



How to Add a Property Listing

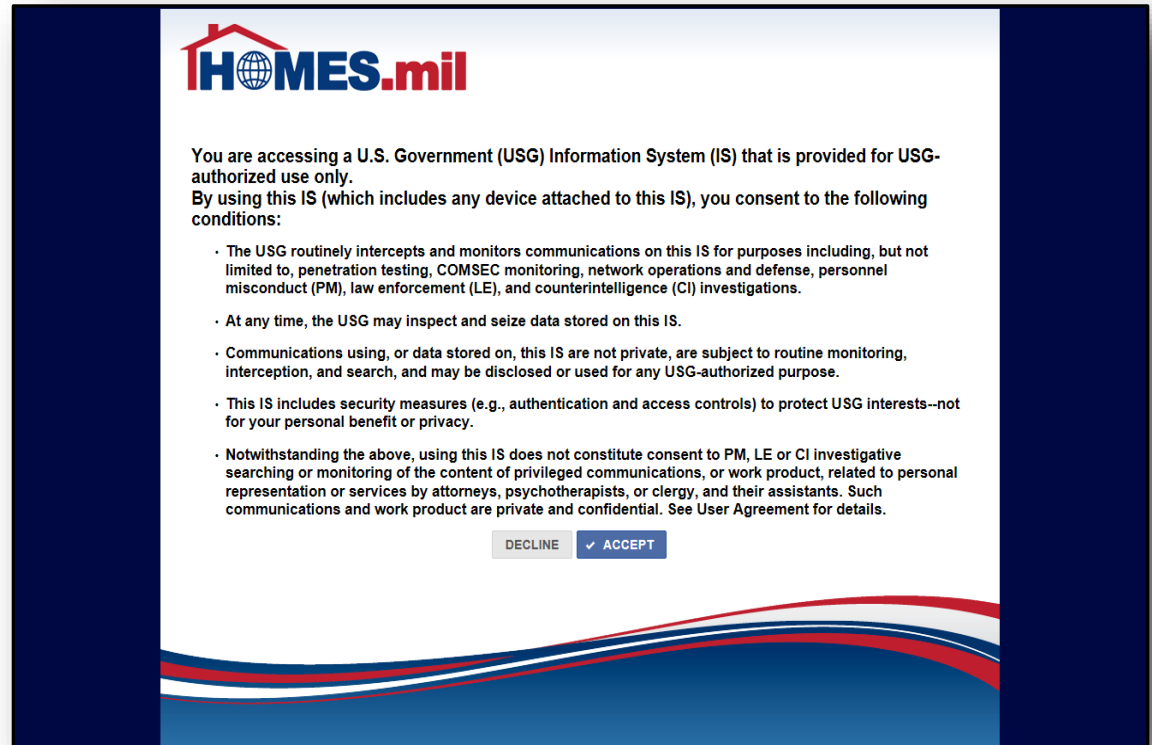



The following are guidelines to
add a property listing in
HOMES.mil.

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.

A screenshot of the HOMES.mil disclosure page. The page has a dark blue background with a white central area. At the top left of the white area is the HOMES.mil logo. Below the logo, the text reads: "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:". This is followed by a bulleted list of five conditions. At the bottom of the white area, there 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 wavy line in blue, white, and red.

The logo for HOMES.mil, featuring a red house icon above the word "HOMES" in blue and ".mil" 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**.

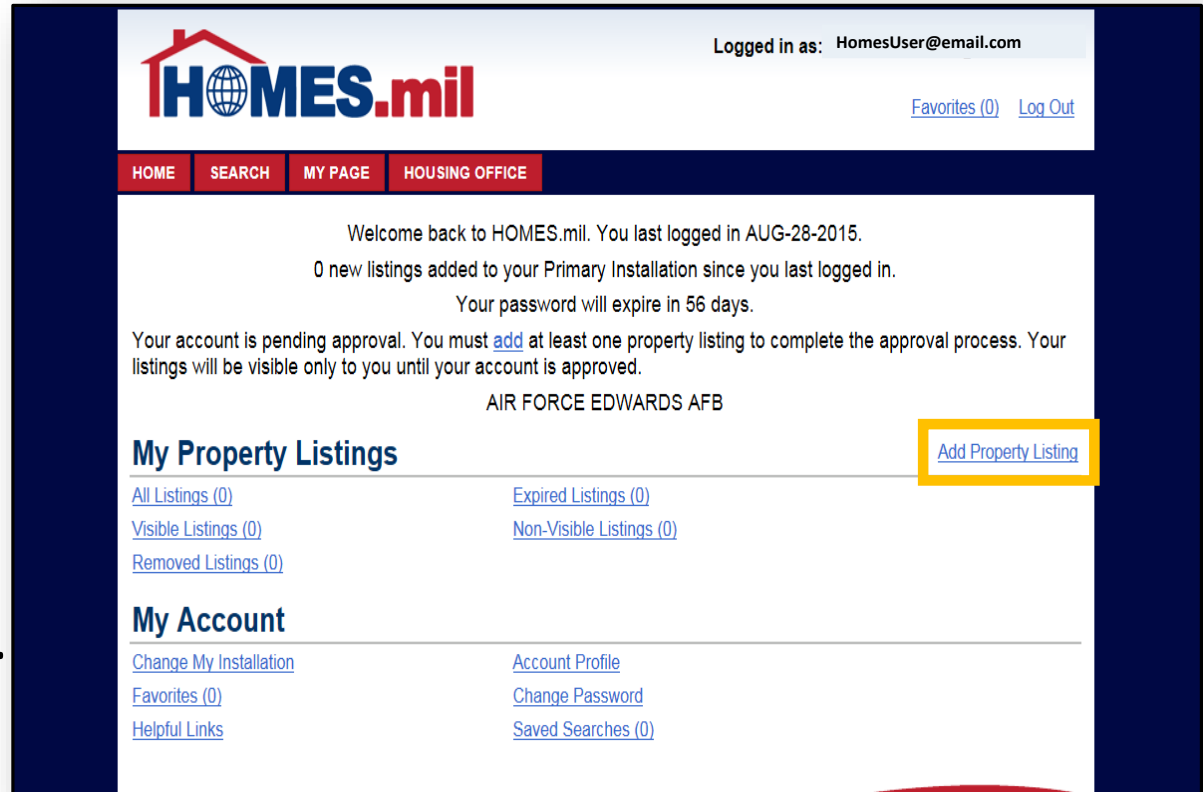
A screenshot of the HOMES.mil website's login page. The page has a dark blue header with the HOMES.mil logo on the left. On the right, there is a login form with fields for 'Account Email' (containing 'HomesUser@email.com') and 'Password' (masked with dots), and a 'LOG IN' button. Below the fields are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

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.

A screenshot of the HOMES.mil 'My Page' interface. The page has a dark blue header with the HOMES.mil logo and a navigation bar with links: HOME, SEARCH, MY PAGE, and HOUSING OFFICE. The main content area is white and contains a welcome message, login status, and account information. A yellow box highlights the 'Add Property Listing' link in the 'My Property Listings' section.

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

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

[Add Property Listing](#)

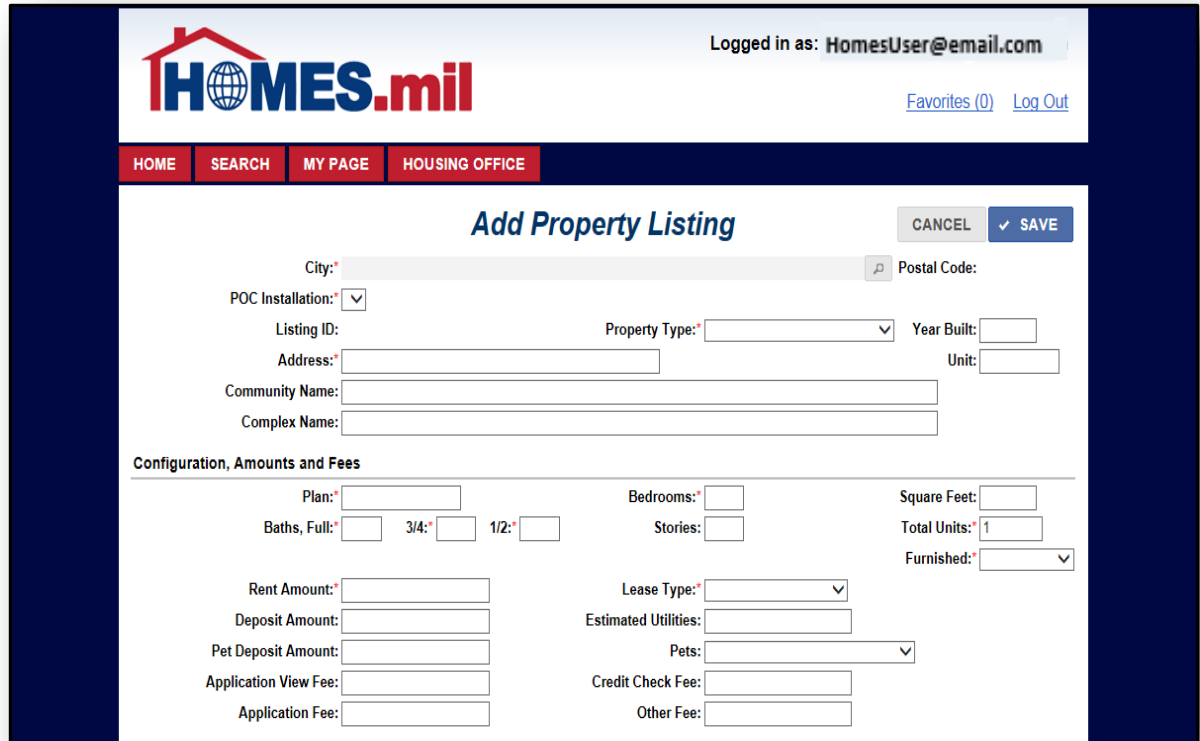
My Account

[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.

A screenshot of the THOMES.mil website's "Add Property Listing" form. The page has a dark blue header with the THOMES.mil logo and a navigation bar with links for HOME, SEARCH, MY PAGE, and HOUSING OFFICE. The user is logged in as HomesUser@email.com. The form itself is white with a blue title "Add Property Listing" and "CANCEL" and "SAVE" buttons. It contains various input fields, some marked with a red asterisk to indicate they are required. The fields are organized into sections: basic information (City, POC Installation, Listing ID, Address, Community Name, Complex Name, Property Type, Year Built, Unit), Configuration, Amounts and Fees (Plan, Baths, Bedrooms, Stories, Square Feet, Total Units, Furnished), and Financials (Rent Amount, Deposit Amount, Pet Deposit Amount, Application View Fee, Application Fee, Lease Type, Estimated Utilities, Pets, Credit Check Fee, Other Fee).

