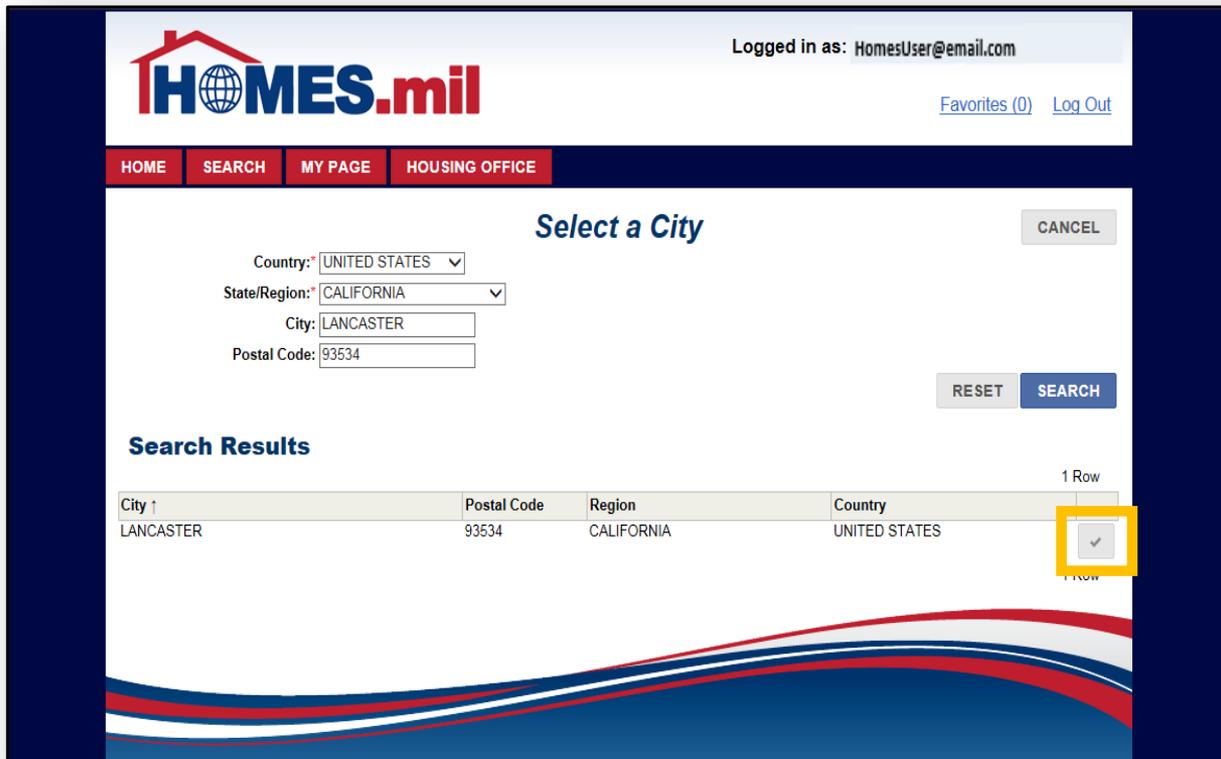
Note: Only the “Default City” per USPS has been included for each Postal Code.

A screenshot of the HOMES.mil website's search interface. The page is titled "Select a City" and features a navigation bar with "HOME", "SEARCH", "MY PAGE", and "HOUSING OFFICE". The user is logged in as "HomesUser@email.com". The search form includes fields for "Country" (UNITED STATES), "State/Region" (CALIFORNIA), "City" (Lancaster), and "Postal Code" (93534). A yellow box highlights the "SEARCH" button, and a "RESET" button is also visible. The page has a blue and red decorative wave at the bottom.

# Add a Property Listing

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



The screenshot shows the HOMES.mil website interface. At the top, the logo is on the left and the user is logged in as 'HomesUser@email.com' on the right. A navigation bar contains 'HOME', 'SEARCH', 'MY PAGE', and 'HOUSING OFFICE'. The main content area is titled 'Select a City' and includes a 'CANCEL' button. Below the title are four input fields: 'Country' (UNITED STATES), 'State/Region' (CALIFORNIA), 'City' (LANCASTER), and 'Postal Code' (93534). To the right of these fields are 'RESET' and 'SEARCH' buttons. Below the search area is a 'Search Results' section with a table. The table has one row with the following data: City (LANCASTER), Postal Code (93534), Region (CALIFORNIA), and Country (UNITED STATES). A checkmark icon in the rightmost column of the table is highlighted with a yellow box, indicating the selection point.

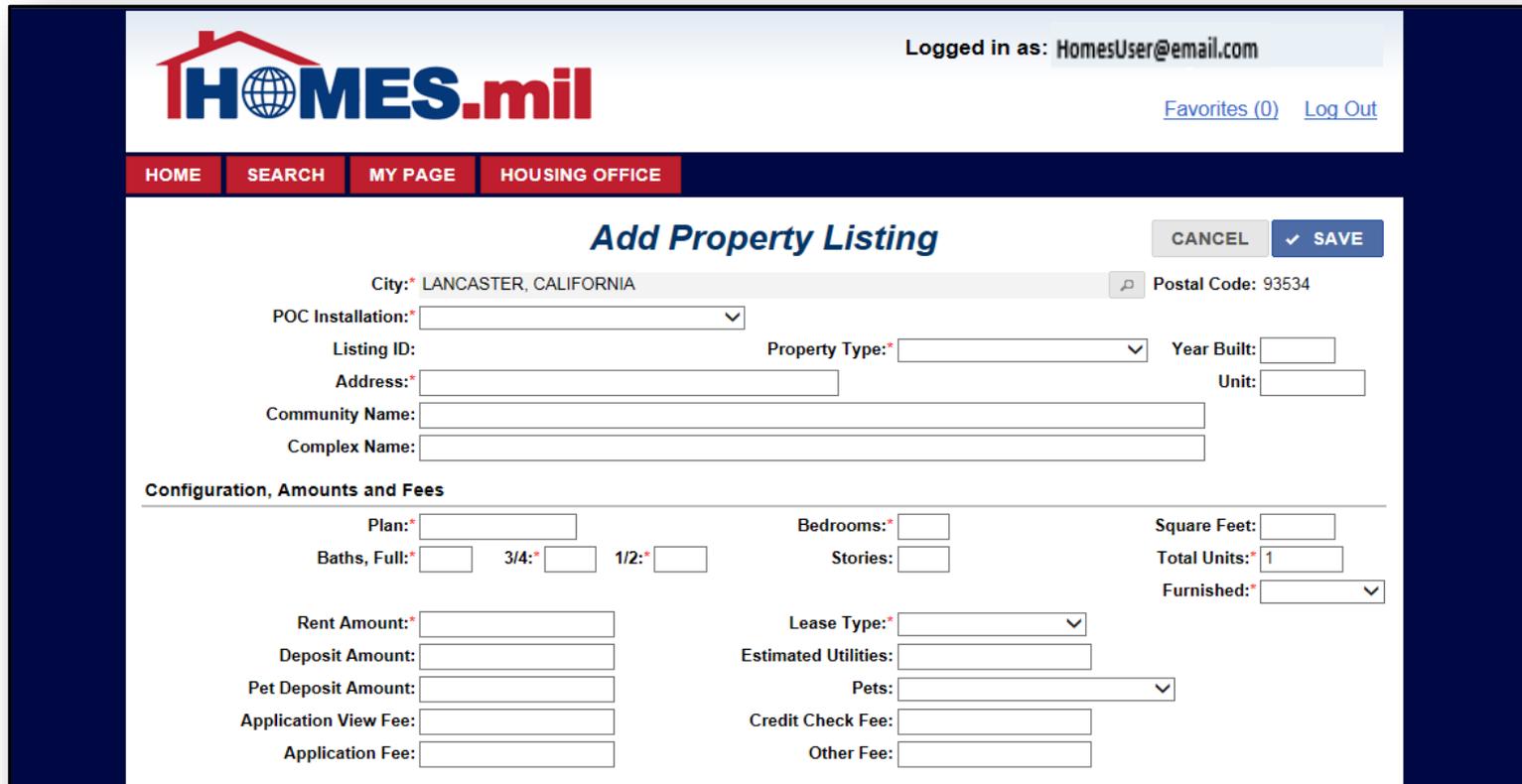
Country: UNITED STATES  
State/Region: CALIFORNIA  
City: LANCASTER  
Postal Code: 93534

SEARCH RESULTS

City ↑	Postal Code	Region	Country	
LANCASTER	93534	CALIFORNIA	UNITED STATES	<input checked="" type="checkbox"/>

# Add a Property Listing

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



The screenshot shows the 'Add Property Listing' form on the THOMES.mil website. The user is logged in as 'HomesUser@email.com'. The form is divided into several sections: a header with navigation links (HOME, SEARCH, MY PAGE, HOUSING OFFICE), a main title 'Add Property Listing' with 'CANCEL' and 'SAVE' buttons, and a 'Configuration, Amounts and Fees' section. The 'City' field is populated with 'LANCASTER, CALIFORNIA' and the 'Postal Code' with '93534'. Other fields include 'POC Installation', 'Listing ID', 'Address', 'Community Name', 'Complex Name', 'Property Type', 'Year Built', 'Unit', 'Plan', 'Bedrooms', 'Square Feet', 'Baths', 'Stories', 'Total Units', 'Furnished', 'Rent Amount', 'Deposit Amount', 'Pet Deposit Amount', 'Application View Fee', 'Application Fee', 'Lease Type', 'Estimated Utilities', 'Pets', 'Credit Check Fee', and 'Other Fee'.

