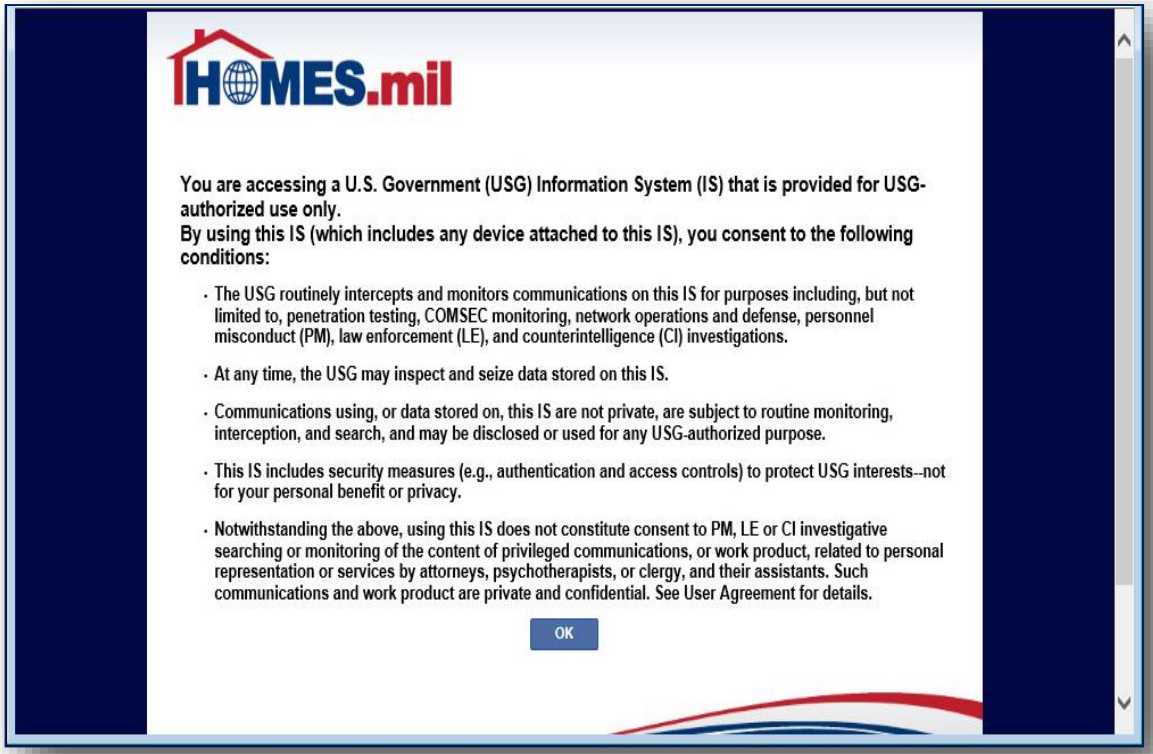
How to Add a Property Listing

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 **OK** if you agree to the disclosure and consent statements.



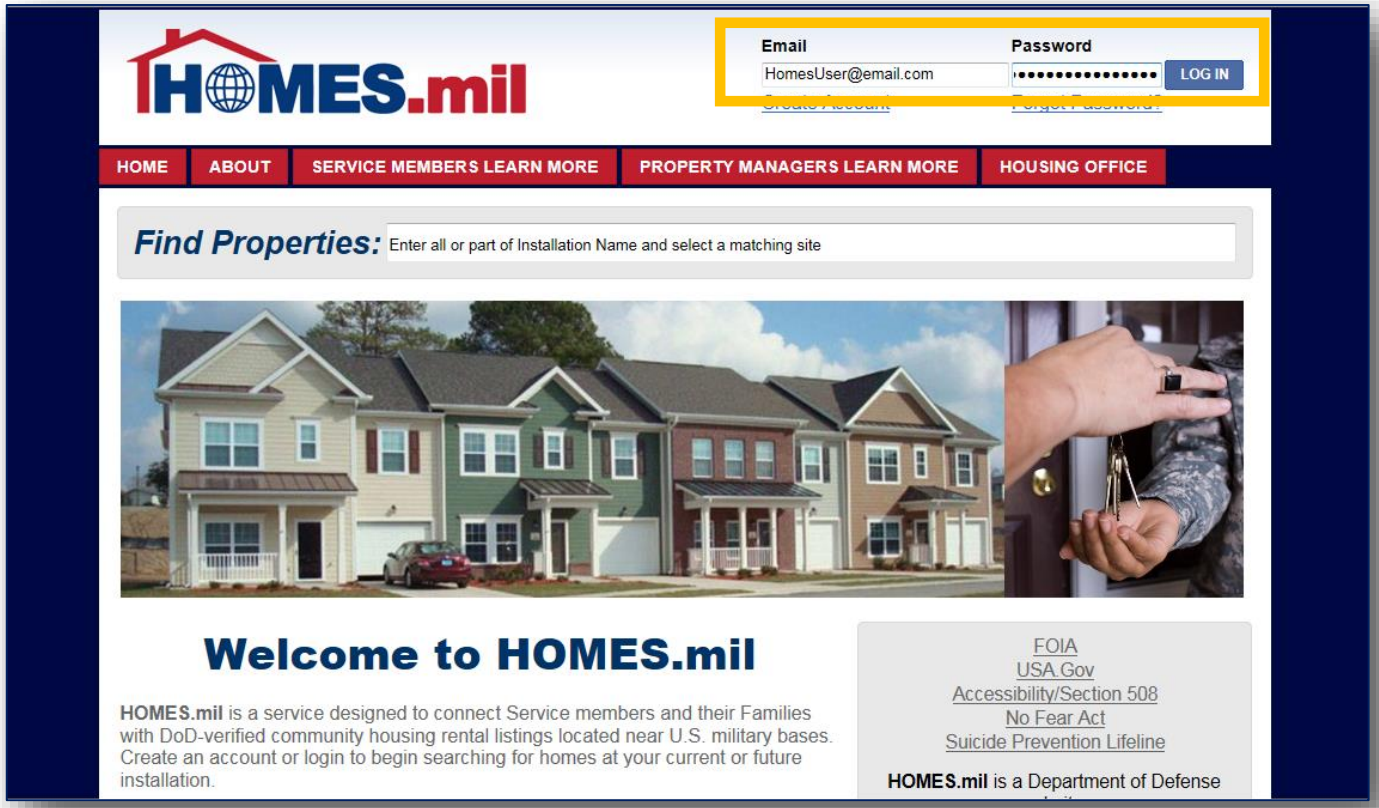
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- 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.

OK

Add a Property Listing

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

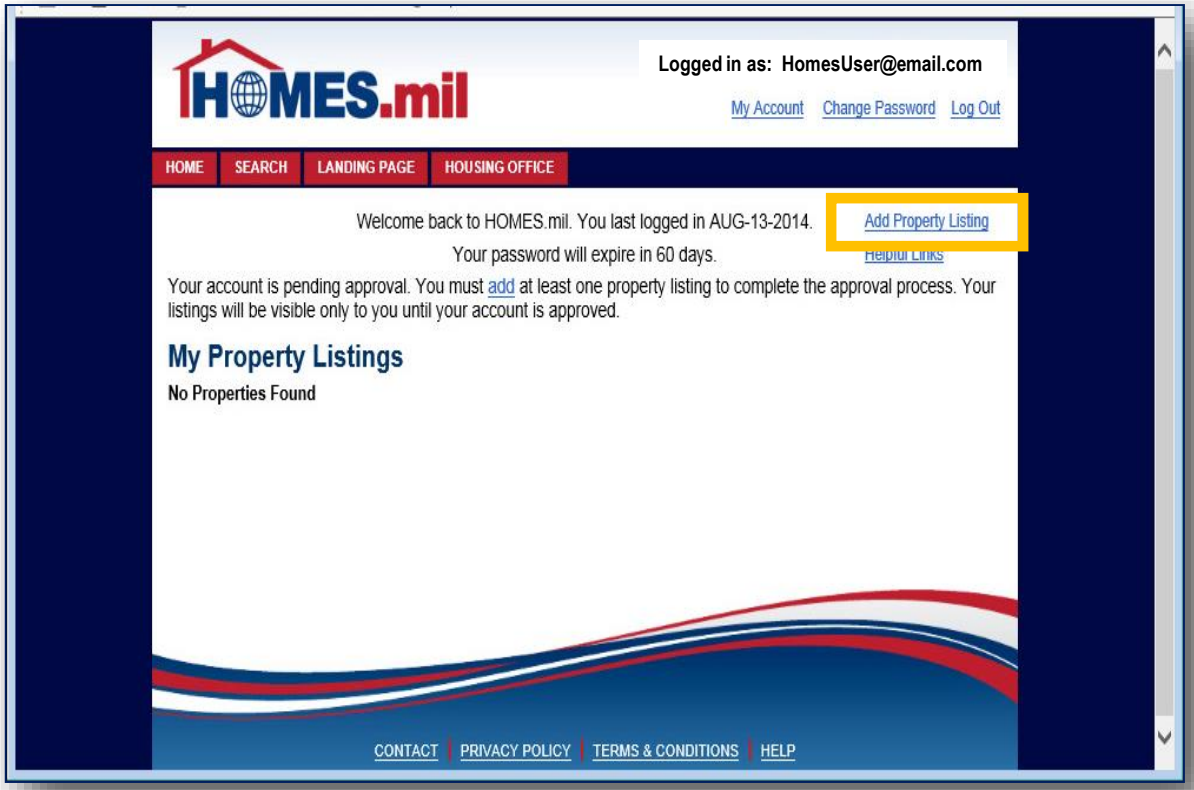


Add a Property Listing

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.