THOMES.mil

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HOME SEARCH MY PAGE HOUSING OFFICE

Add Property Listing

City:* Postal 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:

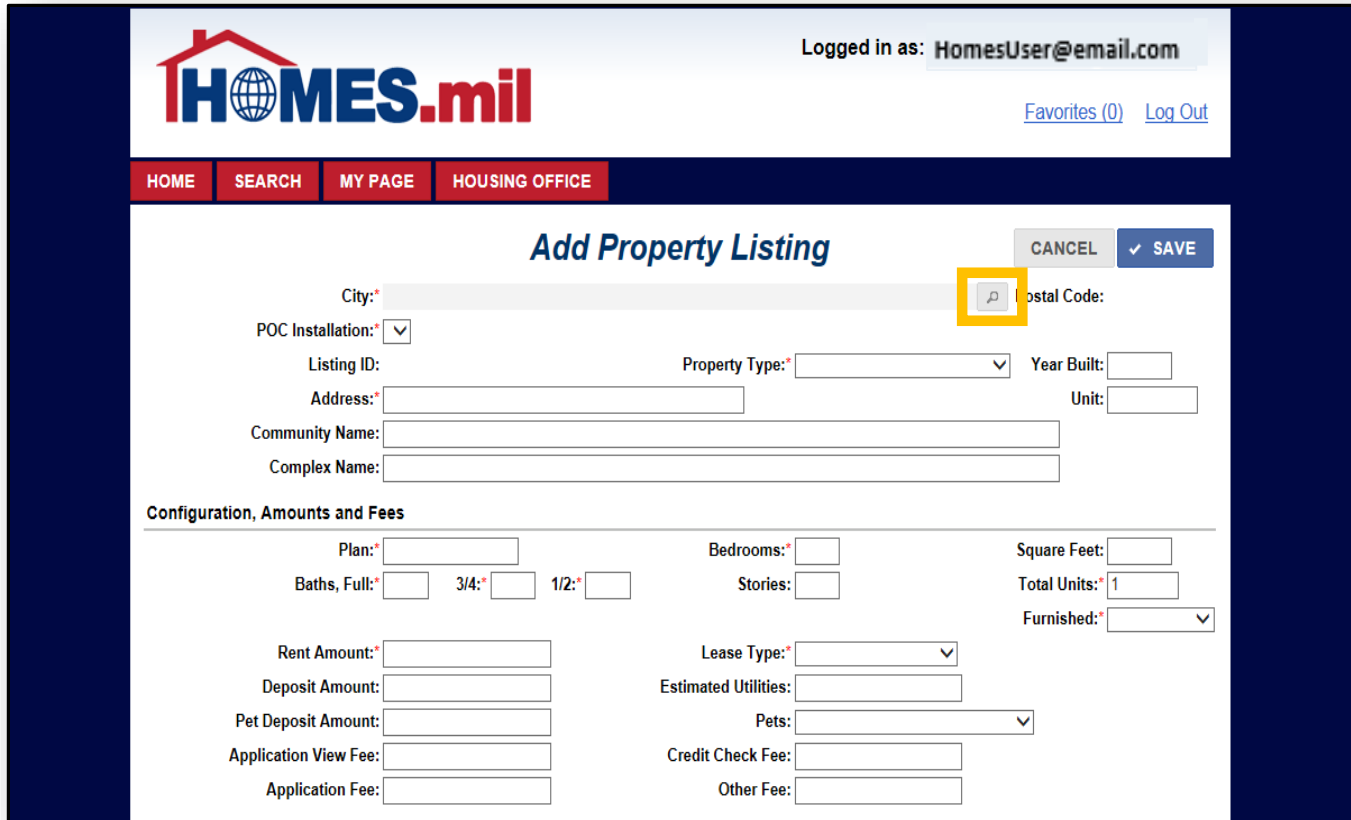
Pet Deposit Amount: Pets:

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.




HOMES.mil Logged in as: HomesUser@email.com
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HOME SEARCH MY PAGE HOUSING OFFICE

Add Property Listing

CANCEL **✓ SAVE**

City:*  Postal Code:

POC Installation:*

Listing ID: Property Type:* Year Built:

Address:* Unit:

Community Name:

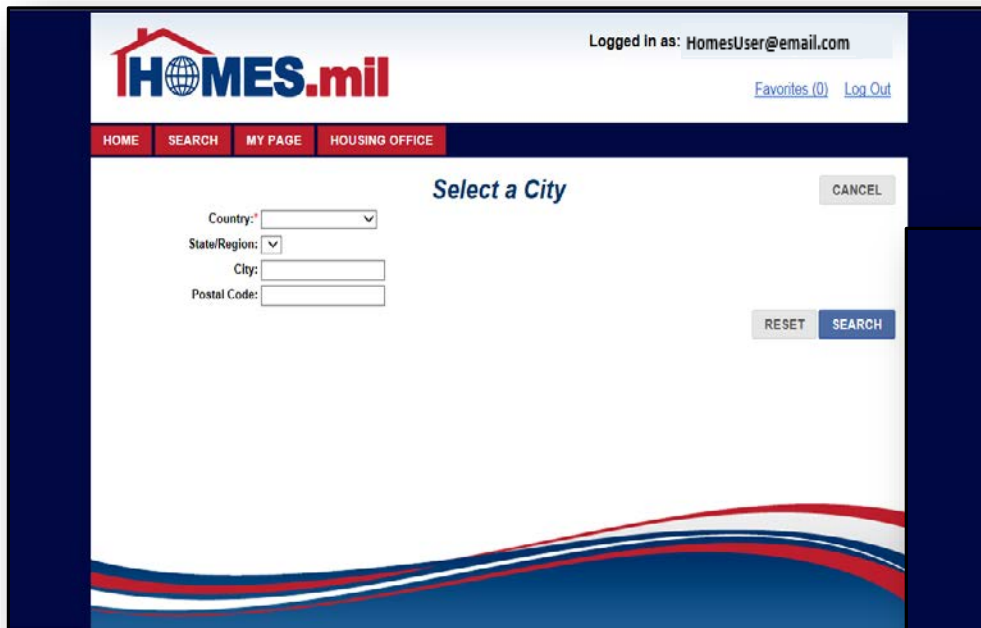
Complex Name:

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"/>
Rent Amount:* <input type="text"/>	Lease Type:* <input type="text"/>	Furnished:* <input type="text"/>
Deposit Amount: <input type="text"/>	Estimated Utilities: <input type="text"/>	
Pet Deposit Amount: <input type="text"/>	Pets: <input type="text"/>	
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.



This screenshot shows the 'Select a City' form on the HOMES.mil website. The form is titled 'Select a City' and includes a 'CANCEL' button. The 'Country' field is a dropdown menu with a down arrow. Below it are fields for 'State/Region', 'City', and 'Postal Code'. At the bottom right are 'RESET' and 'SEARCH' buttons. The user is logged in as 'HomesUser@email.com'.

Logged in as: HomesUser@email.com

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HOME SEARCH MY PAGE HOUSING OFFICE

Select a City CANCEL

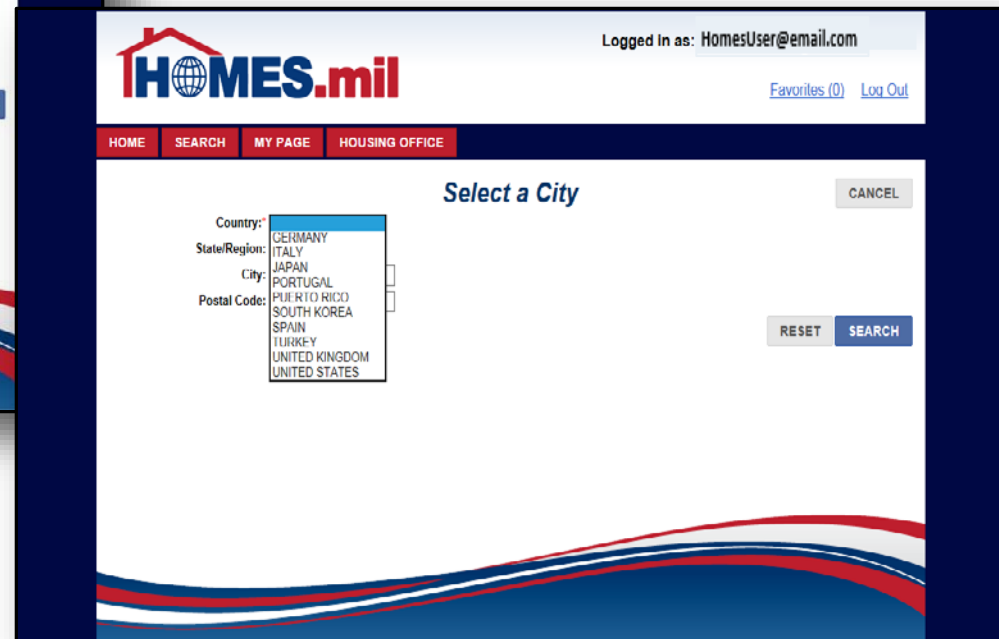
Country: ▼

State/Region: ▼

City:

Postal Code:

RESET SEARCH



This screenshot shows the 'Select a City' form on the HOMES.mil website with the 'Country' dropdown menu open. The dropdown menu displays a list of countries: GERMANY, ITALY, JAPAN, PORTUGAL, PUERTO RICO, SOUTH KOREA, SPAIN, TURKEY, UNITED KINGDOM, and UNITED STATES. The 'Country' field is highlighted in blue. The 'State/Region' field is also a dropdown menu. The 'City' and 'Postal Code' fields are text boxes. At the bottom right are 'RESET' and 'SEARCH' buttons. The user is logged in as 'HomesUser@email.com'.

Logged in as: HomesUser@email.com

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

HOME SEARCH MY PAGE HOUSING OFFICE

Select a City CANCEL

Country: GERMANY
ITALY
JAPAN
PORTUGAL
PUERTO RICO
SOUTH KOREA
SPAIN
TURKEY
UNITED KINGDOM
UNITED STATES

State/Region: ▼

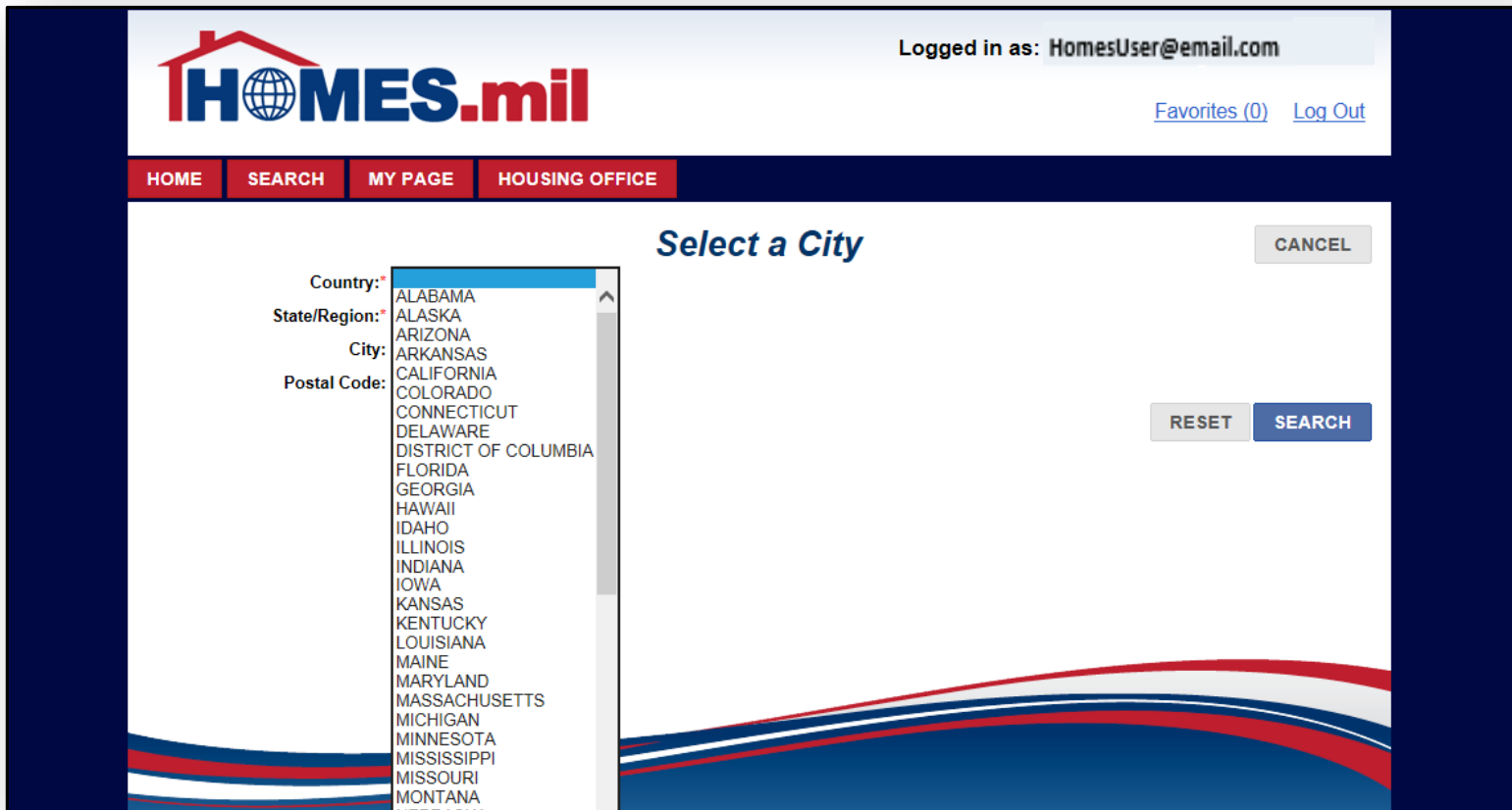
City:

Postal Code:

RESET SEARCH

Add a Property Listing

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

A screenshot of the HOMES.mil website's search interface. The page has a dark blue header with the HOMES.mil logo on the left and the text "Logged in as: HomesUser@email.com" on the right. Below the header is a navigation bar with four red buttons: "HOME", "SEARCH", "MY PAGE", and "HOUSING OFFICE". The main content area is white and features a "Select a City" section. On the left, there are four labels: "Country:", "State/Region:", "City:", and "Postal Code:". To the right of these labels is a vertical list of state names, starting with ALABAMA and ending with MONTANA. A small down arrow is visible next to the "State/Region:" label. To the right of the list is a "CANCEL" button. Below the list are two buttons: "RESET" and "SEARCH". The bottom of the page features a decorative graphic with red, white, and blue wavy lines.