THOMES.mil

Logged in as: HomesUser@email.com

[Favorites \(0\)](#) [Log Out](#)

HOME SEARCH MY PAGE HOUSING OFFICE

### Add Property Listing

CANCEL SAVE

City:\* LANCASTER, CALIFORNIA Postal Code: 93534

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:\* 1

Furnished:\*

Rent Amount:\*  Lease Type:\*

Deposit Amount:  Estimated Utilities:

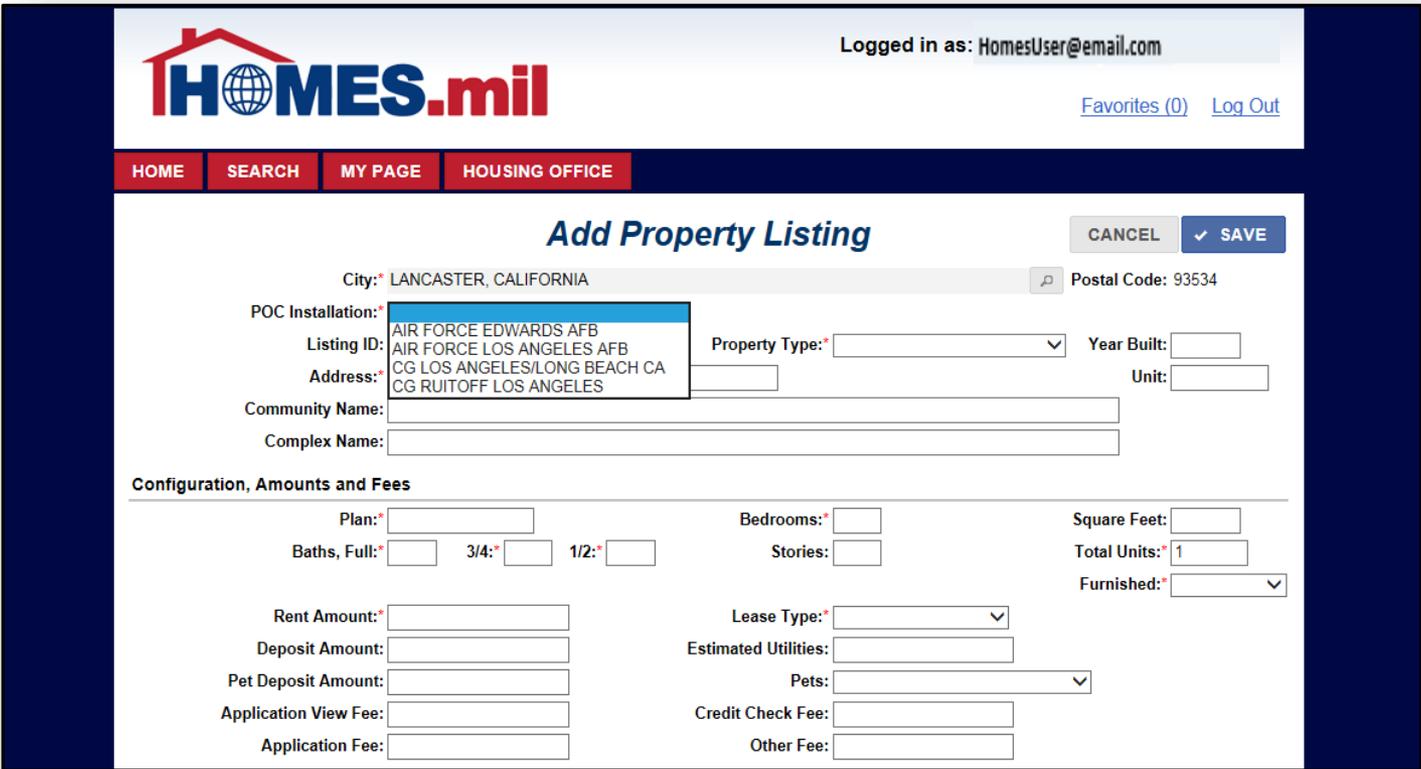
Pet Deposit Amount:  Pets:

Application View Fee:  Credit Check Fee:

Application Fee:  Other Fee:

# Add a Property Listing

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



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

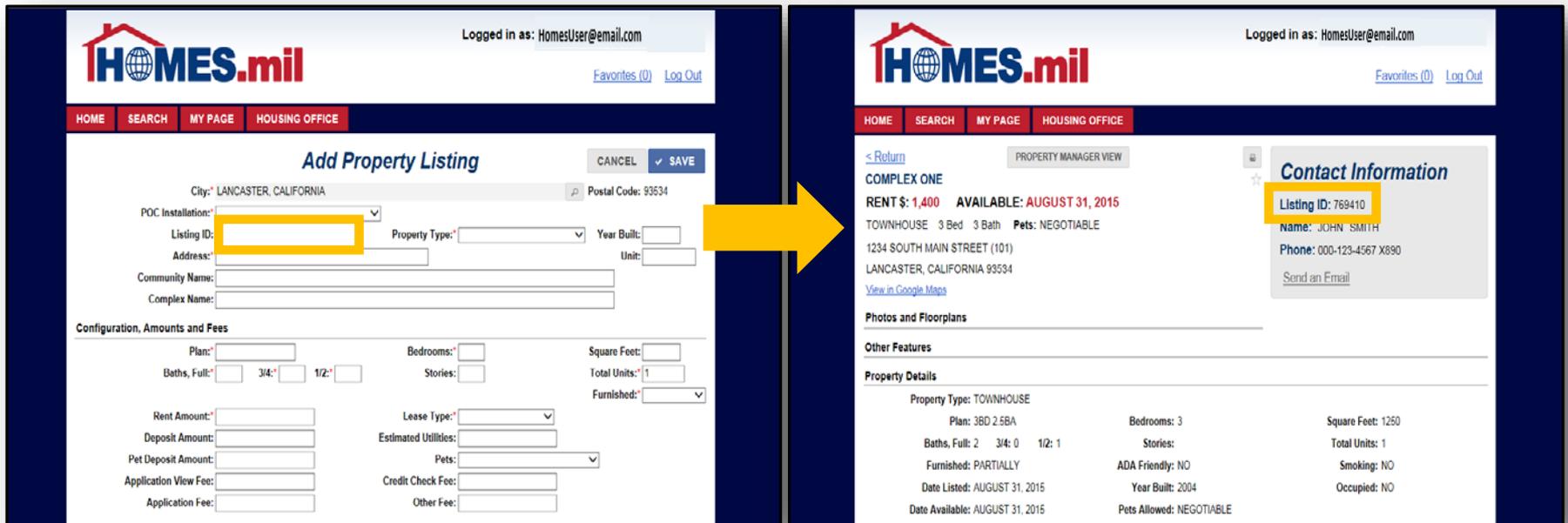
- City: LANCASTER, CALIFORNIA
- Postal Code: 93534
- POC Installation: AIR FORCE EDWARDS AFB (dropdown menu is open showing AIR FORCE LOS ANGELES AFB, CG LOS ANGELES/LONG BEACH CA, CG RUITOFF LOS ANGELES)
- Listing ID: [empty]
- Address: [empty]
- Community Name: [empty]
- Complex Name: [empty]
- Property Type: [dropdown menu]
- Year Built: [input field]
- Unit: [input field]

**Configuration, Amounts and Fees**

- Plan: [input field]
- Baths, Full: [input field]
- 3/4: [input field]
- 1/2: [input field]
- Bedrooms: [input field]
- Stories: [input field]
- Square Feet: [input field]
- Total Units: 1
- Furnished: [dropdown menu]
- Rent Amount: [input field]
- Deposit Amount: [input field]
- Pet Deposit Amount: [input field]
- Application View Fee: [input field]
- Application Fee: [input field]
- Lease Type: [dropdown menu]
- Estimated Utilities: [input field]
- Pets: [dropdown menu]
- Credit Check Fee: [input field]
- Other Fee: [input field]

# Add a Property Listing

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



The image shows two screenshots from the HOMES.mil website. The left screenshot is the 'Add Property Listing' form, and the right screenshot is the resulting listing page. A yellow arrow points from the Listing ID field in the form to the Listing ID in the listing details.