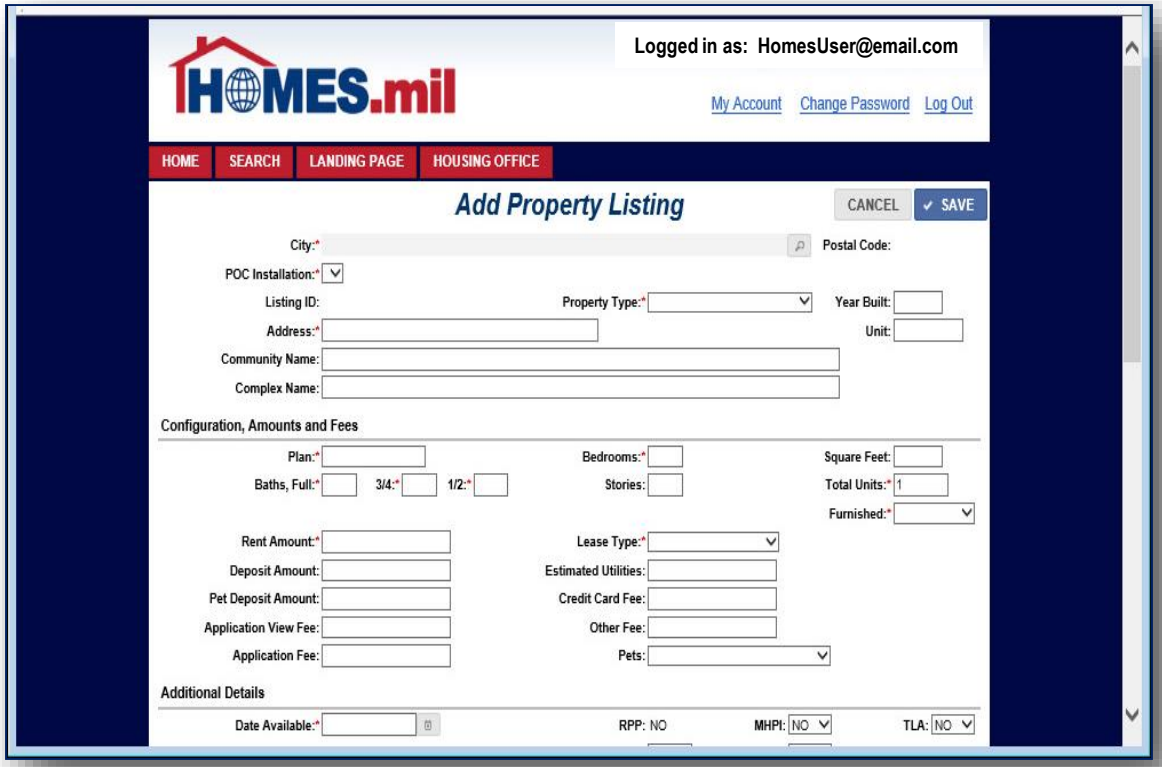
Select the **ADD PROPERTY LISTING** link to add a new property.



Add a Property Listing

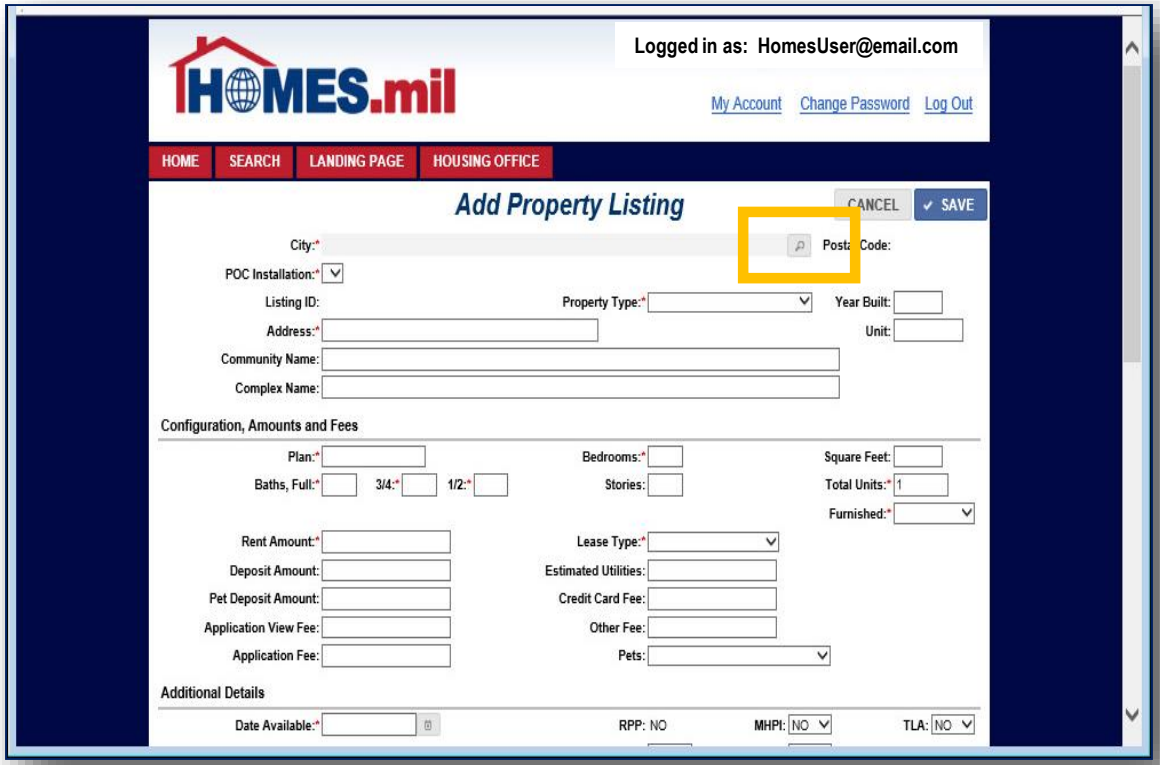
The **Add Property Listing** page appears.

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



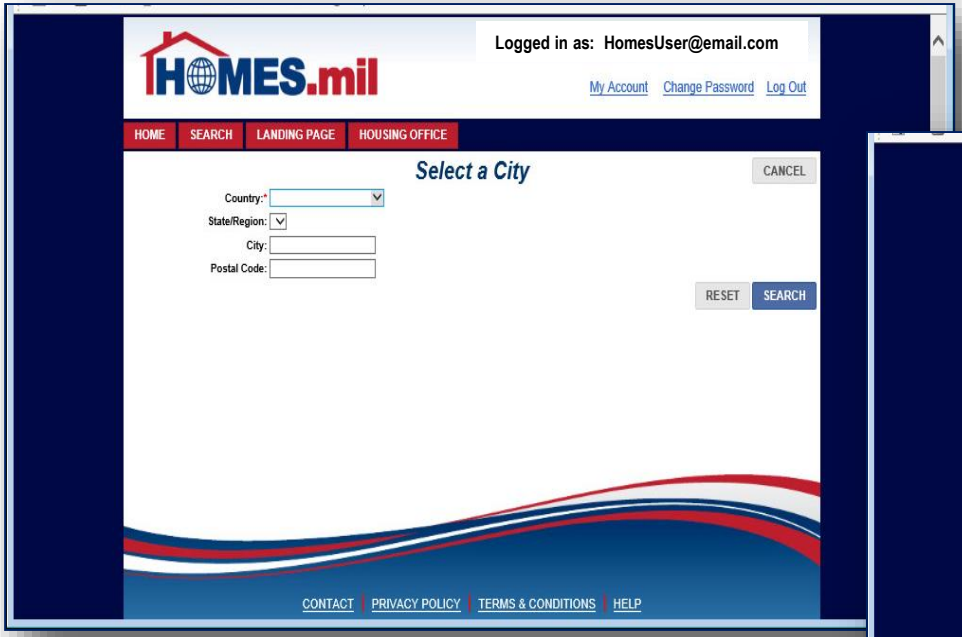
Add a Property Listing

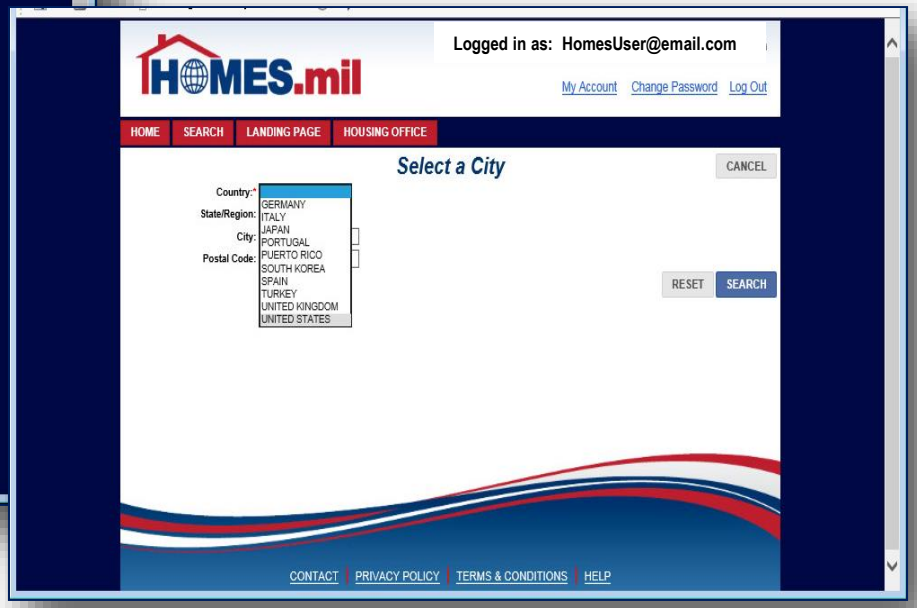
Click the magnifying glass to select the City where this property is located.