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HOME SEARCH MY PAGE HOUSING OFFICE

Select a City

CANCEL

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

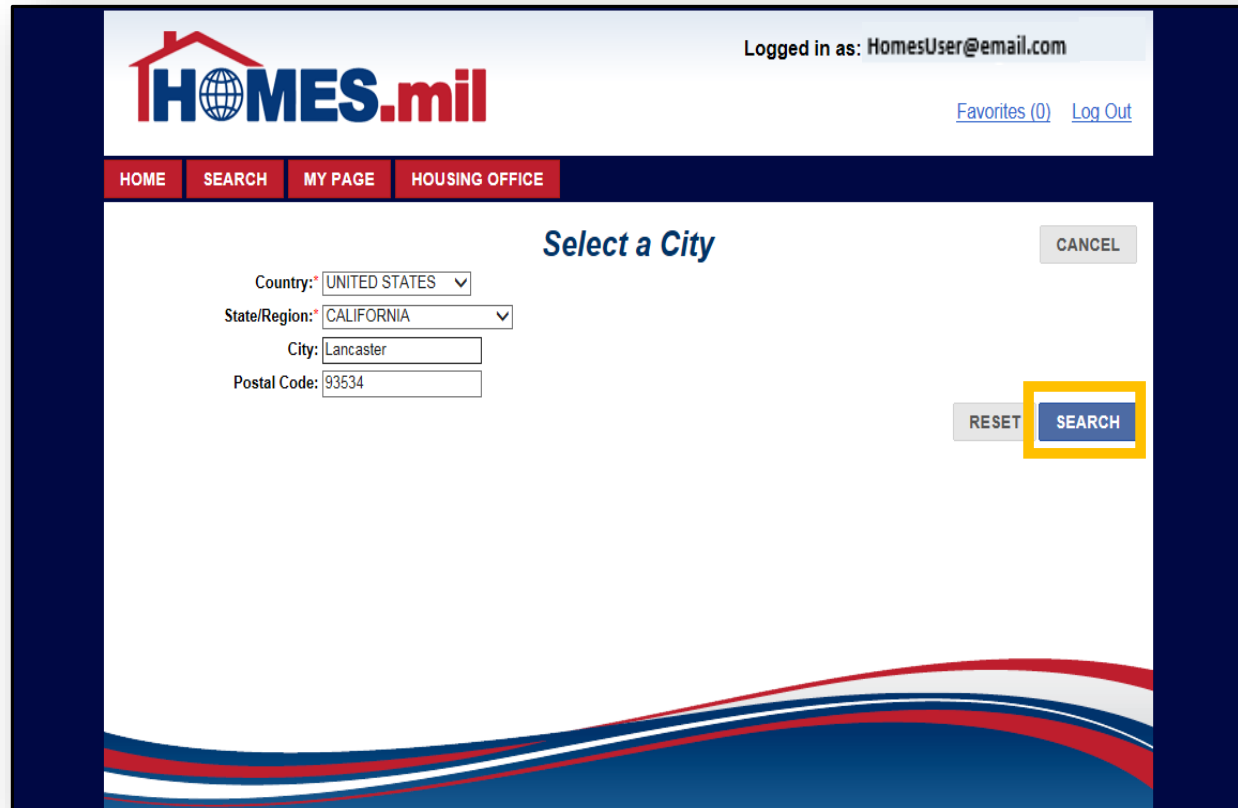
RESET SEARCH

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.

A screenshot of the HOMES.mil website's search interface. The page has a dark blue header with the HOMES.mil logo on the left and "Logged in as: HomesUser@email.com" on the right. Below the logo is a navigation bar with buttons for HOME, SEARCH, MY PAGE, and HOUSING OFFICE. The main content area is white and titled "Select a City". It contains four input fields: "Country:" with a dropdown menu showing "UNITED STATES", "State/Region:" with a dropdown menu showing "CALIFORNIA", "City:" with a text box containing "Lancaster", and "Postal Code:" with a text box containing "93534". To the right of these fields are two buttons: "CANCEL" and "SEARCH". The "SEARCH" button is highlighted with a yellow border. At the bottom of the page, there is a decorative graphic with red, white, and blue wavy lines.

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

HOME SEARCH MY PAGE HOUSING OFFICE

Select a City

CANCEL

Country: UNITED STATES

State/Region: CALIFORNIA

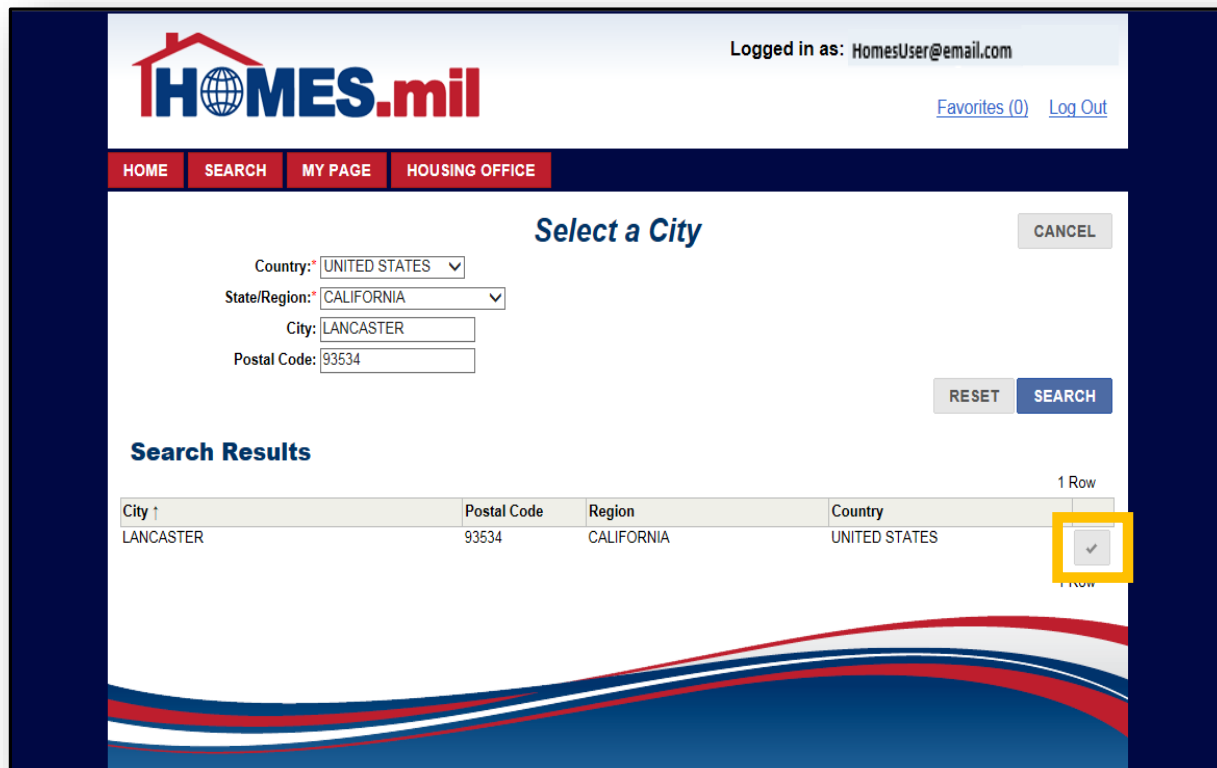
City: Lancaster

Postal Code: 93534

RESET SEARCH

Add a Property Listing

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

A screenshot of the HOMES.mil website's 'Select a City' form. The form includes dropdown menus for Country (UNITED STATES), State/Region (CALIFORNIA), and text input fields for City (LANCASTER) and Postal Code (93534). Below the form is a 'Search Results' table with one row showing the selected city and postal code. A yellow box highlights a checkmark icon in the rightmost column of the table, indicating the selection.

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HOME SEARCH MY PAGE HOUSING OFFICE