**Left Screenshot: Add Property Listing Form**

Logged in as: HomesUser@email.com

City: LANCASTER, CALIFORNIA Postal Code: 93534

POC Installation: [Dropdown] Listing ID: [Yellow Box] Property Type: [Dropdown] Year Built: [Text] Address: [Text] Unit: [Text] Community Name: [Text] Complex Name: [Text]

Configuration, Amounts and Fees

Plan: [Text] Bedrooms: [Text] Square Feet: [Text] Baths, Full: [Text] 3/4: [Text] 1/2: [Text] Stories: [Text] Total Units: [Text] 1 [Text] Furnished: [Dropdown] Rent Amount: [Text] Lease Type: [Dropdown] Deposit Amount: [Text] Estimated Utilities: [Text] Pet Deposit Amount: [Text] Pets: [Dropdown] Application View Fee: [Text] Credit Check Fee: [Text] Application Fee: [Text] Other Fee: [Text]

**Right Screenshot: Listing Details**

Logged in as: HomesUser@email.com

Complex One

RENT \$: 1,400 AVAILABLE: AUGUST 31, 2015

TOWNHOUSE 3 Bed 3 Bath Pets: NEGOTIABLE

1234 SOUTH MAIN STREET (101)  
LANCASTER, CALIFORNIA 93534

View in Google Maps

Photos and Floorplans

Other Features

Property Details

Property Type: TOWNHOUSE	Bedrooms: 3	Square Feet: 1250
Plan: 3BD 2.5BA	Stories: [Text]	Total Units: 1
Baths, Full: 2 3/4: 0 1/2: 1	ADA Friendly: NO	Smoking: NO
Furnished: PARTIALLY	Year Built: 2004	Occupied: NO
Date Listed: AUGUST 31, 2015	Pets Allowed: NEGOTIABLE	
Date Available: AUGUST 31, 2015		

Contact Information

Listing ID: 769410

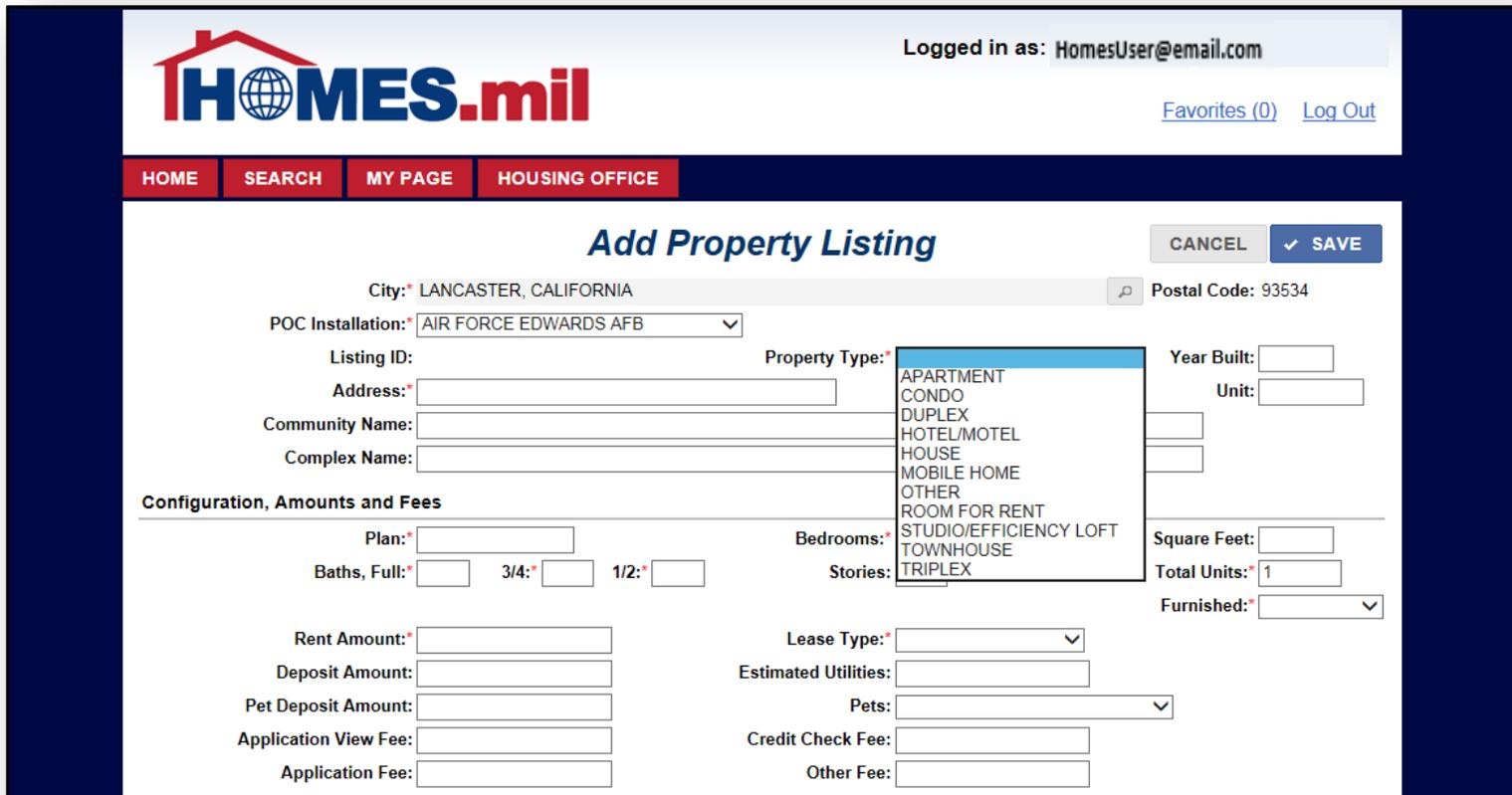
Name: JOHN SMITH

Phone: 000-123-4567 X890

Send an Email

# Add a Property Listing

Click the down arrow to select the Property Type.



THOMES.mil

Logged in as: HomesUser@email.com

[Favorites \(0\)](#) [Log Out](#)

HOME SEARCH MY PAGE HOUSING OFFICE

### Add Property Listing

CANCEL SAVE

City: LANCASTER, CALIFORNIA Postal Code: 93534

POC Installation: AIR FORCE EDWARDS AFB

Listing ID: \_\_\_\_\_ Property Type: **APARTMENT**  
CONDO  
DUPLEX  
HOTEL/MOTEL  
HOUSE  
MOBILE HOME  
OTHER  
ROOM FOR RENT  
STUDIO/EFFICIENCY LOFT  
TOWNHOUSE  
TRIPLEX

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

Address: \_\_\_\_\_  
Community Name: \_\_\_\_\_  
Complex Name: \_\_\_\_\_

**Configuration, Amounts and Fees**

Plan: \_\_\_\_\_ Bedrooms: \_\_\_\_\_ Stories: \_\_\_\_\_  
Baths, Full: \_\_\_\_\_ 3/4: \_\_\_\_\_ 1/2: \_\_\_\_\_

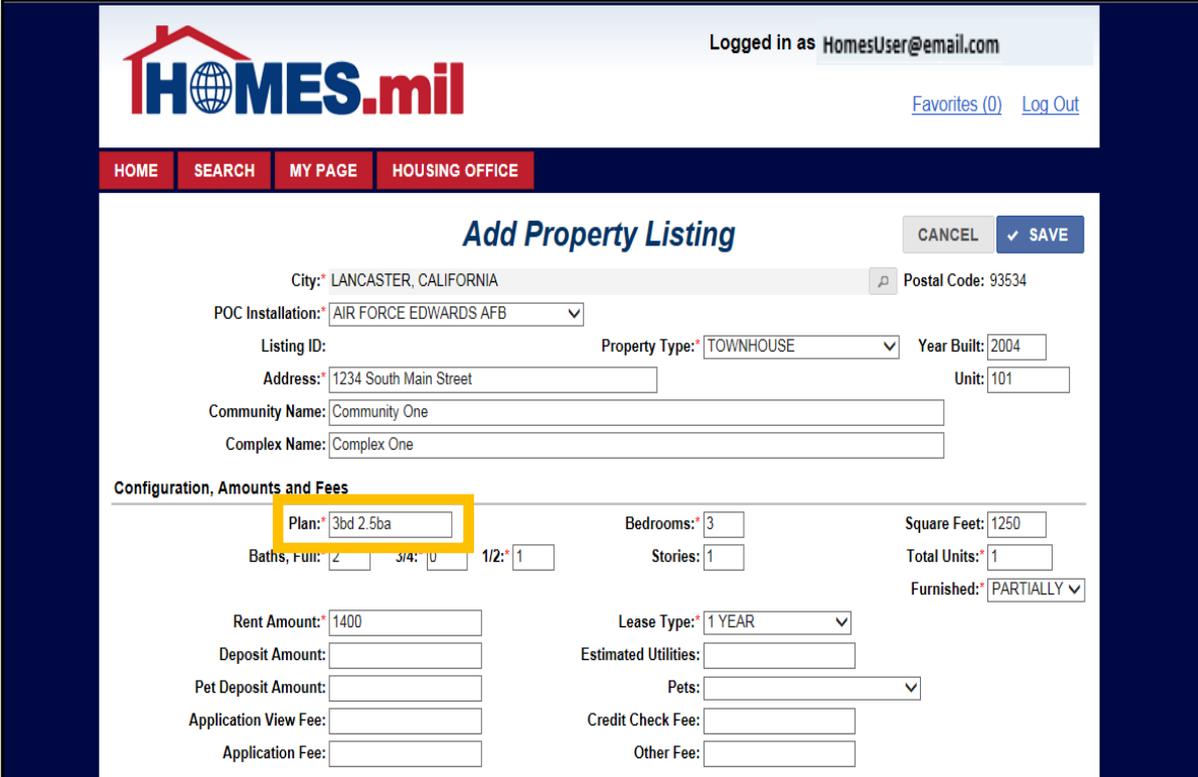
Square Feet: \_\_\_\_\_  
Total Units: 1  
Furnished: \_\_\_\_\_