Add a Property Listing

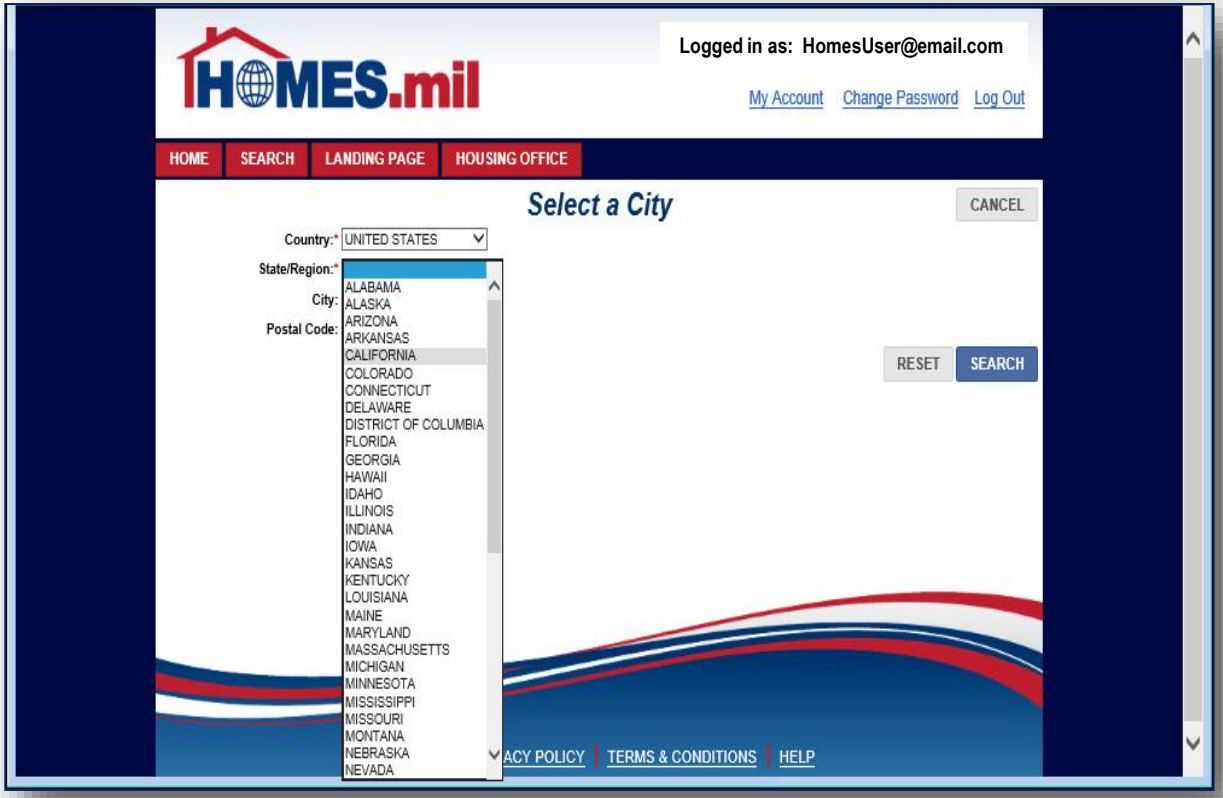
Click the down arrow to select the Country.





Add a Property Listing

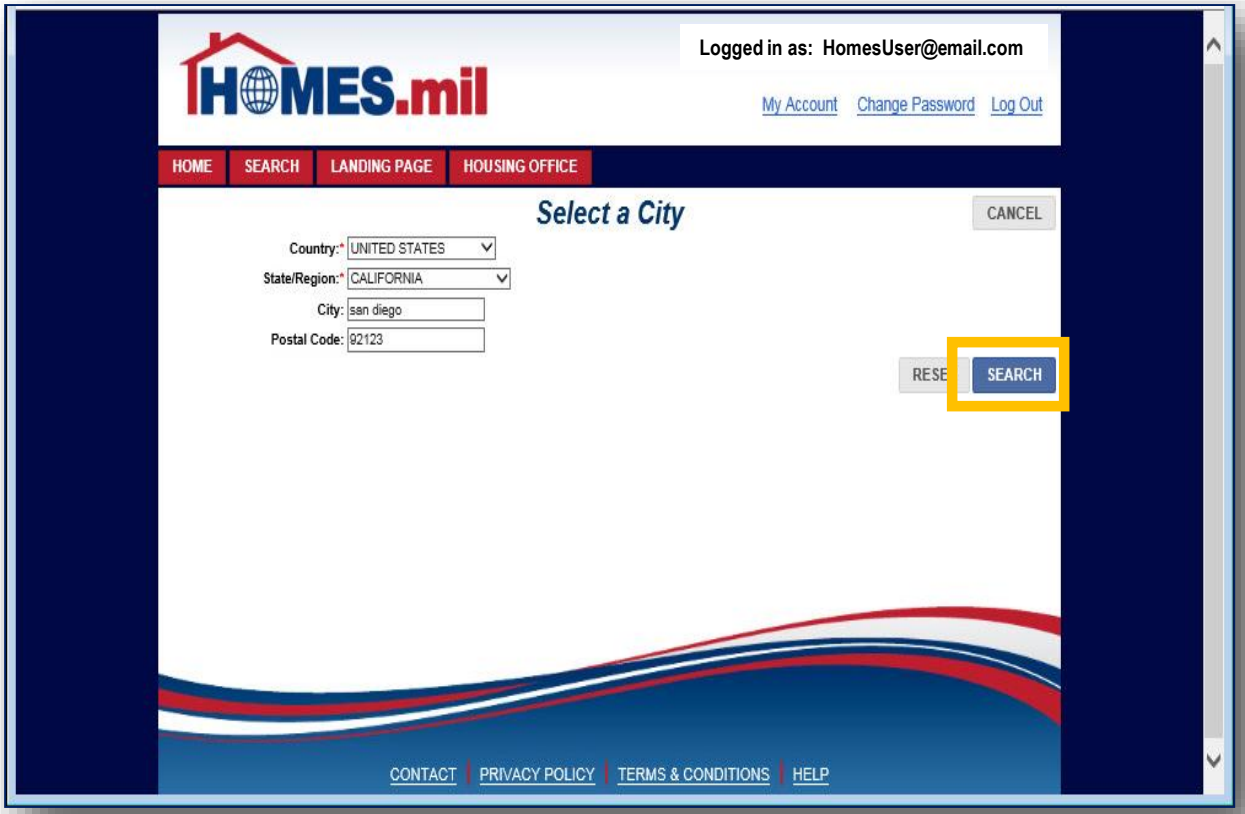
Next, click the down arrow to display the State/Region list.



Add a Property Listing

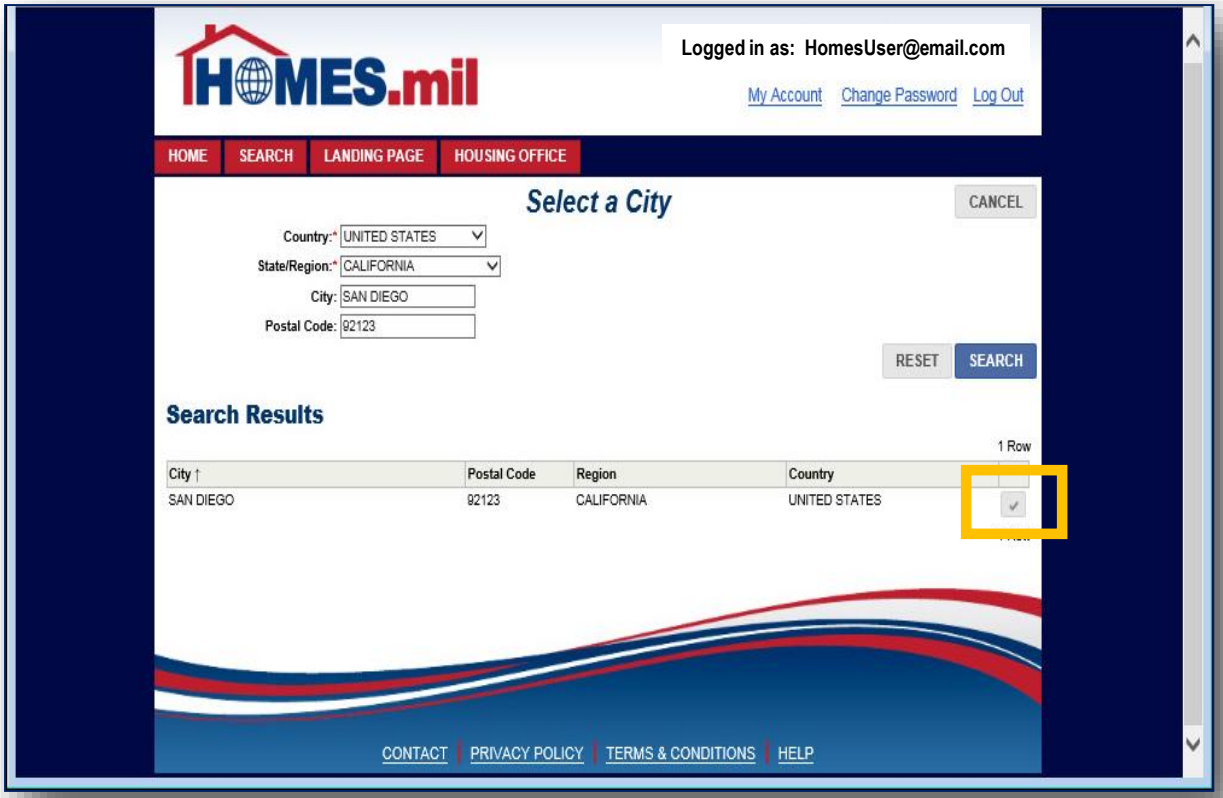
While not required, if known, you should enter the City and / or Postal Code for your property.