Select a City

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

Search Results

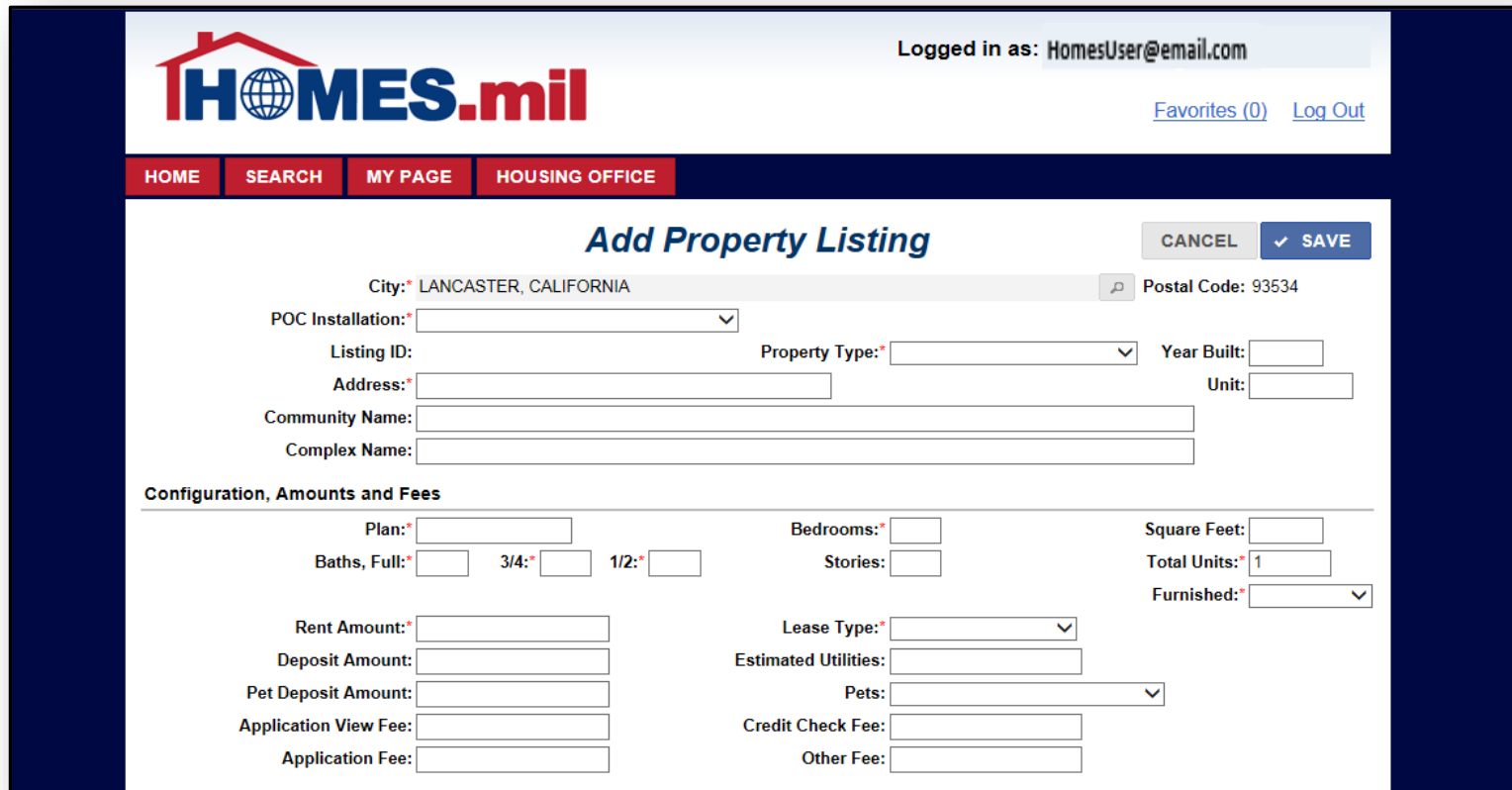
1 Row

City ↑	Postal Code	Region	Country
LANCASTER	93534	CALIFORNIA	UNITED STATES

1 Row

Add a Property Listing

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

A screenshot of the HOMES.mil website's "Add Property Listing" form. The page has a dark blue header with the HOMES.mil logo and a user login status. Below the header is a navigation bar with links to HOME, SEARCH, MY PAGE, and HOUSING OFFICE. The main content area is titled "Add Property Listing" and contains various input fields for property details. The form is organized into sections: basic information (City, Postal Code, POC Installation, Listing ID, Property Type, Year Built, Address, Unit, Community Name, Complex Name), Configuration, Amounts and Fees (Plan, Bedrooms, Square Feet, Baths, Stories, Total Units, Furnished, Rent Amount, Lease Type, Estimated Utilities, Pets, Credit Check Fee, Other Fee, Deposit Amount, Pet Deposit Amount, Application View Fee, Application Fee). The form includes "CANCEL" and "SAVE" buttons at the top right.

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

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

Add Property Listing

City:* LANCASTER, CALIFORNIA Postal Code: 93534

POC Installation:*

Listing ID: Property Type:* Year Built:

Address:* Unit:

Community Name:

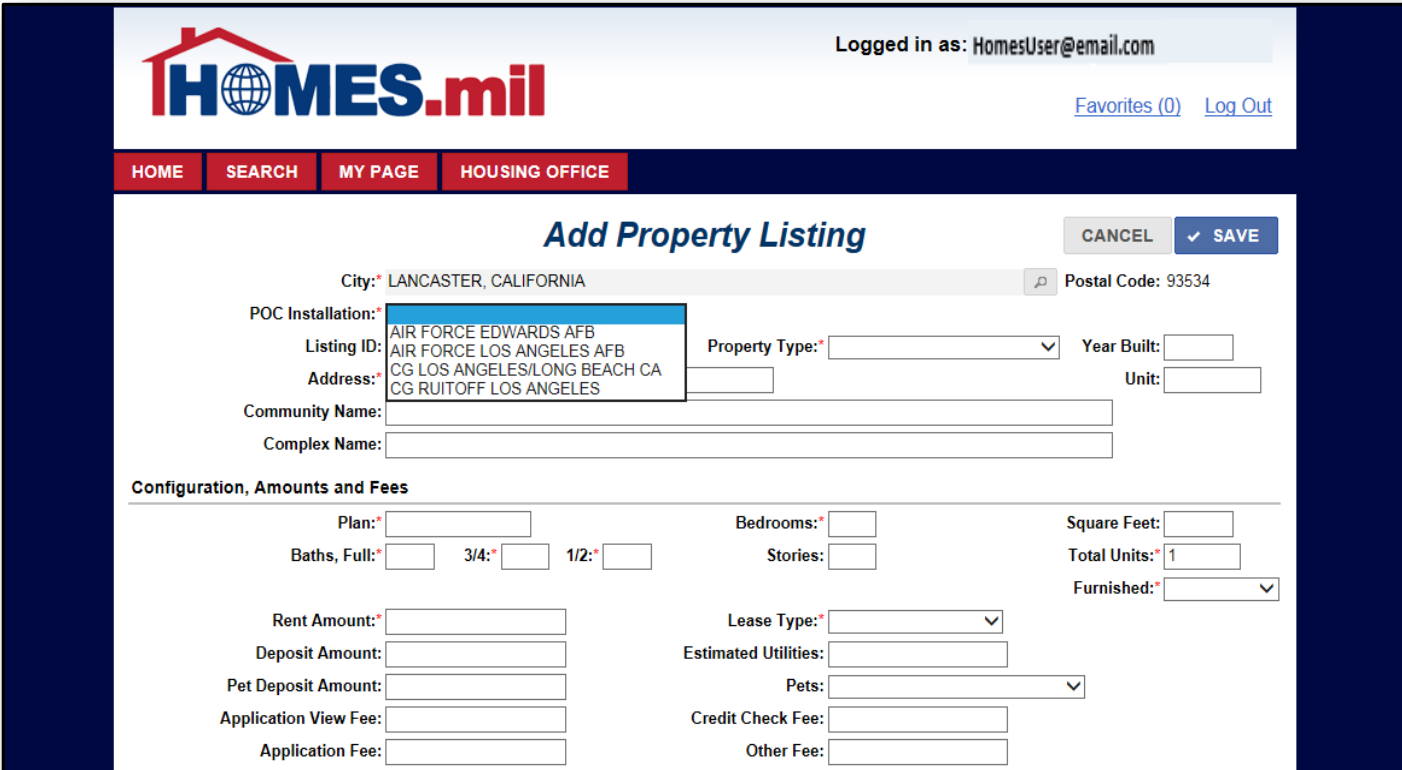
Complex Name:

Configuration, Amounts and Fees

Plan:* <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:* 1 <input type="text"/>
Rent Amount:* <input type="text"/>	Lease Type:* <input type="text"/>	Furnished:* <input type="text"/>
Deposit Amount: <input type="text"/>	Estimated Utilities: <input type="text"/>	
Pet Deposit Amount: <input type="text"/>	Pets: <input type="text"/>	
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

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 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 title is 'Add Property Listing' with 'CANCEL' and 'SAVE' buttons. The form fields are as follows:

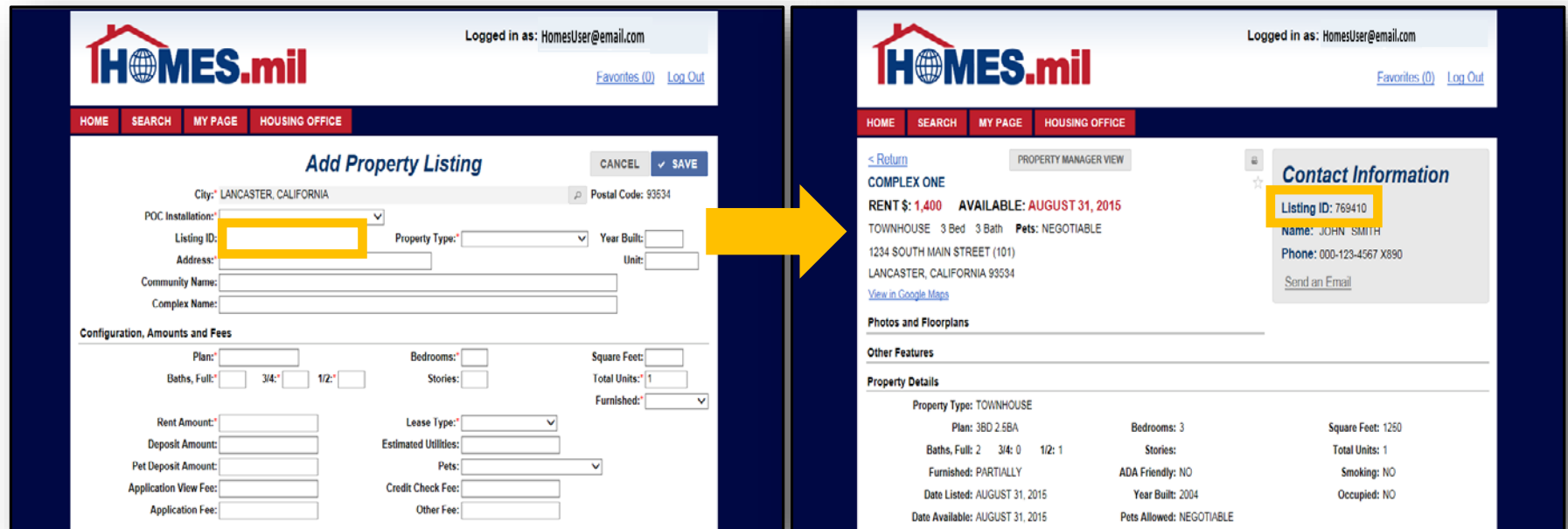
City: LANCASTER, CALIFORNIA		Postal Code: 93534	
POC Installation:	<div>AIR FORCE EDWARDS AFB AIR FORCE LOS ANGELES AFB CG LOS ANGELES/LONG BEACH CA CG RUITOFF LOS ANGELES</div>	Property Type:	<input type="text"/>
Listing ID:	<input type="text"/>	Year Built:	<input type="text"/>
Address:	<input type="text"/>	Unit:	<input type="text"/>
Community Name:	<input type="text"/>		
Complex Name:	<input type="text"/>		

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:	1
Rent Amount:	<input type="text"/>	Lease Type:	<input type="text"/>	Furnished:	<input type="text"/>
Deposit Amount:	<input type="text"/>	Estimated Utilities:	<input type="text"/>		
Pet Deposit Amount:	<input type="text"/>	Pets:	<input type="text"/>		
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

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



The image shows two screenshots of 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' field in the listing details.

Left Screenshot: Add Property Listing Form

Logged in as: HomesUser@email.com

Navigation: HOME SEARCH MY PAGE HOUSING OFFICE

Add Property Listing [CANCEL] [SAVE]

City: LANCASTER, CALIFORNIA Postal Code: 93534

POC Installation: [dropdown] Listing ID: [highlighted] 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]
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

Navigation: HOME SEARCH MY PAGE HOUSING OFFICE

Complex ONE [Return] [PROPERTY MANAGER VIEW]