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

# 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 form is titled 'Add Property Listing' and includes a 'CANCEL' button and a 'SAVE' button. The user is logged in as 'HomesUser@email.com'. The form fields are as follows:

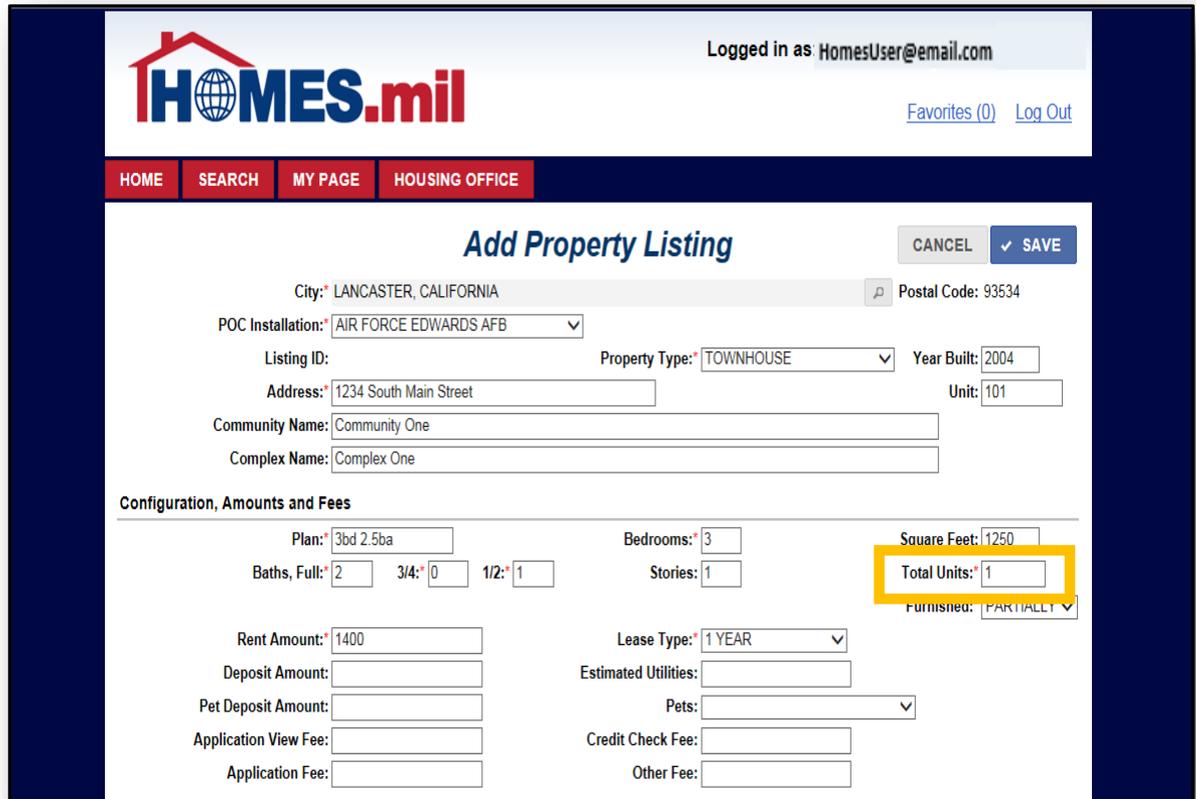
- City: LANCASTER, CALIFORNIA
- Postal Code: 93534
- POC Installation: AIR FORCE EDWARDS AFB
- Listing ID: (empty)
- Property Type: TOWNHOUSE
- Year Built: 2004
- Address: 1234 South Main Street
- Unit: 101
- Community Name: Community One
- Complex Name: Complex One

The 'Configuration, Amounts and Fees' section includes the following fields:

- Plan: 3bd 2.5ba (highlighted with a yellow box)
- 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)
- Pets: (empty)
- Application View Fee: (empty)
- Credit Check Fee: (empty)
- Application Fee: (empty)
- Other Fee: (empty)

# 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 user is logged in as 'HomesUser@email.com'. The form includes a navigation bar with 'HOME', 'SEARCH', 'MY PAGE', and 'HOUSING OFFICE'. The main form area is titled 'Add Property Listing' and contains the following fields:

- City: LANCASTER, CALIFORNIA
- Postal Code: 93634
- POC Installation: AIR FORCE EDWARDS AFB
- Listing ID: (empty)
- Property Type: TOWNHOUSE
- Year Built: 2004
- Address: 1234 South Main Street
- Unit: 101
- Community Name: Community One
- Complex Name: Complex One

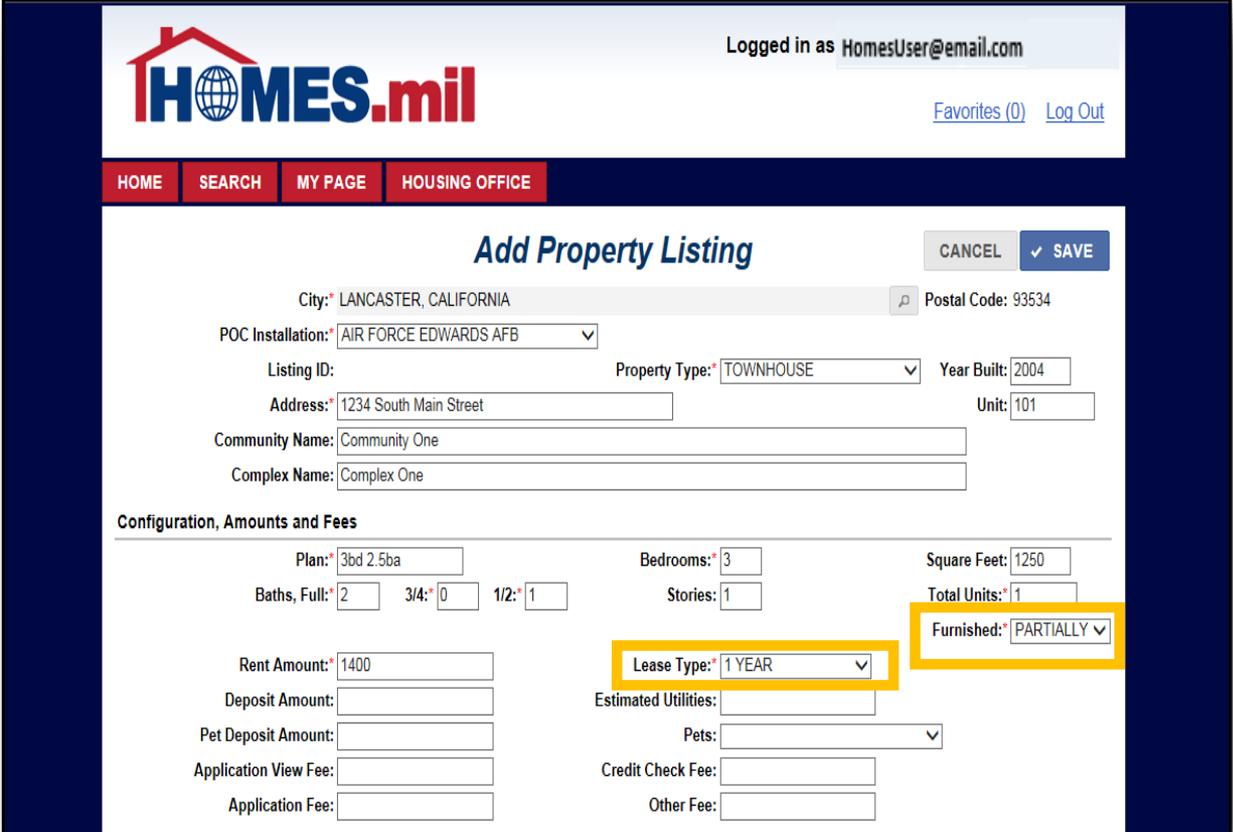
The 'Configuration, Amounts and Fees' section includes:

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

# 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', 'MY PAGE', and 'HOUSING OFFICE' buttons. The main form fields are as follows:

- City: LANCASTER, CALIFORNIA (with a location pin icon) | Postal Code: 93534
- POC Installation: AIR FORCE EDWARDS AFB (dropdown menu)
- Listing ID: | Property Type: TOWNHOUSE (dropdown menu) | Year Built: 2004
- Address: 1234 South Main Street | Unit: 101
- Community Name: Community One
- Complex Name: Complex One