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



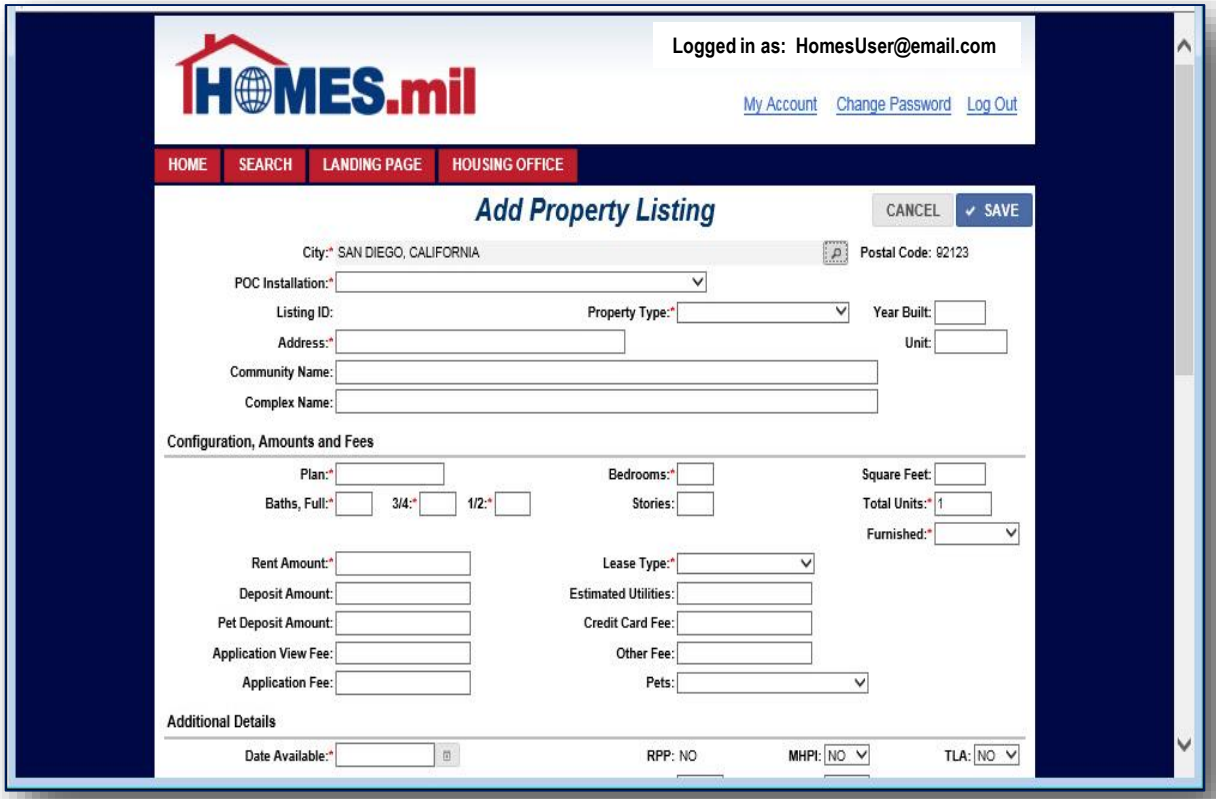
Add a Property Listing

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



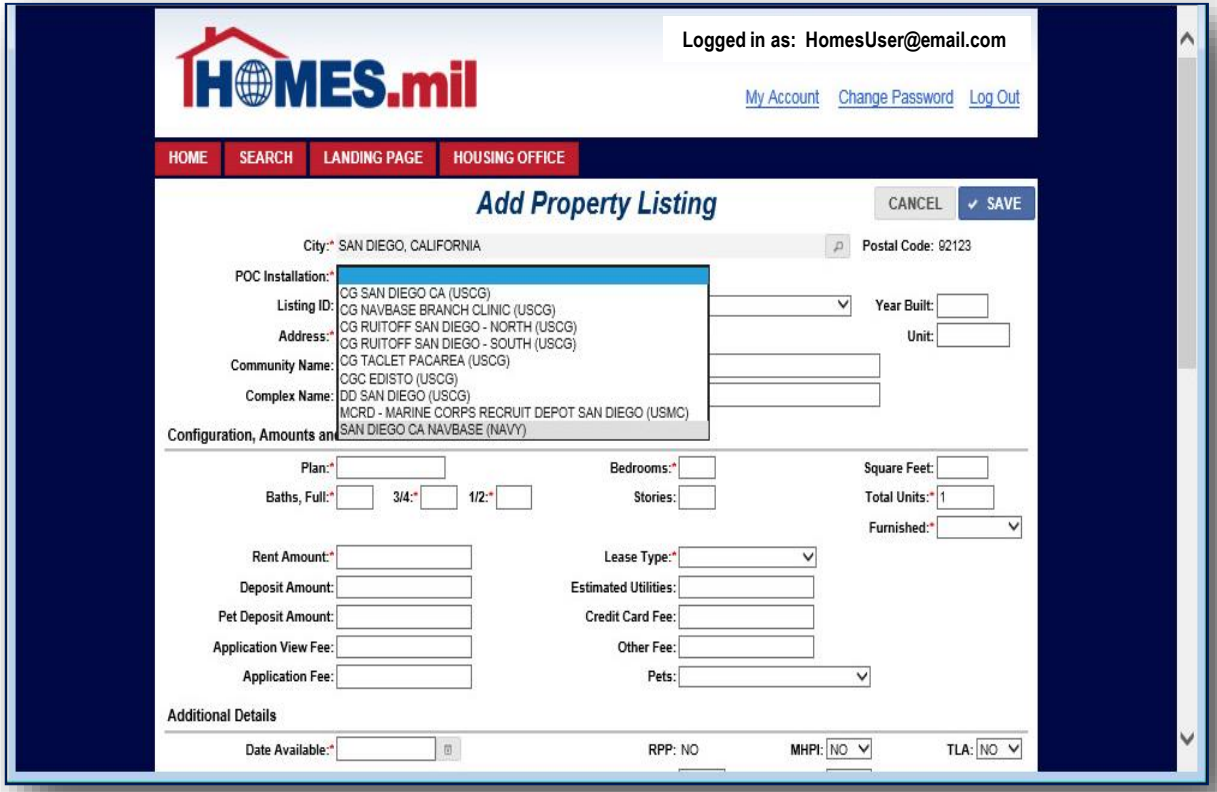
Add a Property Listing

The City you selected will populate the related City fields.



Add a Property Listing

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



Add a Property Listing

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

HOMES.mil

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:

Application View Fee: — Other 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