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

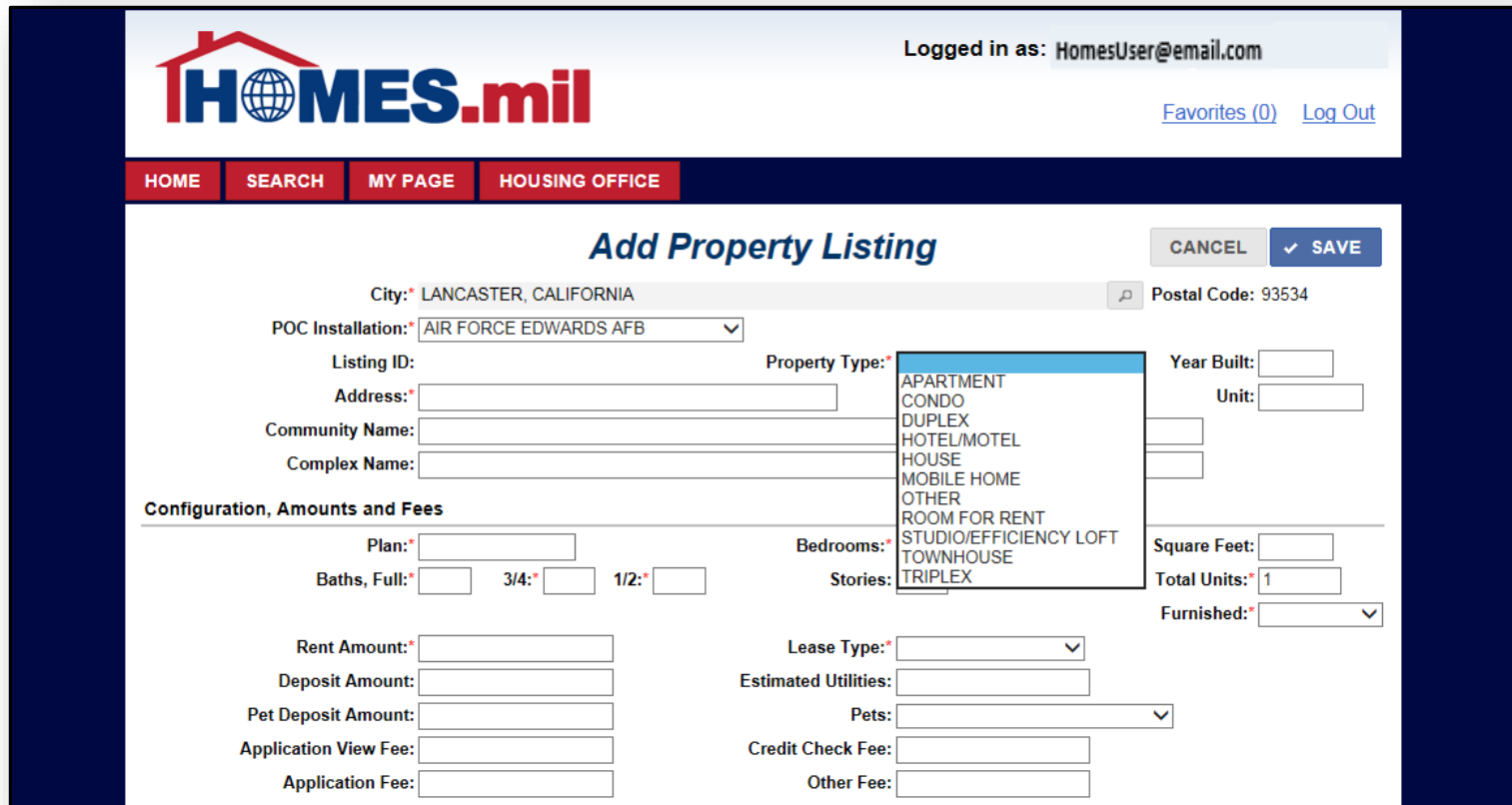
Property Type: TOWNHOUSE	Bedrooms: 3	Square Feet: 1250
Plan: 3BD 2.5BA	Stories: 1	Total Units: 1
Baths, Full: 2 3/4: 0 1/2: 1	ADA Friendly: NO	Smoking: NO
Furnished: PARTIALLY	Year Built: 2004	Occupied: NO
Date Listed: AUGUST 31, 2015	Pets Allowed: NEGOTIABLE	
Date Available: AUGUST 31, 2015		

Contact Information

Listing ID: 769410 (highlighted)
Name: JOHN SMITH
Phone: 000-123-4567 X890
[Send an Email](#)

Add a Property Listing

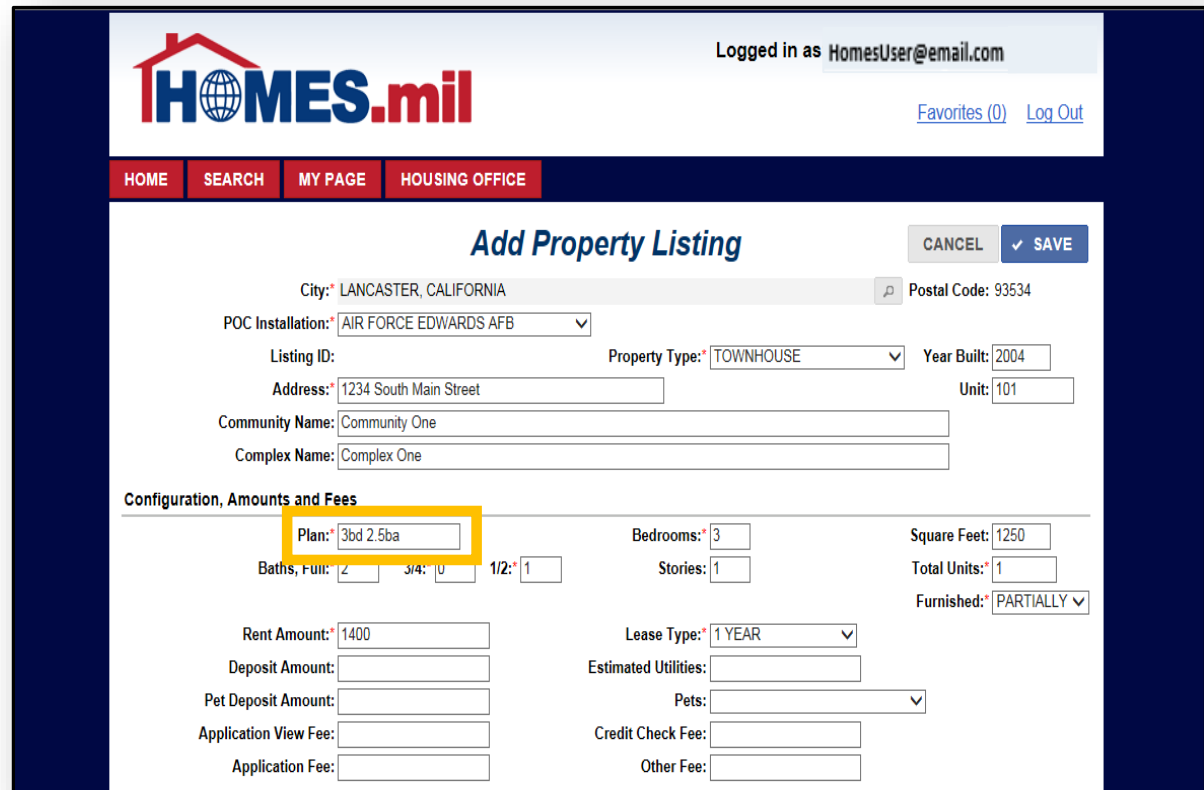
Click the down arrow to select the Property Type.

A screenshot of the HOMES.mil 'Add Property Listing' form. The form is titled 'Add Property Listing' and has a 'CANCEL' button and a 'SAVE' button. It contains various input fields for property details. The 'Property Type' dropdown menu is open, showing a list of options: APARTMENT, CONDO, DUPLEX, HOTEL/MOTEL, HOUSE, MOBILE HOME, OTHER, ROOM FOR RENT, STUDIO/EFFICIENCY LOFT, TOWNHOUSE, and TRIPLEX. The 'City' field is set to 'LANCASTER, CALIFORNIA' and the 'Postal Code' is '93534'. The 'POC Installation' is 'AIR FORCE EDWARDS AFB'. The 'Listing ID' and 'Address' fields are empty. The 'Community Name' and 'Complex Name' fields are also empty. The 'Year Built' and 'Unit' fields are empty. The 'Configuration, Amounts and Fees' section includes fields for 'Plan', 'Baths, Full', '3/4', '1/2', 'Bedrooms', 'Stories', 'Rent Amount', 'Deposit Amount', 'Pet Deposit Amount', 'Application View Fee', 'Application Fee', 'Lease Type', 'Estimated Utilities', 'Pets', 'Credit Check Fee', and 'Other Fee'. The 'Square Feet' field is empty. The 'Total Units' field is set to '1'. The 'Furnished' dropdown menu is set to 'Furnished'.

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 form is divided into several sections: 'Basic Information', 'Configuration, Amounts and Fees', and 'Lease Information'. The 'Basic Information' section includes fields for City, Postal Code, POC Installation, Listing ID, Property Type, Year Built, Address, Unit, Community Name, and Complex Name. The 'Configuration, Amounts and Fees' section includes fields for Plan, Bedrooms, Square Feet, Baths, Full, 3/4, 1/2, Stories, Total Units, and Furnished. The 'Lease Information' section includes fields for Rent Amount, Deposit Amount, Pet Deposit Amount, Application View Fee, Application Fee, Lease Type, Estimated Utilities, Pets, Credit Check Fee, and Other Fee. The 'Plan' field is highlighted with a yellow box.

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: TOWNHOUSE Year Built: 2004
Address: 1234 South Main Street Unit: 101
Community Name: Community One
Complex Name: Complex One

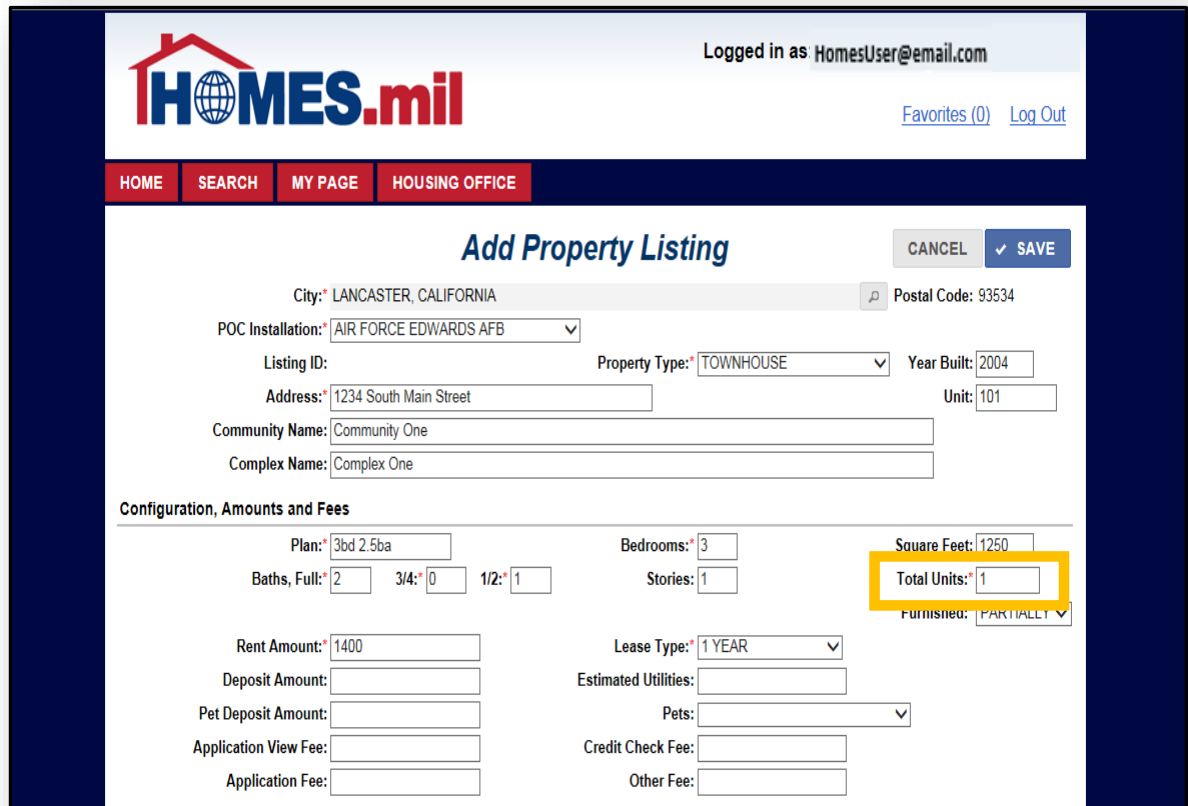
Configuration, Amounts and Fees

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

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 'CANCEL' button and a 'SAVE' button. The form is divided into several sections: 'Basic Information', 'Configuration, Amounts and Fees', and 'Fees'. The 'Basic Information' section includes fields for City, POC Installation, Listing ID, Property Type, Year Built, Address, Unit, Community Name, and Complex Name. The 'Configuration, Amounts and Fees' section includes fields for Plan, Bedrooms, Square Feet, Baths, Full, 3/4, 1/2, Stories, Total Units, Rent Amount, Deposit Amount, Pet Deposit Amount, Application View Fee, Application Fee, Lease Type, Estimated Utilities, Pets, Credit Check Fee, and Other Fee. The 'Total Units' field is highlighted with a yellow box, indicating that it is the field where the quantity of properties should be entered.