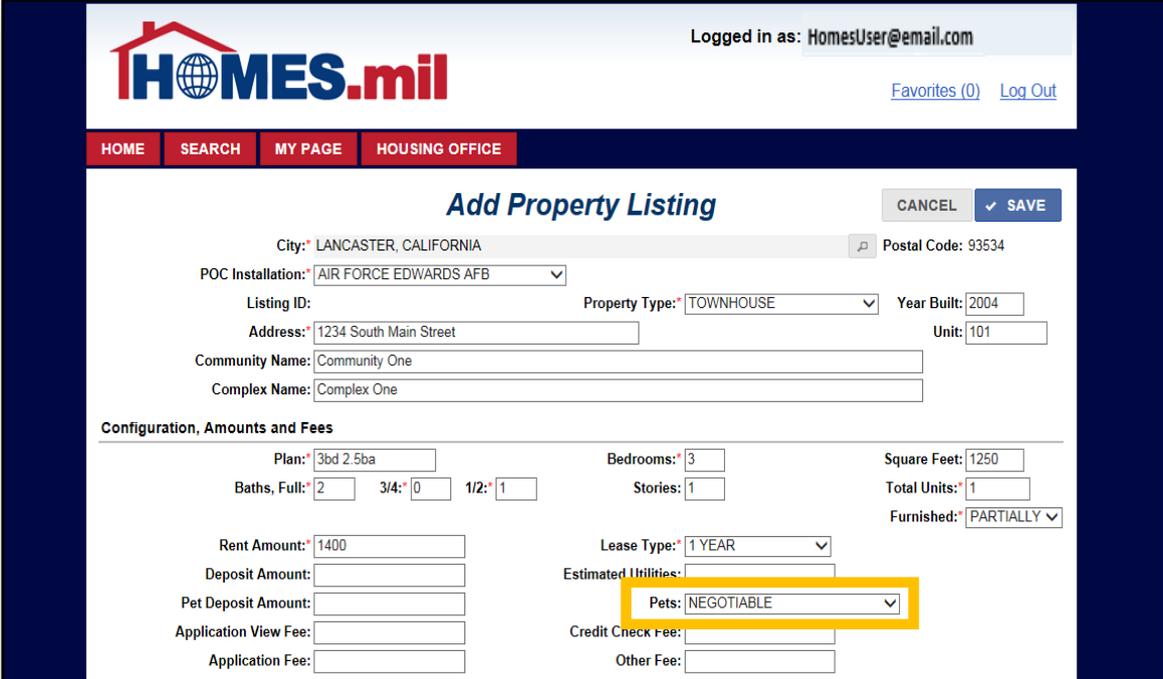
**Configuration, Amounts and Fees**

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

# 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.



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HOME SEARCH MY PAGE HOUSING OFFICE

### Add Property Listing

CANCEL SAVE

City: LANCASTER, CALIFORNIA Postal Code: 93534

POC Installation: AIR FORCE EDWARDS AFB

Listing ID: Property Type: TOWNHOUSE Year Built: 2004

Address: 1234 South Main Street Unit: 101

Community Name: Community One

Complex Name: Complex One

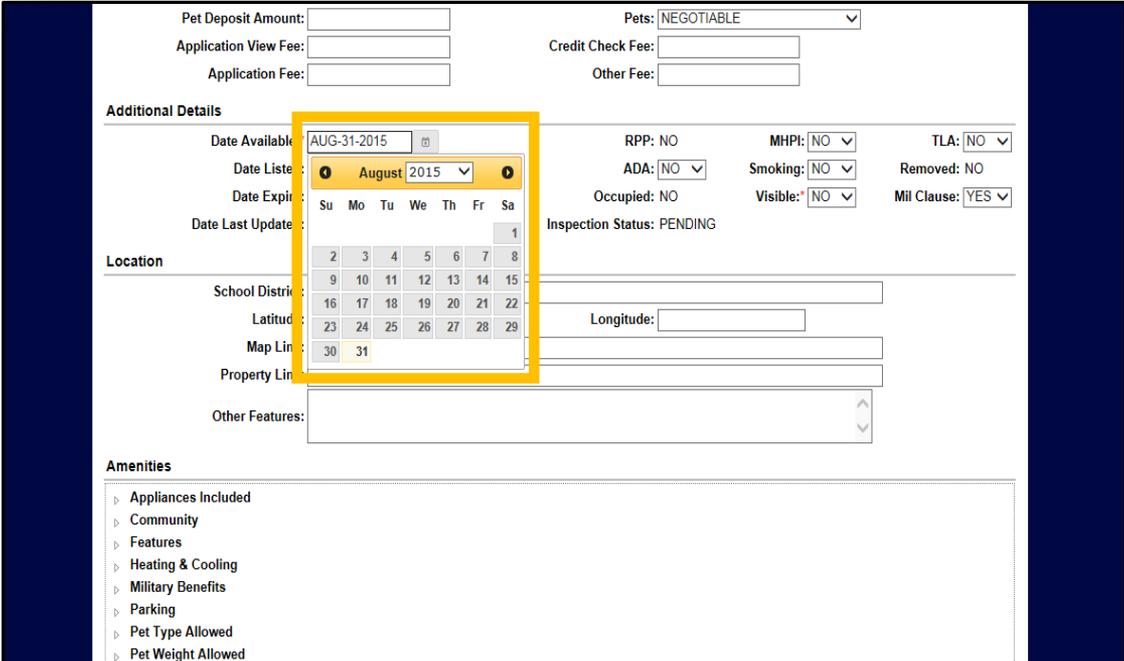
#### Configuration, Amounts and Fees

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

# Add a Property Listing

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.

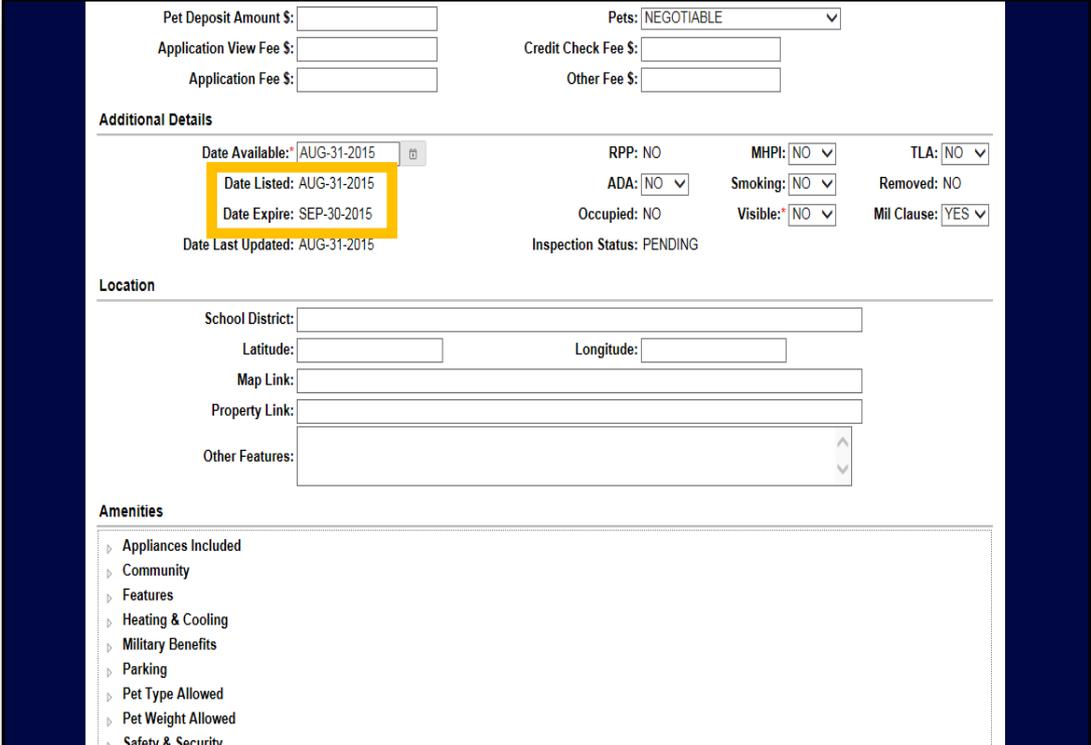
Once the Date Available is populated, you can change the date by typing in a new date or selecting another date from the calendar icon.

A screenshot of the HOMES.mil property listing form. The form is divided into several sections: "Additional Details", "Location", and "Amenities". In the "Additional Details" section, the "Date Available" field is highlighted with a yellow box and contains the text "AUG-31-2015". A calendar icon is visible next to the date field. Below the date field, a calendar for August 2015 is displayed, with the date 31 highlighted. The "Date Available" field is also populated with "AUG-31-2015". Other fields in the "Additional Details" section include "Date Listed" (August 2015), "Date Expires", "Date Last Updated", "RPP: NO", "MHPI: NO", "TLA: NO", "ADA: NO", "Smoking: NO", "Removed: NO", "Occupied: NO", "Visible: NO", "Mil Clause: YES", and "Inspection Status: PENDING". The "Location" section includes "School District", "Latitude", "Longitude", "Map Link", and "Property Link". The "Amenities" section includes a list of categories: Appliances Included, Community, Features, Heating & Cooling, Military Benefits, Parking, Pet Type Allowed, and Pet Weight Allowed.