HOMES.mil

Logged in as: HomesUser@email.com

My Account | Change Password | Log Out

HOME | SEARCH | LANDING PAGE | HOUSING OFFICE

< Return to List — PROPERTY MANAGER VIEW

PLEX ONE

1,400 | AVAILABLE: DECEMBER 02, 2014

NHOUSE | 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

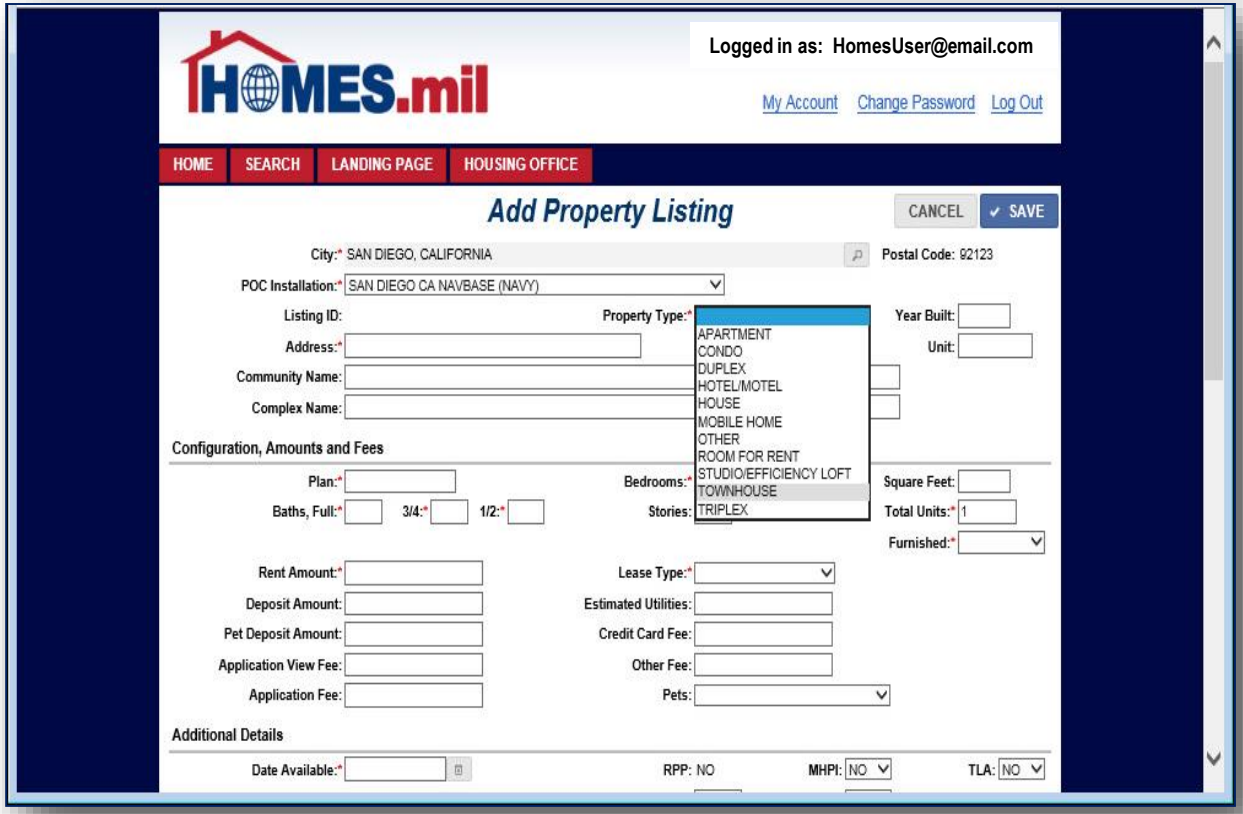
Lease Term: 1 YEAR — Monthly Rent $: 1,400 — Deposit $:

Pet Deposit $: — Application Fee $: — Application View Fee $:

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

Add a Property Listing

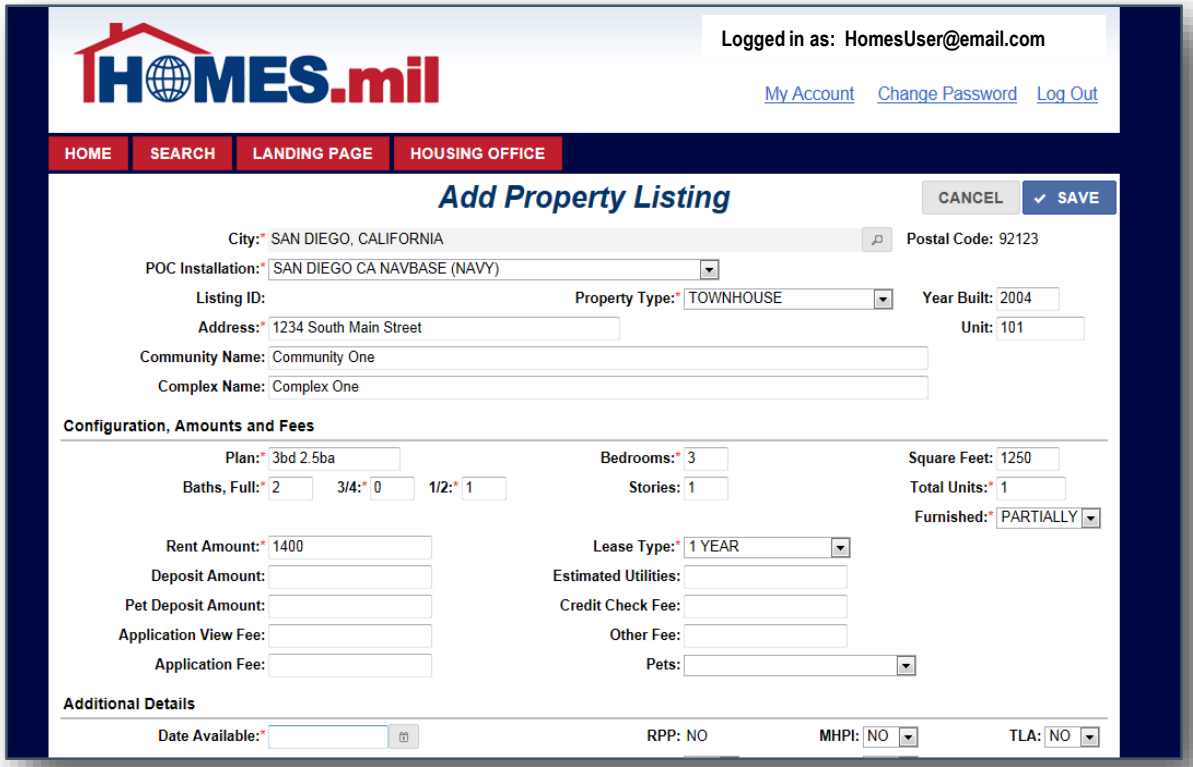
Click the down arrow to select the Property Type.



Add a Property Listing

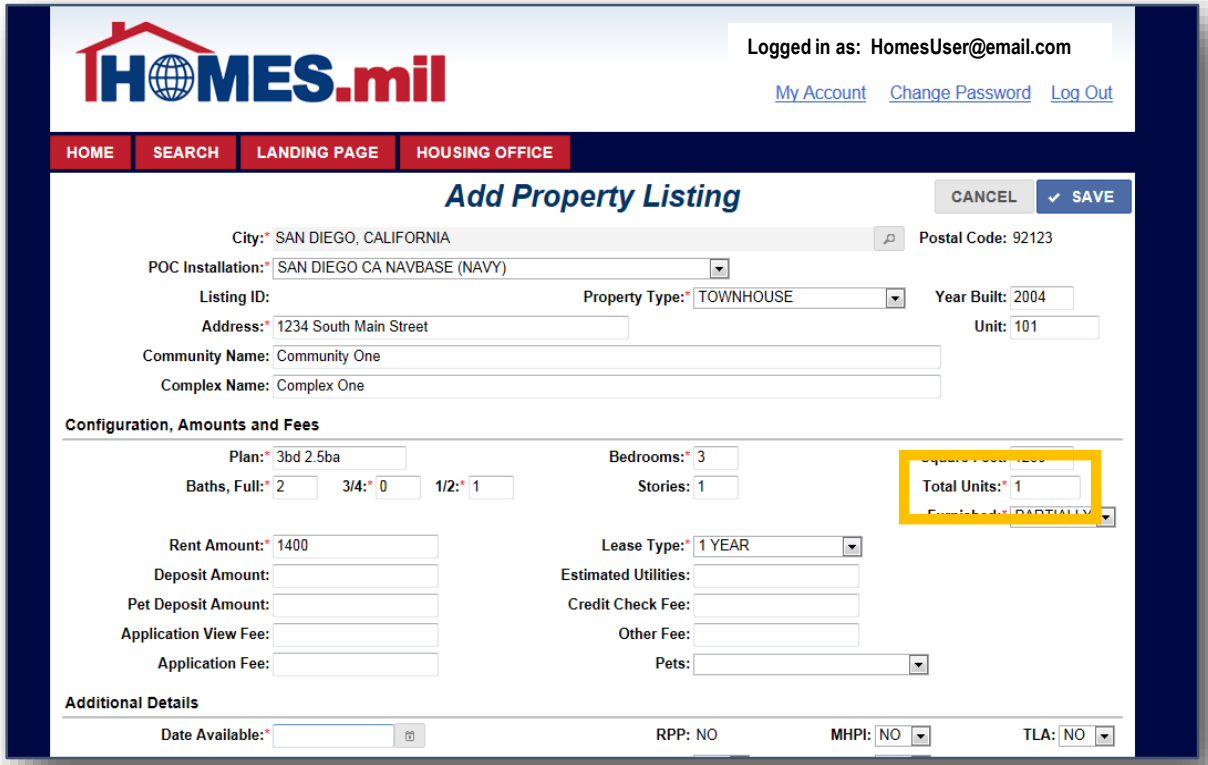
The Plan is used to identify the floor plan configuration for this address.