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: 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: Estimated Utilities:

Pet Deposit Amount: Pets:

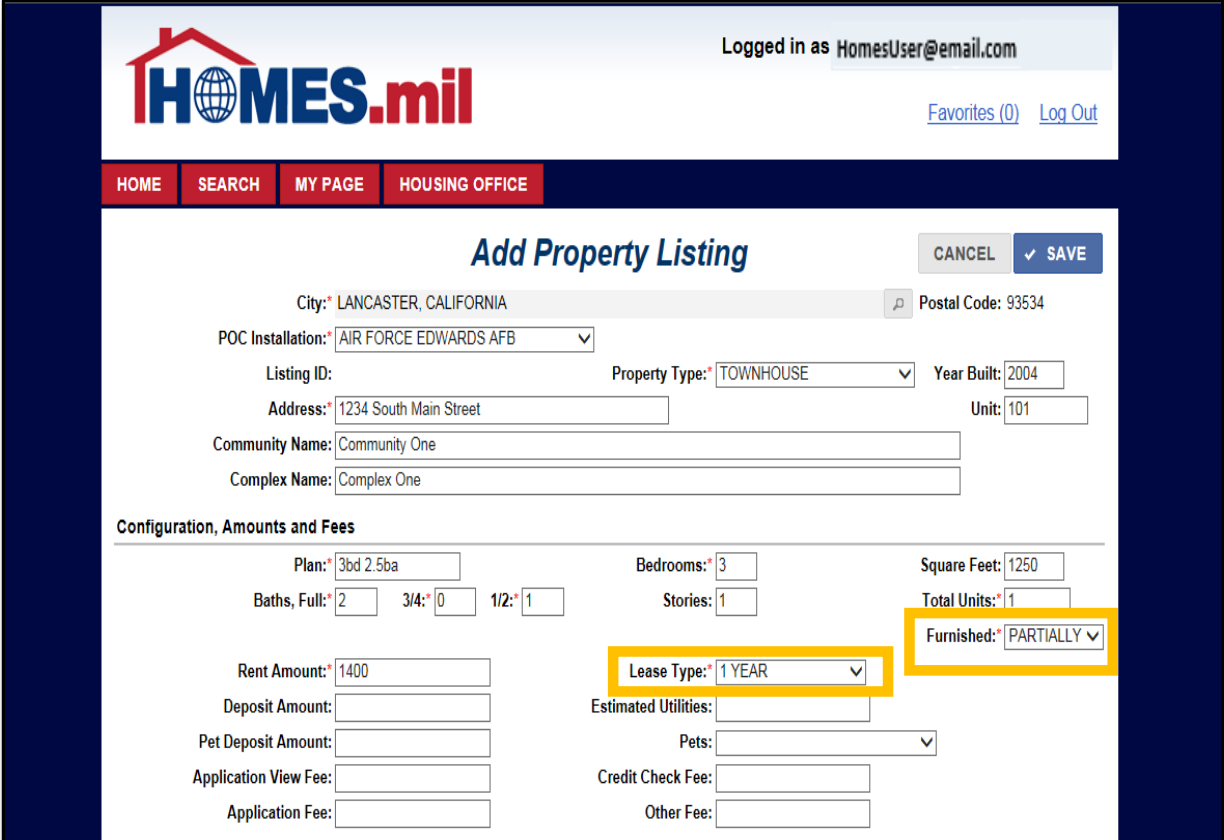
Application View Fee: Credit Check Fee:

Application Fee: Other Fee:

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'. The main 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

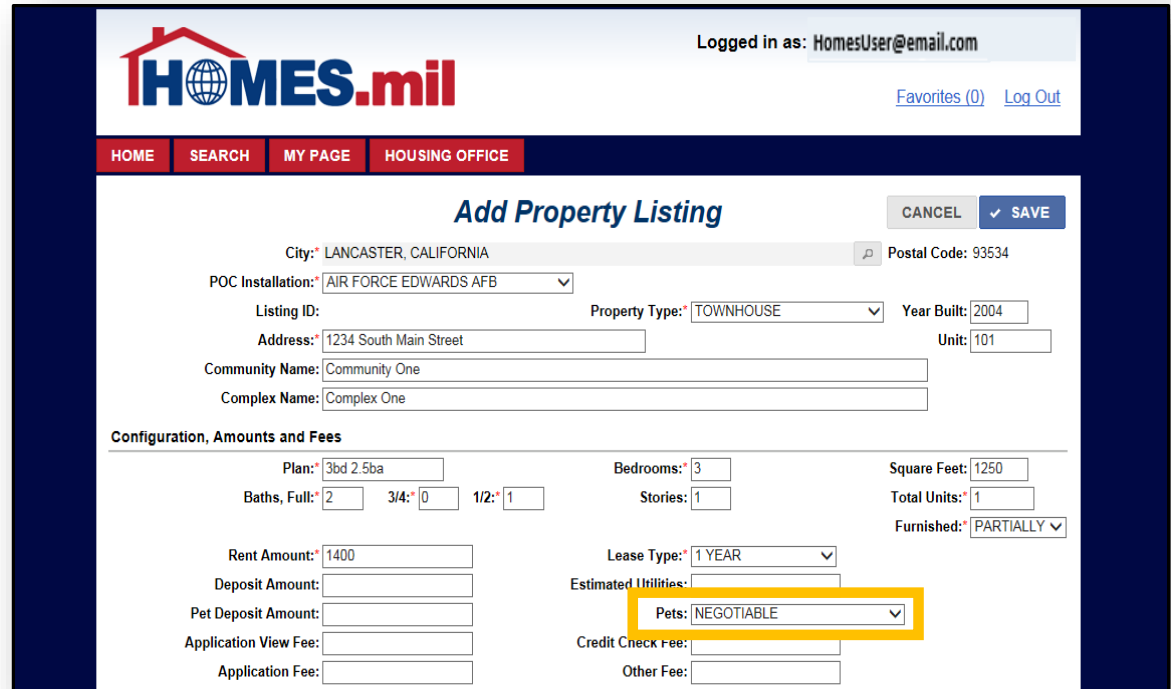
The 'Configuration, Amounts and Fees' section includes:

- Plan: 3bd 2.5ba
- Beds: 3
- Square Feet: 1250
- Baths, Full: 2
- 3/4: 0
- 1/2: 1
- Stories: 1
- Total Units: 1
- Furnished: PARTIALLY (highlighted with a yellow box)
- Rent Amount: 1400
- Lease Type: 1 YEAR (highlighted with a yellow box)
- 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

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

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

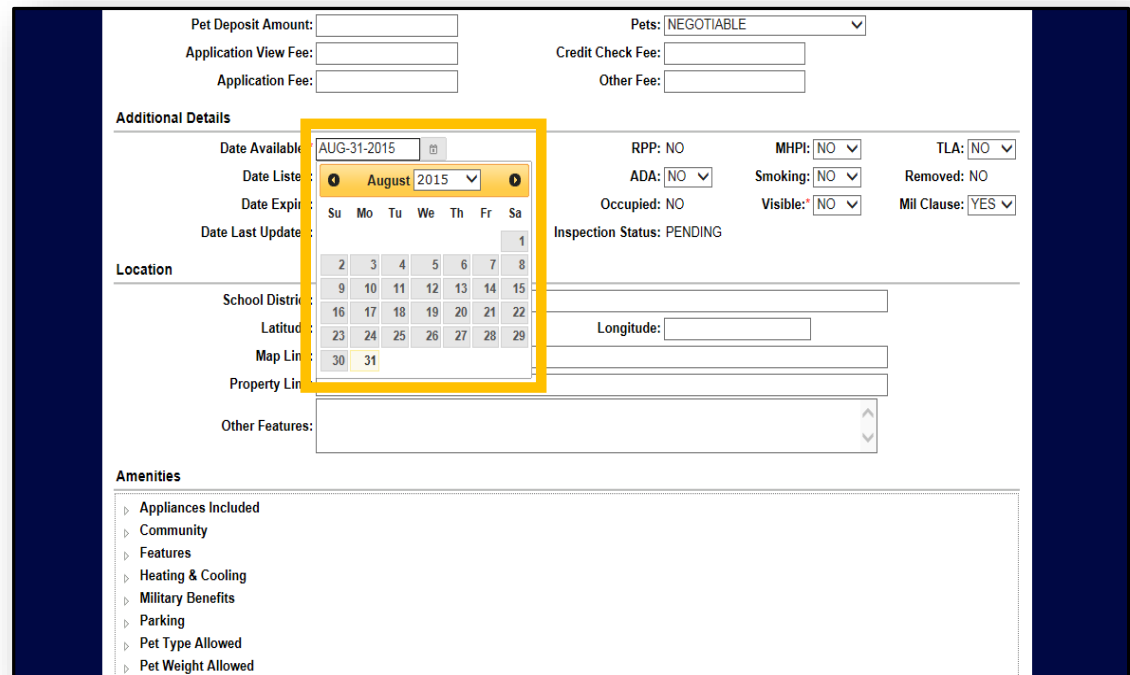
Configuration, Amounts and Fees

Field	Value
Plan	3bd 2.5ba
Beds	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	
Estimated Utilities	
Pet Deposit Amount	
Pets	NEGOTIABLE
Application View Fee	
Credit Check Fee	
Application Fee	
Other 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.

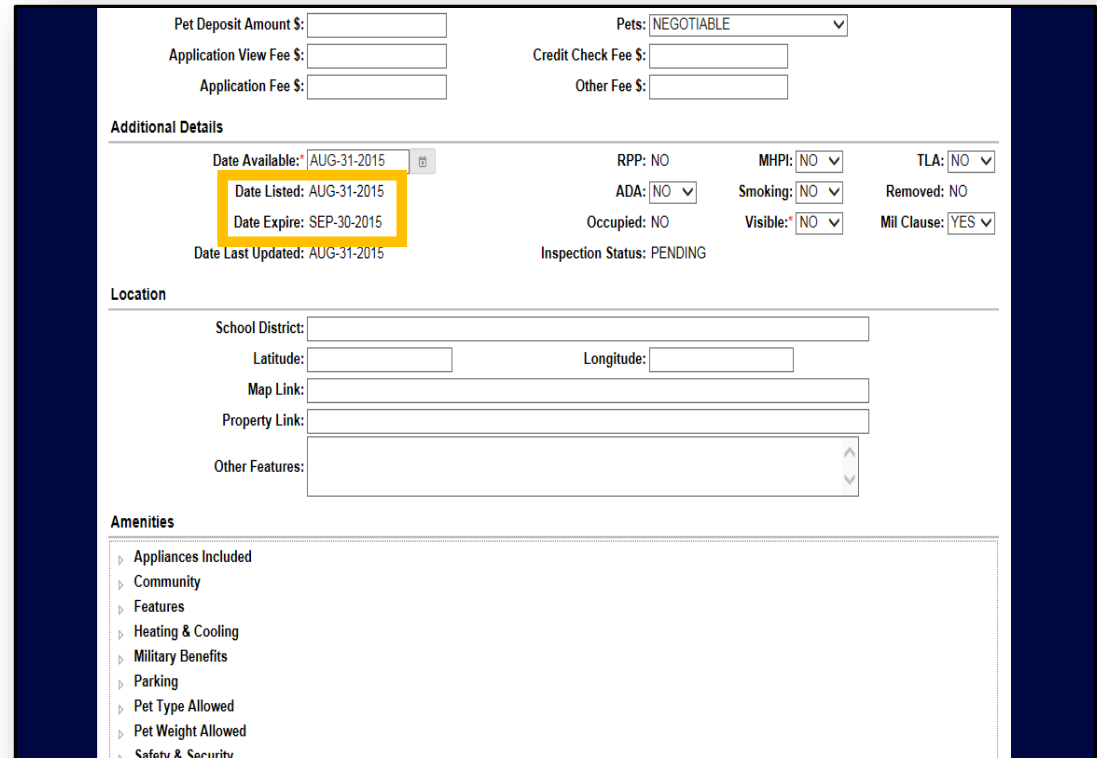
Once the Date Available is populated, you can change the date by typing in a new date or selecting another date from the calendar icon.