# 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.



The screenshot shows a web form for adding a property listing. At the top, there are input fields for 'Pet Deposit Amount \$:', 'Application View Fee \$:', and 'Application Fee \$:'. To the right, there is a dropdown menu for 'Pets:' set to 'NEGOTIABLE', and input fields for 'Credit Check Fee \$:' and 'Other Fee \$:'. Below this is the 'Additional Details' section, which includes a date picker for 'Date Available:' (set to 'AUG-31-2015'), a dropdown for 'Date Listed:' (set to 'AUG-31-2015'), and a dropdown for 'Date Expire:' (set to 'SEP-30-2015'). Other fields in this section include 'Date Last Updated:' (set to 'AUG-31-2015'), 'RPP: NO', 'MHPI:' (dropdown set to 'NO'), 'TLA:' (dropdown set to 'NO'), 'ADA:' (dropdown set to 'NO'), 'Smoking:' (dropdown set to 'NO'), 'Removed: NO', 'Occupied: NO', 'Visible:' (dropdown set to 'NO'), 'Mil Clause:' (dropdown set to 'YES'), and 'Inspection Status: PENDING'. The 'Location' section contains input fields for 'School District:', 'Latitude:', 'Longitude:', 'Map Link:', 'Property Link:', and a scrollable text area for 'Other Features:'. The 'Amenities' section is a list of expandable categories: 'Appliances Included', 'Community', 'Features', 'Heating & Cooling', 'Military Benefits', 'Parking', 'Pet Type Allowed', 'Pet Weight Allowed', and 'Safety & Security'.

# Add a Property Listing

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.

The screenshot shows a web form for adding a property listing. At the top, there are input fields for 'Pet Deposit Amount \$:', 'Application View Fee \$:', and 'Application Fee \$:'. To the right, there are dropdown menus for 'Pets: [NEGOTIABLE]' and input fields for 'Credit Check Fee \$:' and 'Other Fee \$:'. Below these is the 'Additional Details' section, which includes a grid of fields: 'Date Available:' (AUG-31-2015), 'Date Listed:' (AUG-31-2015), 'Date Expire:' (SEP-30-2015), 'Date Last Updated:' (AUG-31-2015), 'RPP: NO' (highlighted with a yellow box), 'ADA: [NO]', 'Occupied: NO', 'Inspection Status: PENDING', 'MHPI: [NO]', 'Smoking: [NO]', 'Visible: [NO]', 'TLA: [NO]', 'Removed: NO', and 'Mil Clause: [YES]'. The 'Location' section contains input fields for 'School District:', 'Latitude:', 'Longitude:', 'Map Link:', 'Property Link:', and a scrollable 'Other Features:' field. The 'Amenities' section is a list of categories with expandable arrows: 'Appliances Included', 'Community', 'Features', 'Heating & Cooling', 'Military Benefits', 'Parking', 'Pet Type Allowed', 'Pet Weight Allowed', and 'Safety & Security'.

# Add a Property Listing

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

The screenshot shows a web form for adding a property listing. The form is divided into several sections:

- Fee Fields:** Pet Deposit Amount \$, Application View Fee \$, Application Fee \$, Pets (dropdown: NEGOTIABLE), Credit Check Fee \$, Other Fee \$.
- Additional Details:** Date Available (AUG-31-2015), Date Listed (AUG-31-2015), Date Expire (SEP-30-2015), Date Last Updated (AUG-31-2015), RPP: NO, ADA: NO, Occupied: NO, Inspection Status: PENDING, **MHPI: NO** (highlighted in a yellow box), TLA: NO, Smoking: NO, Removed: NO, Visible: NO, Mil Clause: YES.
- Location:** School District, Latitude, Longitude, Map Link, Property Link, Other Features (text area).
- Amenities:** A list of expandable categories: Appliances Included, Community, Features, Heating & Cooling, Military Benefits, Parking, Pet Type Allowed, Pet Weight Allowed, Safety & Security.

# Add a Property Listing

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.

The screenshot shows a web form for adding a property listing. The form is divided into several sections:

- Financial Fields:** Pet Deposit Amount \$, Application View Fee \$, Application Fee \$, Pets (dropdown menu set to NEGOTIABLE), Credit Check Fee \$, and Other Fee \$.
- Additional Details:** Date Available (AUG-31-2015), Date Listed (AUG-31-2015), Date Expire (SEP-30-2015), Date Last Updated (AUG-31-2015), RPP: NO, ADA: (dropdown menu set to NO), Occupied: NO, Inspection Status: PENDING, MHPI: (dropdown menu set to NO), Smoking: (dropdown menu set to NO), Visible: (dropdown menu set to NO), Removed: NO, Mil Clause: (dropdown menu set to YES), and **TLA: (dropdown menu set to NO)** (highlighted in yellow).
- Location:** School District, Latitude, Longitude, Map Link, Property Link, and Other Features (text area).
- Amenities:** A list of amenities with expandable arrows: Appliances Included, Community, Features, Heating & Cooling, Military Benefits, Parking, Pet Type Allowed, Pet Weight Allowed, and Safety & Security.

# Add a Property Listing

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.

The screenshot shows a property listing form with the following sections and fields:

- Additional Details:**
  - Pet Deposit Amount \$:
  - Application View Fee \$:
  - Application Fee \$:
  - Pets:
  - Credit Check Fee \$:
  - Other Fee \$:
  - Date Available:
  - Date Listed:
  - Date Expire:
  - Date Last Updated:
  - RPD:
  - ADA:  (highlighted with a yellow box)
  - MHP:
  - Smoking:
  - Occupied:
  - Visible:
  - TLA:
  - Removed:
  - Mil Clause:
  - Inspection Status:
- Location:**
  - School District:
  - Latitude:
  - Longitude:
  - Map Link:
  - Property Link:
  - Other Features:
- Amenities:**
  - Appliances Included
  - Community
  - Features
  - Heating & Cooling
  - Military Benefits
  - Parking
  - Pet Type Allowed
  - Pet Weight Allowed
  - Safety & Security

# Add a Property Listing

**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.

Pet Deposit Amount \$:	<input type="text"/>	Pets:	NEGOTIABLE	▼
Application View Fee \$:	<input type="text"/>	Credit Check Fee \$:	<input type="text"/>	
Application Fee \$:	<input type="text"/>	Other Fee \$:	<input type="text"/>	

**Additional Details**

Date Available:	AUG-31-2015	RPP:	NO	MHPI:	NO	TLA:	NO
Date Listed:	AUG-31-2015	ADA:	NO	Smoking:	NO	Removed:	NO
Date Expire:	SEP-30-2015	Occupied:	NO	Visible:	NO	Mil Clause:	YES
Date Last Updated:	AUG-31-2015	Inspection Status:	PENDING				

**Location**

School District:	<input type="text"/>		
Latitude:	<input type="text"/>	Longitude:	<input type="text"/>
Map Link:	<input type="text"/>		
Property Link:	<input type="text"/>		
Other Features:	<input type="text"/>		

**Amenities**

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

# Add a Property Listing

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

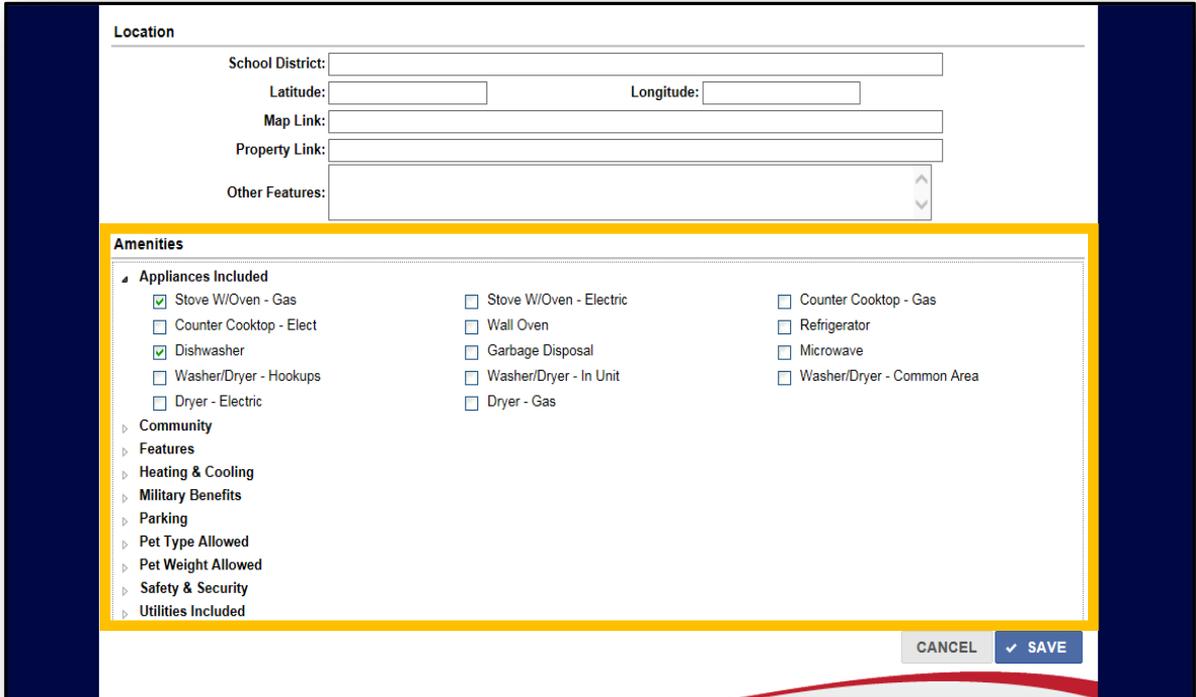
Pet Deposit Amount \$:	<input type="text"/>	Pets:	NEGOTIABLE <input type="button" value="v"/>
Application View Fee \$:	<input type="text"/>	Credit Check Fee \$:	<input type="text"/>
Application Fee \$:	<input type="text"/>	Other Fee \$:	<input type="text"/>
<b>Additional Details</b>			
Date Available:	AUG-31-2015 <input type="button" value="ca"/>	RPP:	NO
Date Listed:	AUG-31-2015	MHPI:	NO <input type="button" value="v"/>
Date Expire:	SEP-30-2015	ADA:	NO <input type="button" value="v"/>
Date Last Updated:	AUG-31-2015	Occupied:	NO
		Visible:	NO <input type="button" value="v"/>
		Removed:	NO
		Mil Clause:	YES <input type="button" value="v"/>
		Inspection Status:	PENDING
<b>Location</b>			
School District:	<input type="text"/>		
Latitude:	<input type="text"/>	Longitude:	<input type="text"/>
Map Link:	<input type="text"/>		
Property Link:	<input type="text"/>		
Other Features:	<input type="text"/>		
<b>Amenities</b>			
▶ Appliances Included			
▶ Community			
▶ Features			
▶ Heating & Cooling			
▶ Military Benefits			
▶ Parking			
▶ Pet Type Allowed			
▶ Pet Weight Allowed			
▶ Safety & Security			