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



Add a Property Listing

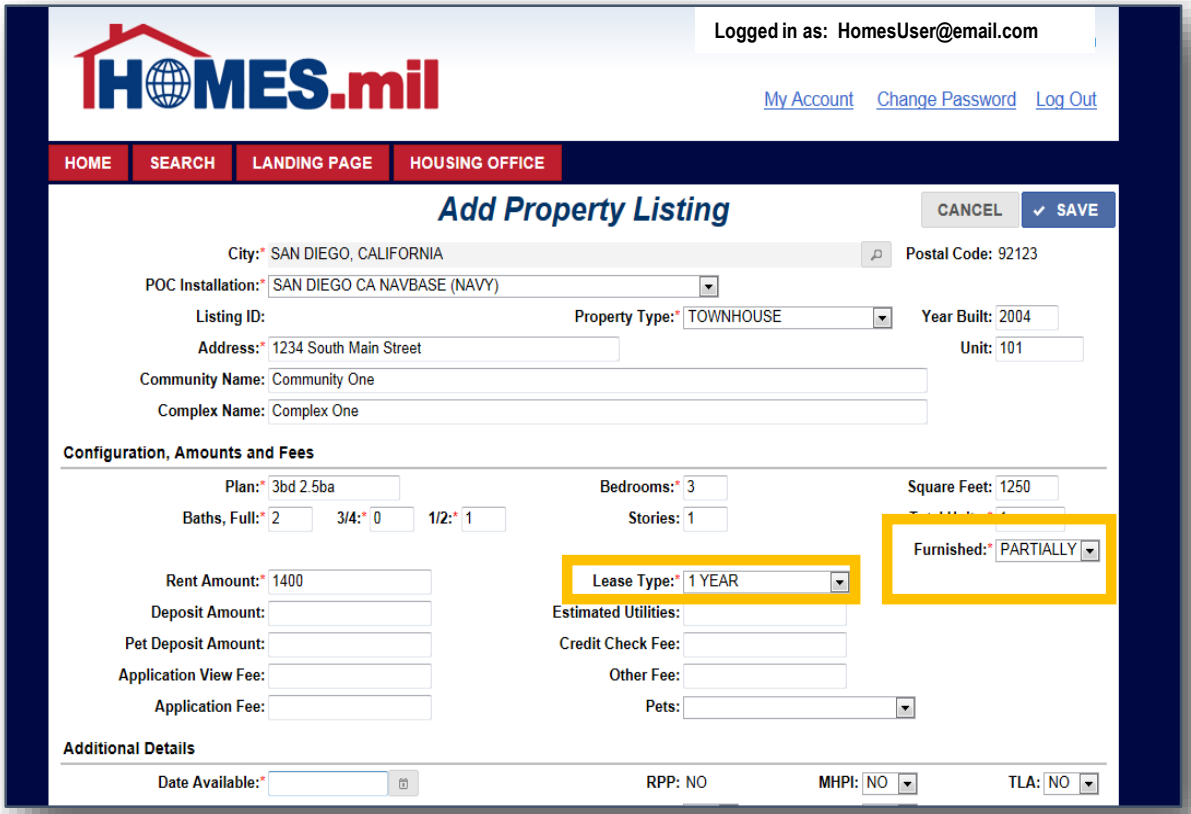
If you have more than one available property using the same Address and Plan, enter the quantity of those properties in the Total Units field.



Add a Property Listing

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

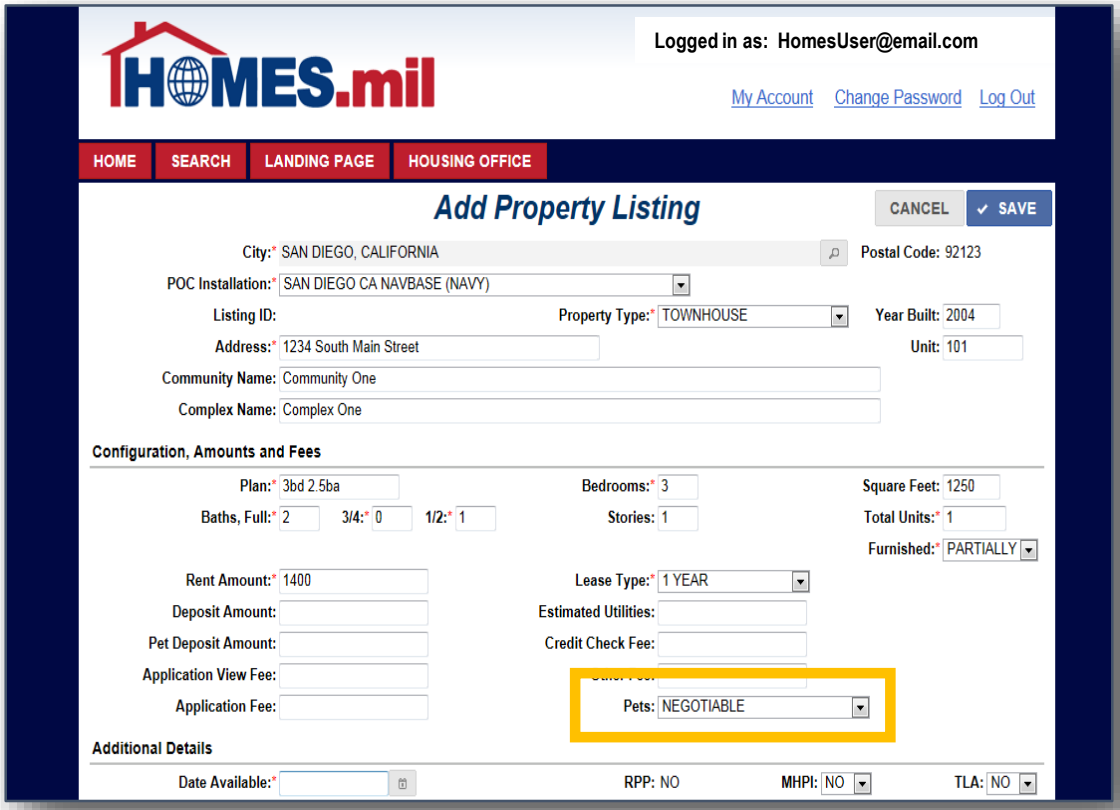
Your Lease Type choices are 1 YEAR, MONTH TO MONTH, MORE THAN 1 YEAR, NEGOTIABLE, or OTHER.



Add a Property Listing

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

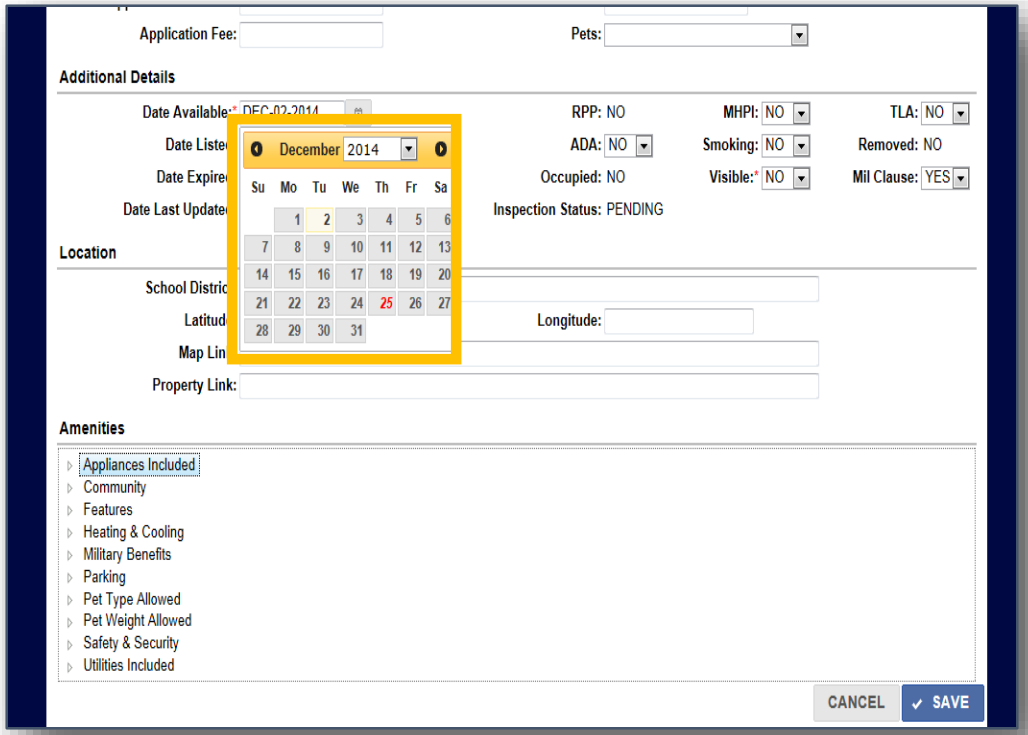
Note: If pets are not allowed, selecting NO is suggested.



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.

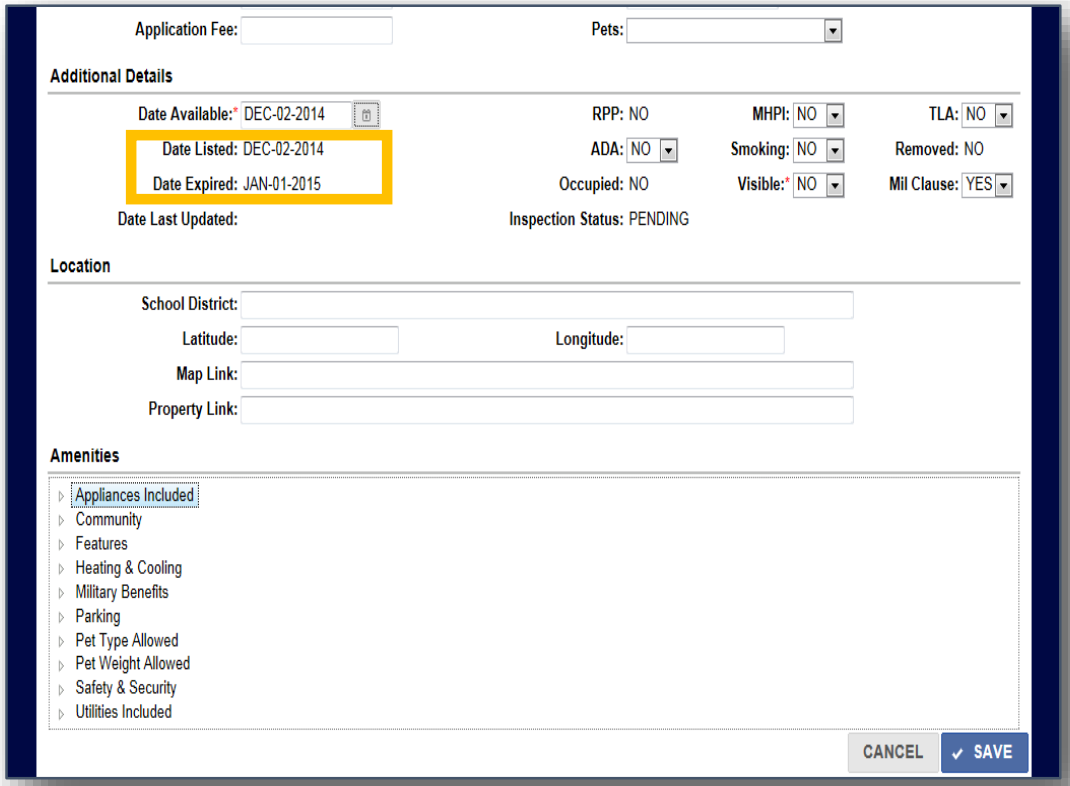
Once the Date Available is populated, you can change the date by typing in a new date or selecting another date from the calendar icon.