A screenshot of the IHOMES.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, showing a calendar icon and the date 'AUG-31-2015'. Below this, there is a calendar grid for August 2015. The 'Location' section includes fields for 'School District', 'Latitude', 'Longitude', 'Map Link', and 'Property Link'. The 'Amenities' section lists various features like 'Appliances Included', 'Community', 'Features', 'Heating & Cooling', 'Military Benefits', 'Parking', 'Pet Type Allowed', and 'Pet Weight Allowed'. Other fields include 'Pet Deposit Amount', 'Application View Fee', 'Application Fee', 'Pets' (dropdown), 'Credit Check Fee', 'Other Fee', 'RPP', 'MHPI', 'TLA', 'ADA', 'Smoking', 'Removed', 'Occupied', 'Visible', 'Mil Clause', and 'Inspection Status'.

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 IHOMES.mil property listing form. The form is divided into several sections: "Additional Details", "Location", and "Amenities". In the "Additional Details" section, the "Date Available" is set to "AUG-31-2015", and the "Date Expire" is set to "SEP-30-2015", which is highlighted with a yellow box. Other fields include "Pet Deposit Amount \$:", "Application View Fee \$:", "Application Fee \$:", "Pets:" (set to "NEGOTIABLE"), "Credit Check Fee \$:", "Other Fee \$:", "RPP:", "MHPI:", "TLA:", "ADA:", "Smoking:", "Removed:", "Occupied:", "Visible:", "Mil Clause:", and "Inspection Status:". The "Location" section includes "School District:", "Latitude:", "Longitude:", "Map Link:", "Property Link:", and "Other Features:". The "Amenities" section lists various categories: "Appliances Included", "Community", "Features", "Heating & Cooling", "Military Benefits", "Parking", "Pet Type Allowed", "Pet Weight Allowed", and "Safety & Security".

Add a Property Listing

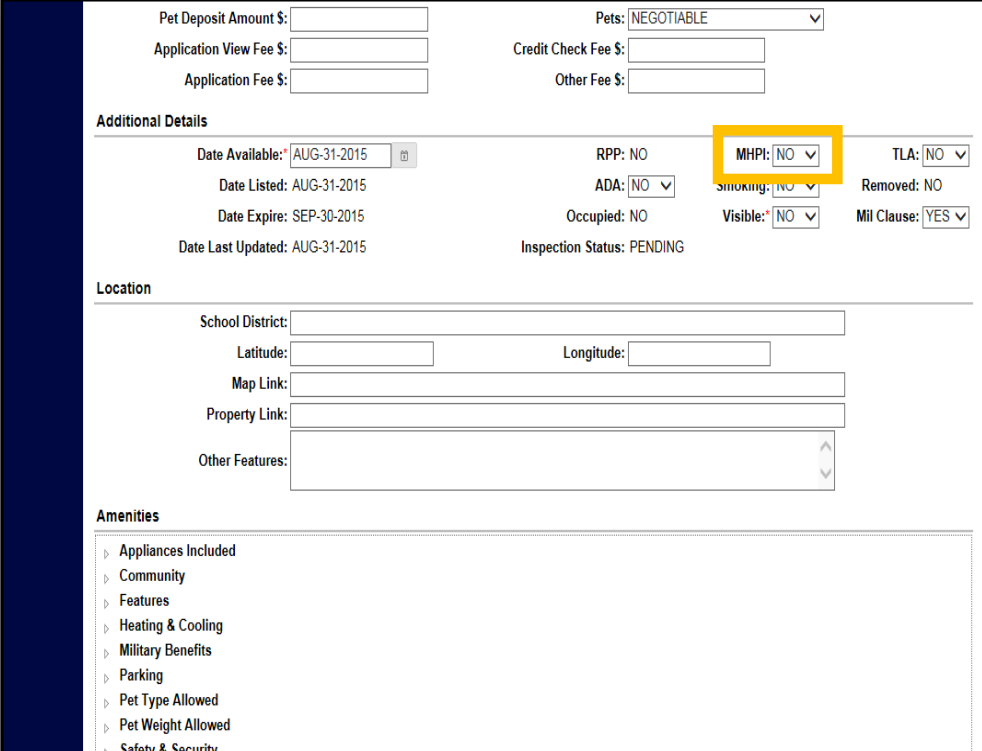
You can check with your local Military Housing Office to inquire whether it participates in the Rental Partnership Program (**RPP**). If so, the housing office must approve the inclusion of listings into this program.

The screenshot shows a web form for adding a property listing. The form is divided into several sections: Fees, Additional Details, Location, and Amenities. In the 'Additional Details' section, the 'RPP: NO' field is highlighted with a yellow box. Other fields in this section include 'Date Available', 'Date Listed', 'Date Expire', 'Date Last Updated', 'Pets', 'Credit Check Fee', 'Other Fee', 'MHPI', 'TLA', 'Smoking', 'Removed', 'Visible', 'Occupied', 'Inspection Status', 'ADA', 'Map Link', 'Property Link', and 'Other Features'. The 'Location' section contains fields for 'School District', 'Latitude', 'Longitude', 'Map Link', 'Property Link', and 'Other Features'. The 'Amenities' section is a list of checkboxes for various property features.

Section	Field	Value
Fees	Pet Deposit Amount \$:	
	Application View Fee \$:	
	Application Fee \$:	
	Credit Check Fee \$:	
Additional Details	Pets:	NEGOTIABLE
	Other Fee \$:	
	Date Available:	AUG-31-2015
	Date Listed:	AUG-31-2015
	Date Expire:	SEP-30-2015
	Date Last Updated:	AUG-31-2015
	RPP:	NO
	MHPI:	NO
	TLA:	NO
	Smoking:	NO
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	
	Removed:	NO

Add a Property Listing

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

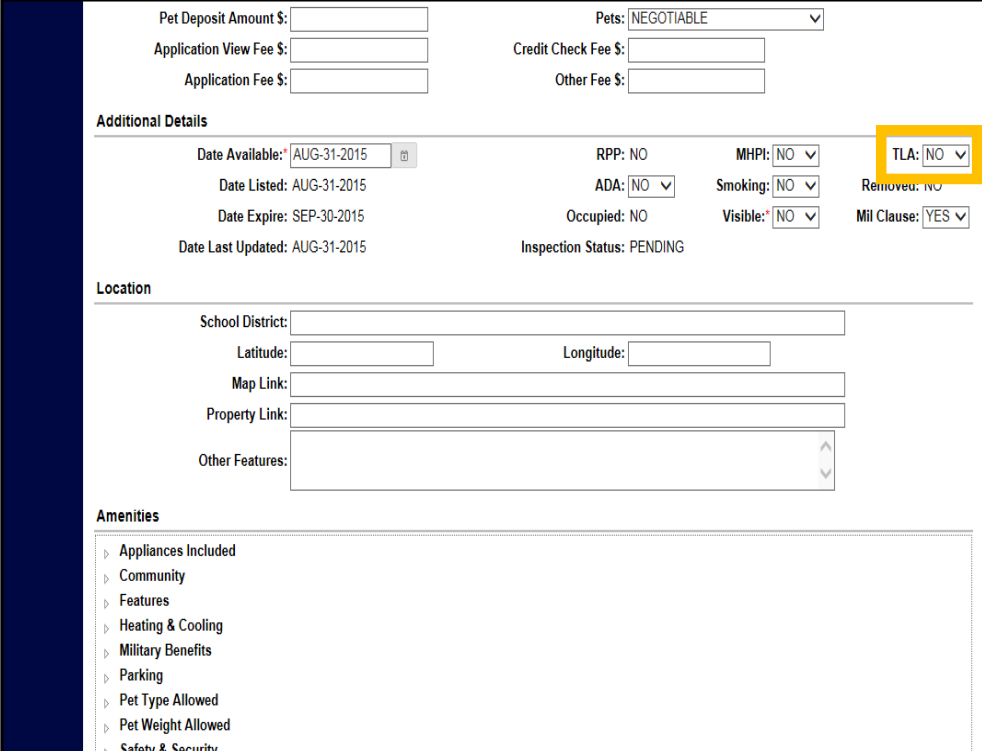


The screenshot shows a web form for adding a property listing. The form is divided into several sections: Fees, Additional Details, Location, and Amenities. The 'Additional Details' section contains various dropdown menus and text inputs. The 'MHPI' dropdown menu is highlighted with a yellow box and is currently set to 'NO'. The 'Location' section includes fields for School District, Latitude, Longitude, Map Link, Property Link, and Other Features. The 'Amenities' section lists various categories with expandable arrows.

Field	Value
Pet Deposit Amount \$:	
Pets:	NEGOTIABLE
Application View Fee \$:	
Credit Check Fee \$:	
Application Fee \$:	
Other Fee \$:	
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:	
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

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: Fees, Additional Details, Location, and Amenities. A yellow box highlights the 'TLA: NO' dropdown menu in the 'Additional Details' section.

Fees:

- Pet Deposit Amount \$:
- Application View Fee \$:
- Application Fee \$:
- Pets:
- Credit Check Fee \$:
- Other Fee \$:

Additional Details:

- Date Available:
- Date Listed:
- Date Expire:
- Date Last Updated:
- RPP:
- ADA:
- Occupied:
- Inspection Status:
- MHPI:
- Smoking:
- Visible:
- Removed:
- Mil Clause:
- TLA:**

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

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.

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	RPD:	NO	MHP:	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

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	MHP:	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"/>	

Additional Details

Date Available:*	AUG-31-2015	<input type="button" value="📅"/>	RPP:	NO	MHPI:	NO	<input type="button" value="v"/>	TLA:	NO	<input type="button" value="v"/>	
Date Listed:	AUG-31-2015		ADA:	NO	<input type="button" value="v"/>	Smoking:	NO	<input type="button" value="v"/>	Removed:	NO	
Date Expire:	SEP-30-2015		Occupied:	NO		Visible:*	NO	<input type="button" value="v"/>	Mil Clause:	YES	<input type="button" value="v"/>
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"/>		

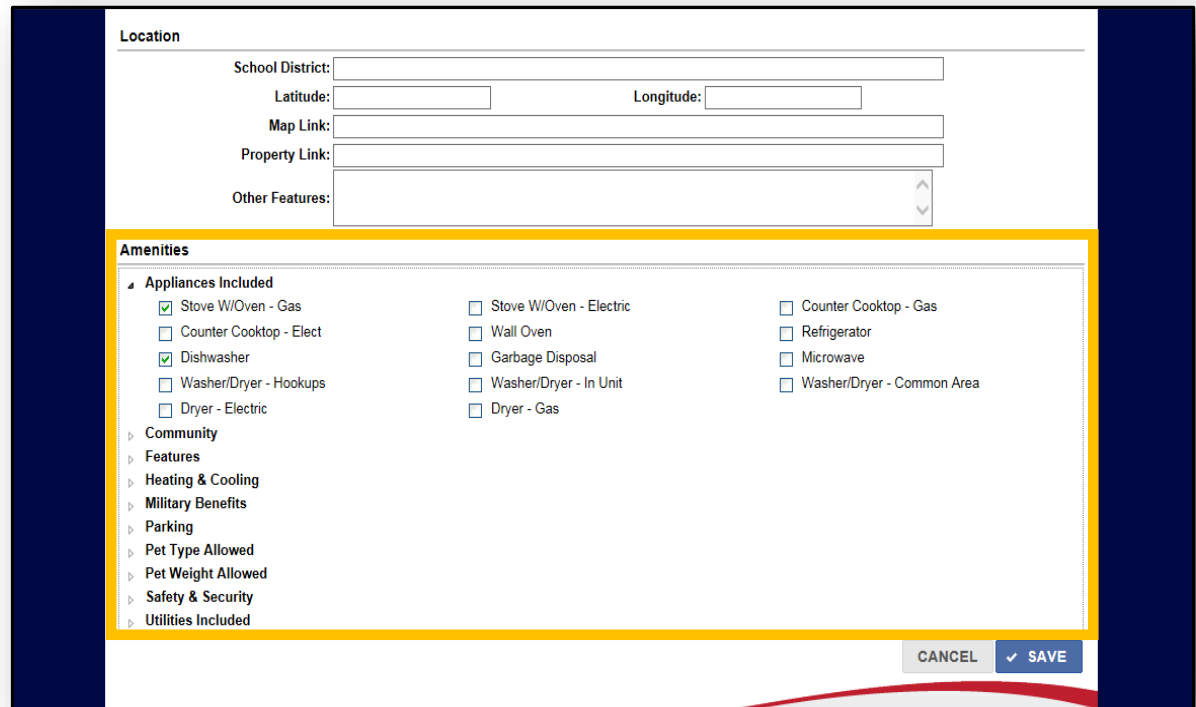
Amenities

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

Add a Property Listing

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 IHOMES.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', 'Property Link', and 'Other Features'. The 'Amenities' section is highlighted with a yellow border and contains a list of categories and their corresponding amenities. The 'Appliances Included' category is expanded, showing a list of amenities with checkboxes. The 'SAVE' button is highlighted in blue.