# 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 a web form for adding a property listing. The form is divided into two main sections: 'Location' and 'Amenities'. The 'Location' section includes input fields for 'School District', 'Latitude', 'Longitude', 'Map Link', and 'Property Link', along with a scrollable 'Other Features' field. The 'Amenities' section is highlighted with a yellow border and contains a tree view of categories. Under 'Appliances Included', several items are checked, including 'Stove W/Oven - Gas', 'Dishwasher', and 'Washer/Dryer - Hookups'. Other categories like 'Community', 'Features', 'Heating & Cooling', etc., are collapsed. At the bottom right of the form, there are 'CANCEL' and 'SAVE' buttons.

Location

School District:

Latitude:  Longitude:

Map Link:

Property Link:

Other Features:

Amenities

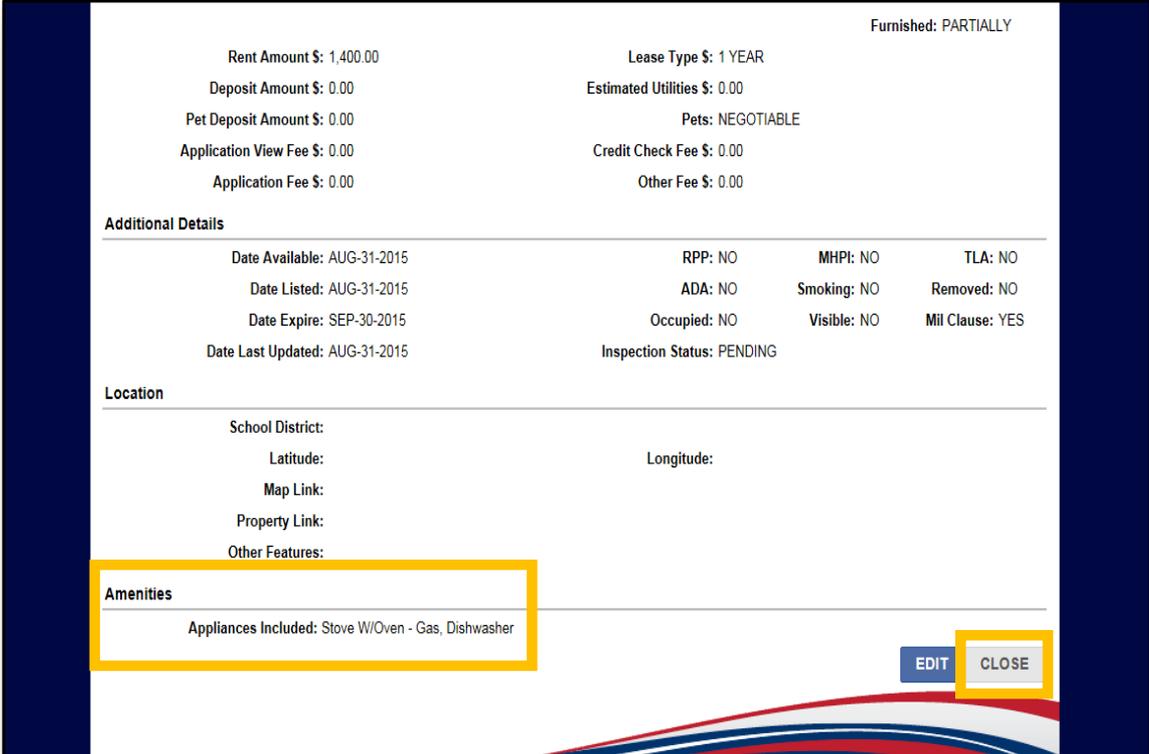
- Appliances Included
  - Stove W/Oven - Gas
  - Counter Cooktop - Elect
  - Dishwasher
  - Washer/Dryer - Hookups
  - Dryer - Electric
  - Stove W/Oven - Electric
  - Wall Oven
  - Garbage Disposal
  - Washer/Dryer - In Unit
  - Dryer - Gas
  - Counter Cooktop - Gas
  - Refrigerator
  - Microwave
  - 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

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

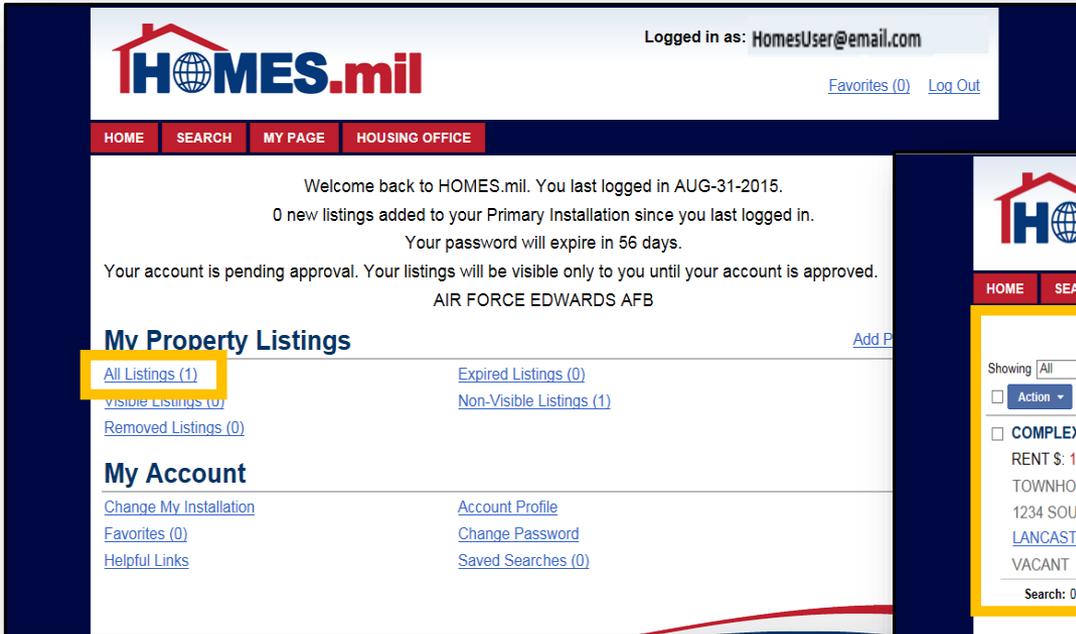
Click **CLOSE** to return to the **My Property Listings** page.

A screenshot of a web form for adding a property listing. The form is divided into several sections: Financials, Lease Details, Additional Details, Location, and Amenities. The Amenities section is highlighted with a yellow box and contains the text "Appliances Included: Stove W/Oven - Gas, Dishwasher". At the bottom right, there are two buttons: "EDIT" and "CLOSE", with the "CLOSE" button also highlighted by a yellow box. The form is set against a dark blue background with a white content area.

Rent Amount \$: 1,400.00	Lease Type \$: 1 YEAR	Furnished: PARTIALLY	
Deposit Amount \$: 0.00	Estimated Utilities \$: 0.00		
Pet Deposit Amount \$: 0.00	Pets: NEGOTIABLE		
Application View Fee \$: 0.00	Credit Check Fee \$: 0.00		
Application Fee \$: 0.00	Other Fee \$: 0.00		
<b>Additional Details</b>			
Date Available: AUG-31-2015	RPP: NO	MHPI: NO	TLA: NO
Date Listed: AUG-31-2015	ADA: NO	Smoking: NO	Removed: NO
Date Expire: SEP-30-2015	Occupied: NO	Visible: NO	MII Clause: YES
Date Last Updated: AUG-31-2015	Inspection Status: PENDING		
<b>Location</b>			
School District:			
Latitude:		Longitude:	
Map Link:			
Property Link:			
Other Features:			
<b>Amenities</b>			
Appliances Included: Stove W/Oven - Gas, Dishwasher			
		EDIT	CLOSE

# Add a Property Listing

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.