Add a Property Listing

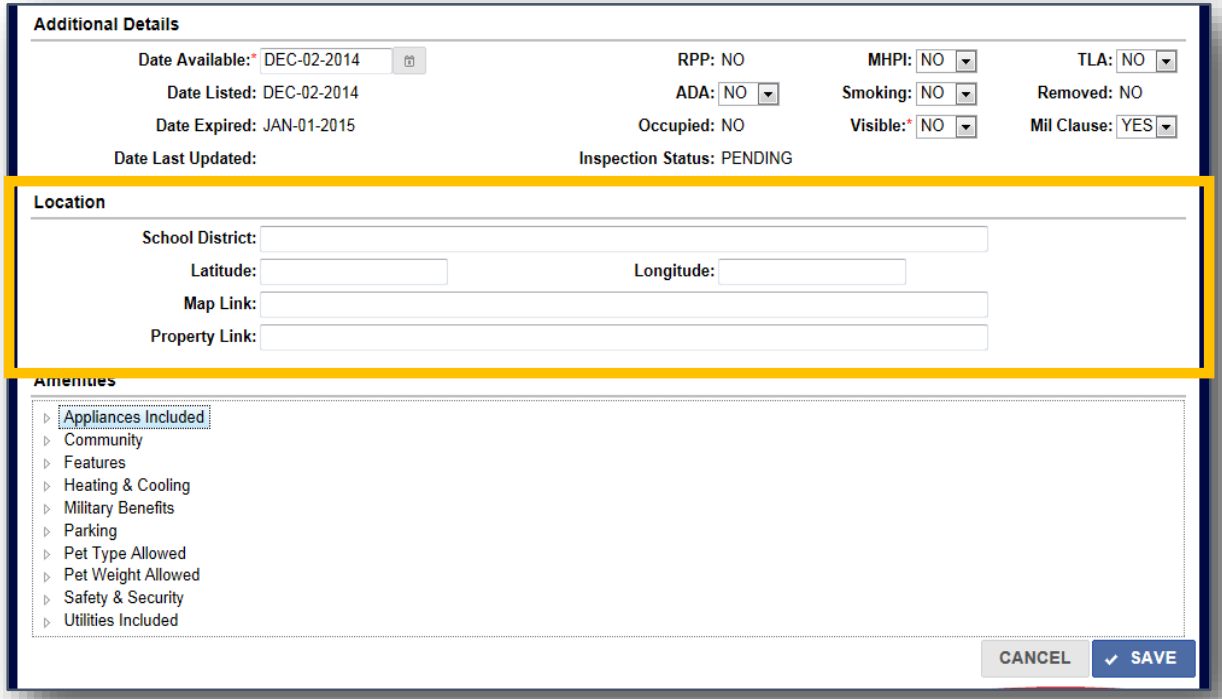
The Date Expired is 30 days from the date this record was listed.
You must renew your properties every 30 days.

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



Add a Property Listing

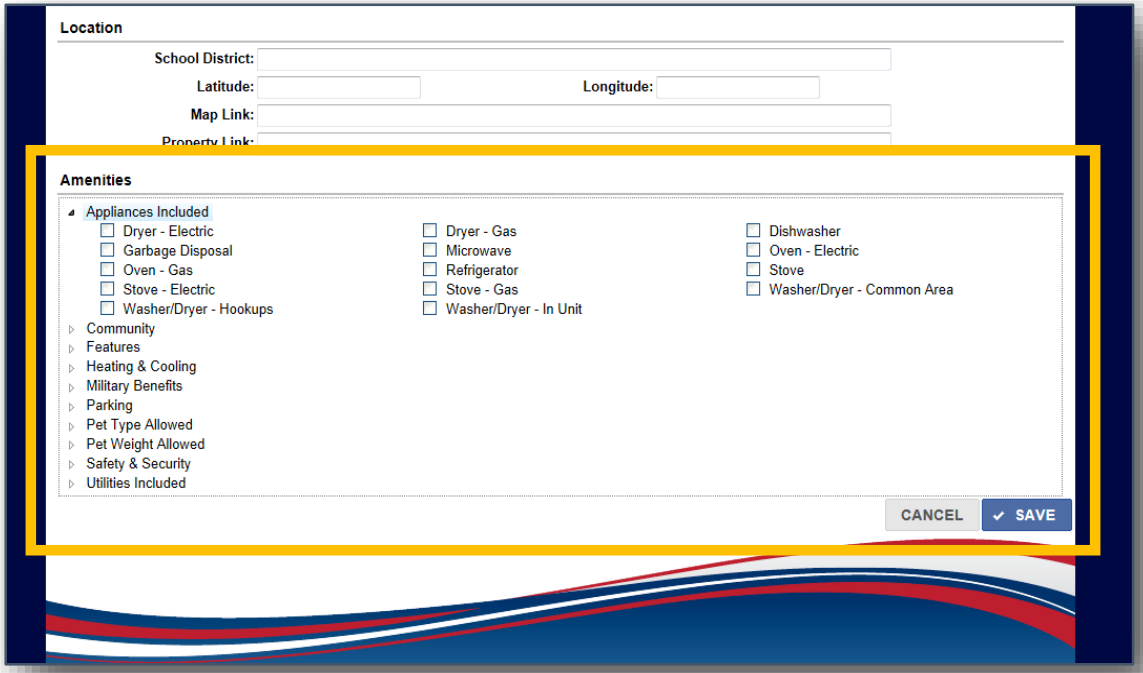
The Location section is where you can enter information that will be used to find your property on a map.



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.

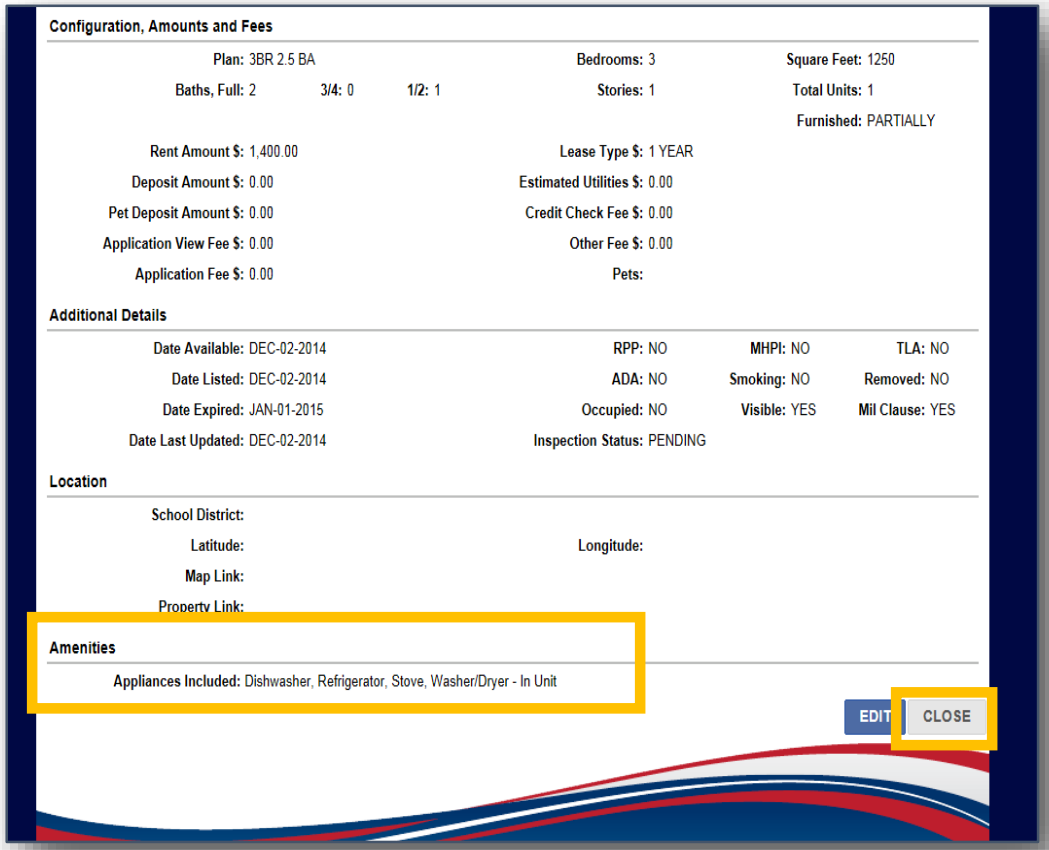
A list of amenities will appear for the category you selected. Click the box next to the amenities you wish to include for this property. Select **SAVE** once all amenities are selected.