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[Favorites \(0\)](#) [Log Out](#)

HOME SEARCH MY PAGE HOUSING OFFICE

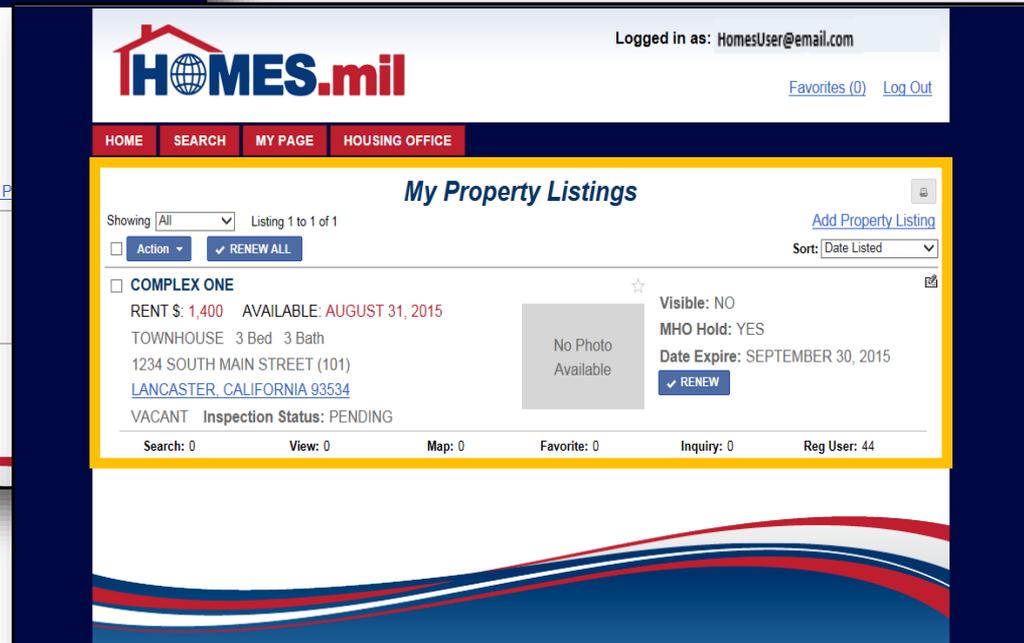
Welcome back to HOMES.mil. You last logged in AUG-31-2015.  
0 new listings added to your Primary Installation since you last logged in.  
Your password will expire in 56 days.  
Your account is pending approval. Your listings will be visible only to you until your account is approved.  
AIR FORCE EDWARDS AFB

### My Property Listings

[All Listings \(1\)](#) [Expired Listings \(0\)](#)  
[Visible Listings \(0\)](#) [Non-Visible Listings \(1\)](#)  
[Removed Listings \(0\)](#)

### My Account

[Change My Installation](#) [Account Profile](#)  
[Favorites \(0\)](#) [Change Password](#)  
[Helpful Links](#) [Saved Searches \(0\)](#)



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[Favorites \(0\)](#) [Log Out](#)

HOME SEARCH MY PAGE HOUSING OFFICE

### My Property Listings

Showing: All Listing 1 to 1 of 1 [Add Property Listing](#)

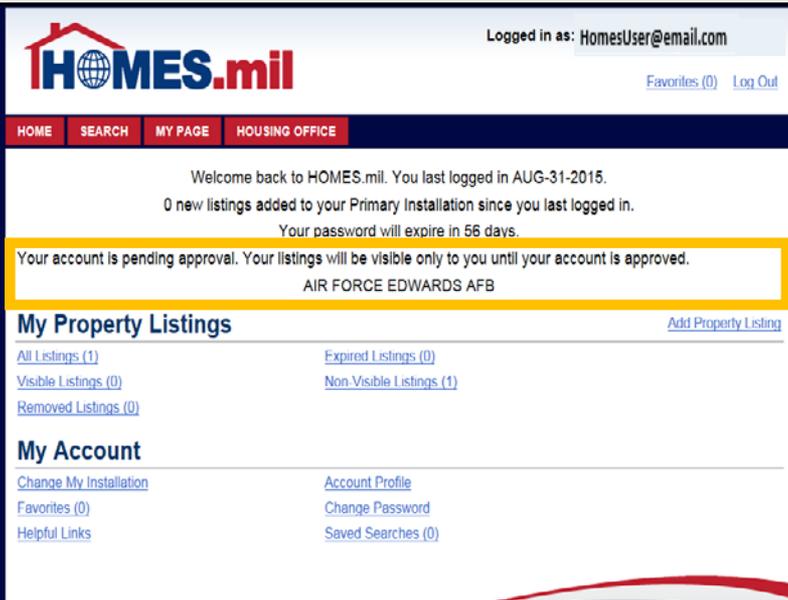
Action  RENEW ALL [Sort: Date Listed](#)

**COMPLEX ONE**  Visible: NO  
RENT \$: 1,400 AVAILABLE: AUGUST 31, 2015 MHO Hold: YES  
TOWNHOUSE 3 Bed 3 Bath No Photo Available  
1234 SOUTH MAIN STREET (101)  RENEW  
LANCASTER, CALIFORNIA 93534  
VACANT Inspection Status: PENDING

Search: 0 View: 0 Map: 0 Favorite: 0 Inquiry: 0 Reg User: 44

# 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.



Logged in as: HomesUser@email.com  
Favorites (0) Log Out

HOME SEARCH MY PAGE HOUSING OFFICE

Welcome back to HOMES.mil. You last logged in AUG-31-2015.  
0 new listings added to your Primary Installation since you last logged in.  
Your password will expire in 56 days.

Your account is pending approval. Your listings will be visible only to you until your account is approved.  
AIR FORCE EDWARDS AFB

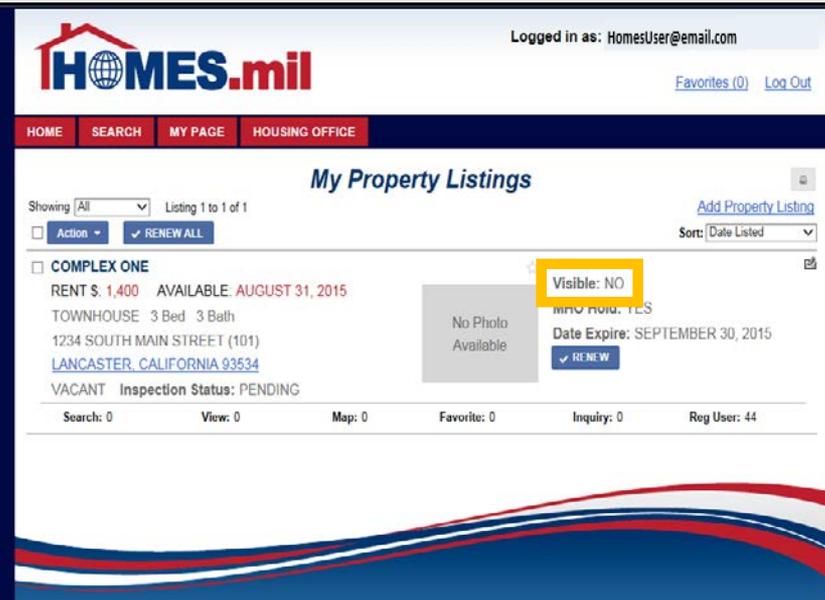
### My Property Listings

[Add Property Listing](#)

[All Listings \(1\)](#) [Expired Listings \(0\)](#)  
[Visible Listings \(0\)](#) [Non-Visible Listings \(1\)](#)  
[Removed Listings \(0\)](#)

### My Account

[Change My Installation](#) [Account Profile](#)  
[Favorites \(0\)](#) [Change Password](#)  
[Helpful Links](#) [Saved Searches \(0\)](#)



Logged in as: HomesUser@email.com  
Favorites (0) Log Out

HOME SEARCH MY PAGE HOUSING OFFICE

### My Property Listings

Showing All Listing 1 to 1 of 1 [Add Property Listing](#)

Action  RENEW ALL Sort: Date Listed

**COMPLEX ONE**

RENT \$: 1,400 AVAILABLE: AUGUST 31, 2015

TOWNHOUSE 3 Bed 3 Bath

1234 SOUTH MAIN STREET (101)

[LANCASTER, CALIFORNIA 93534](#)

VACANT Inspection Status: PENDING

No Photo Available

Visible: NO  
MINOR REPAIRS: YES  
Date Expire: SEPTEMBER 30, 2015  
 RENEW

Search: 0 View: 0 Map: 0 Favorite: 0 Inquiry: 0 Reg User: 44

# 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.