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.



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:

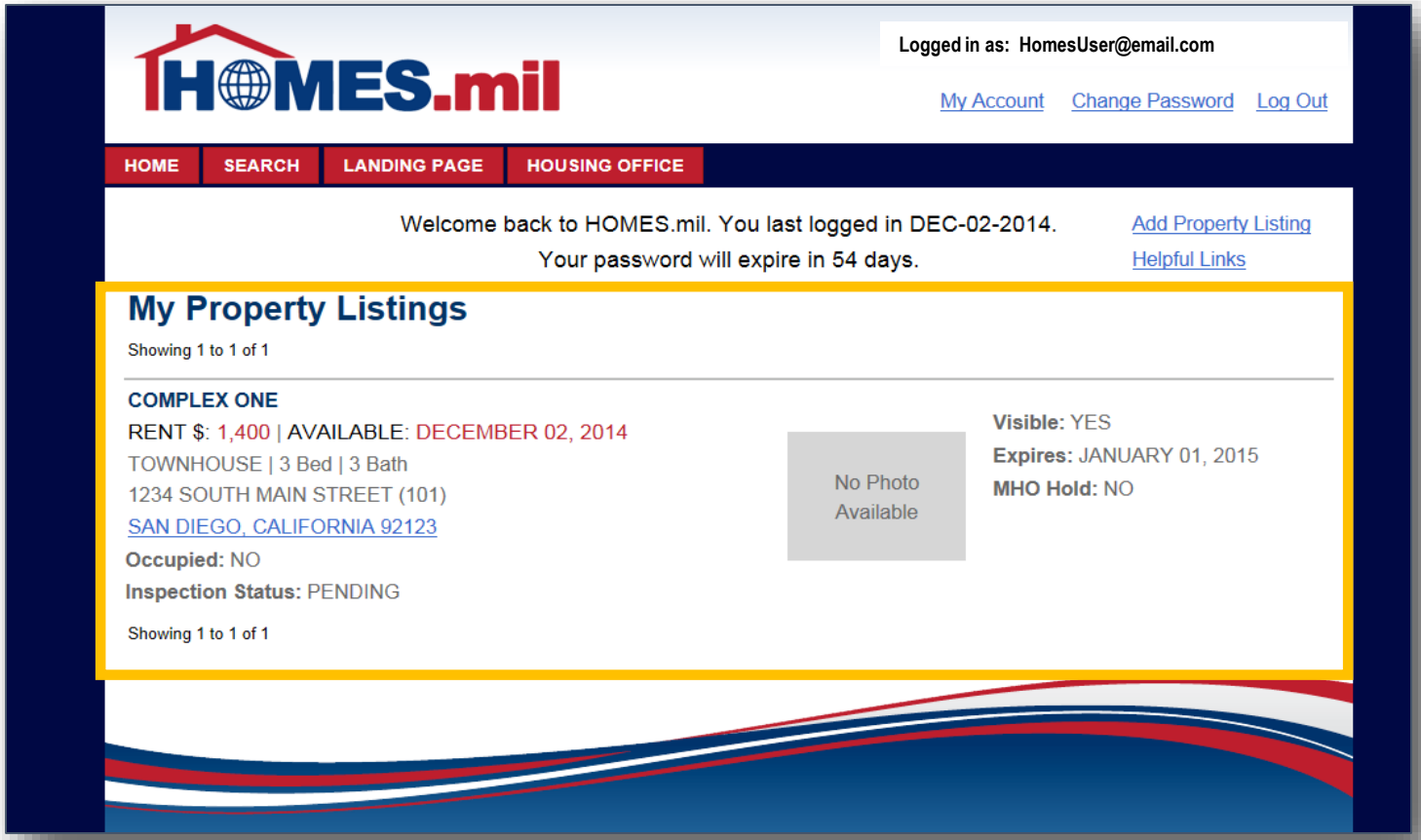
Amenities

Appliances Included: Dishwasher, Refrigerator, Stove, Washer/Dryer - In Unit

EDIT CLOSE

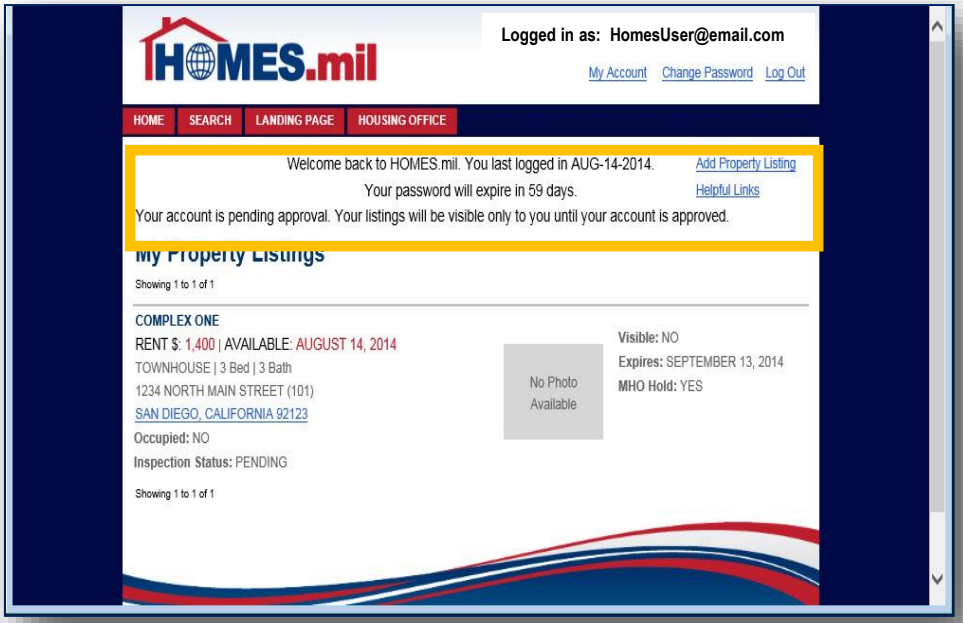
Add a Property Listing

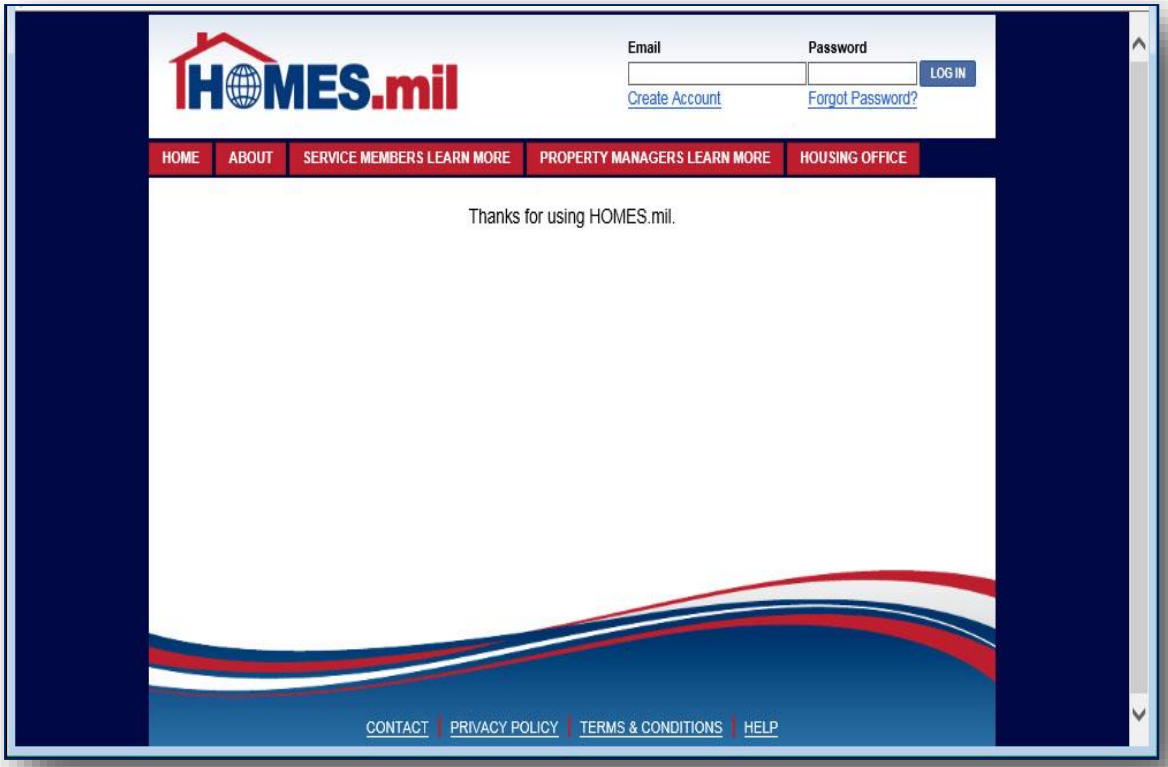
This is the LANDING PAGE. Your property listings will be shown here.



Add a Property Listing

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.



Add a Property Listing

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