Location

School District:

Latitude: Longitude:

Map Link:

Property Link:

Other Features:

Amenities

▾ Appliances Included

<input checked="" type="checkbox"/> Stove W/Oven - Gas	<input type="checkbox"/> Stove W/Oven - Electric	<input type="checkbox"/> Counter Cooktop - Gas
<input type="checkbox"/> Counter Cooktop - Elect	<input type="checkbox"/> Wall Oven	<input type="checkbox"/> Refrigerator
<input checked="" type="checkbox"/> Dishwasher	<input type="checkbox"/> Garbage Disposal	<input type="checkbox"/> Microwave
<input type="checkbox"/> Washer/Dryer - Hookups	<input type="checkbox"/> Washer/Dryer - In Unit	<input type="checkbox"/> Washer/Dryer - Common Area
<input type="checkbox"/> Dryer - Electric	<input type="checkbox"/> Dryer - Gas	

▸ Community

▸ Features

▸ Heating & Cooling

▸ Military Benefits

▸ Parking

▸ Pet Type Allowed

▸ Pet Weight Allowed

▸ Safety & Security

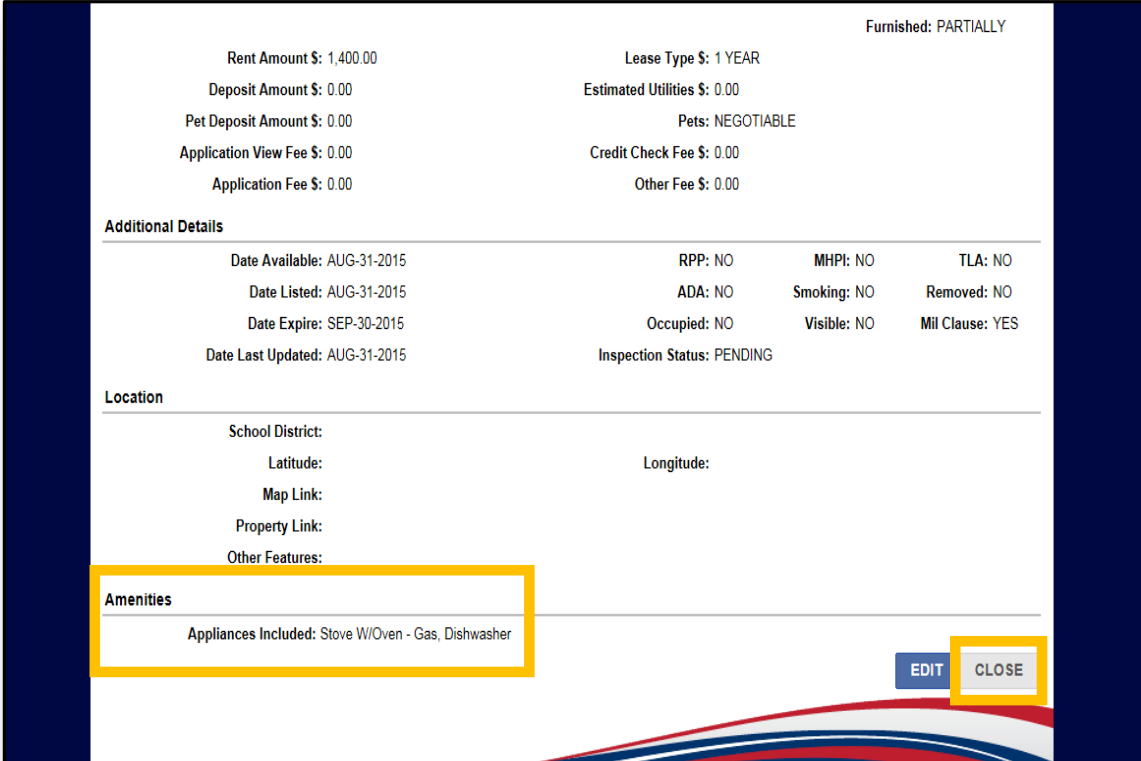
▸ Utilities Included

CANCEL **SAVE**

Add a Property Listing

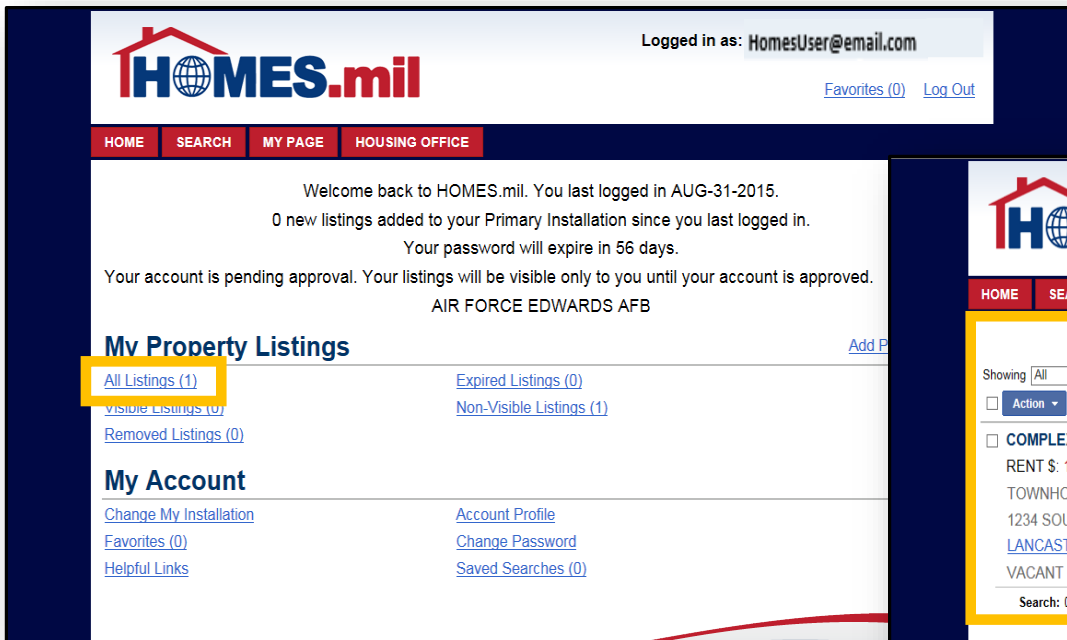
Once done selecting amenities, click **SAVE**. The selected amenities are displayed at the bottom of the property record.

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

A screenshot of a property listing form. The form is divided into several sections: 'Rent Amount \$: 1,400.00', 'Deposit Amount \$: 0.00', 'Pet Deposit Amount \$: 0.00', 'Application View Fee \$: 0.00', 'Application Fee \$: 0.00', 'Lease Type \$: 1 YEAR', 'Estimated Utilities \$: 0.00', 'Pets: NEGOTIABLE', 'Credit Check Fee \$: 0.00', 'Other Fee \$: 0.00', 'Furnished: PARTIALLY', 'Additional Details', 'Location', and 'Amenities'. The 'Amenities' section is highlighted with a yellow border and contains the text 'Appliances Included: Stove W/Oven - Gas, Dishwasher'. The 'Location' section contains fields for 'School District:', 'Latitude:', 'Longitude:', 'Map Link:', 'Property Link:', and 'Other Features:'. The 'Additional Details' section contains fields for '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', 'Smoking: NO', 'Visible: NO', 'TLA: NO', 'Removed: NO', and 'MII Clause: YES'. At the bottom right, there are two buttons: 'EDIT' and 'CLOSE', both highlighted with yellow borders.

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.

This screenshot shows the user dashboard for HOMES.mil. The user is logged in as 'HomesUser@email.com'. The dashboard includes a navigation bar with links for HOME, SEARCH, MY PAGE, and HOUSING OFFICE. A welcome message states: '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'. Under the 'My Property Listings' section, there are links for 'All Listings (1)', 'Expired Listings (0)', 'Non-Visible Listings (1)', 'Visible Listings (0)', and 'Removed Listings (0)'. The 'All Listings (1)' link is highlighted with a yellow box. Below this is the 'My Account' section with links for 'Change My Installation', 'Account Profile', 'Favorites (0)', 'Change Password', 'Helpful Links', and 'Saved Searches (0)'.

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 P](#)

[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 \(0\)](#)

This screenshot shows the 'My Property Listings' page. The user is logged in as 'HomesUser@email.com'. The page includes a navigation bar with links for HOME, SEARCH, MY PAGE, and HOUSING OFFICE. A section titled 'My Property Listings' shows a list of listings. The first listing is 'COMPLEX ONE' with details: RENT \$: 1,400, AVAILABLE: AUGUST 31, 2015, TOWNHOUSE 3 Bed 3 Bath, 1234 SOUTH MAIN STREET (101), LANCASTER, CALIFORNIA 93534, VACANT, Inspection Status: PENDING. The listing has a 'No Photo Available' placeholder. To the right of the listing are fields for 'Visible: NO', 'MHO Hold: YES', and 'Date Expire: SEPTEMBER 30, 2015', with a 'RENEW' button. At the bottom of the listing section are statistics: Search: 0, View: 0, Map: 0, Favorite: 0, Inquiry: 0, Reg User: 44.

Logged in as: HomesUser@email.com

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

HOME SEARCH MY PAGE HOUSING OFFICE

My Property Listings [Add Property Listing](#)

Showing Listing 1 to 1 of 1

☐ Action

☐ **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

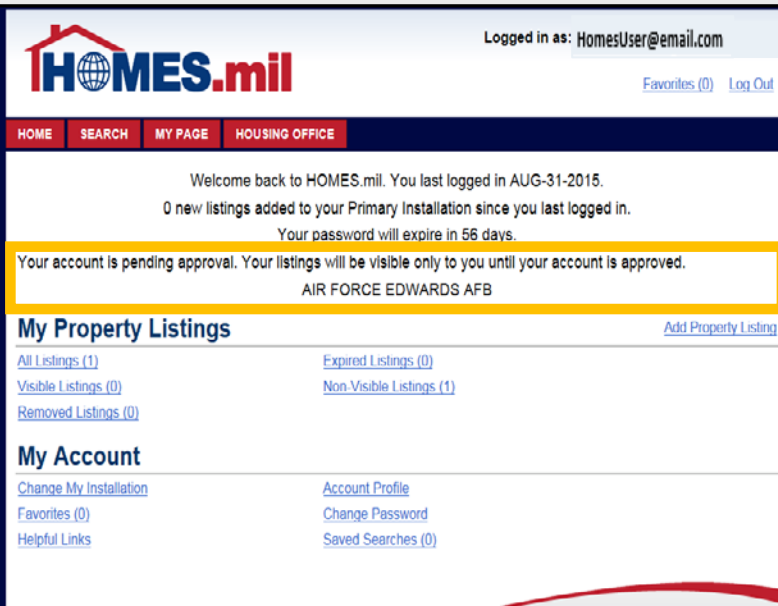
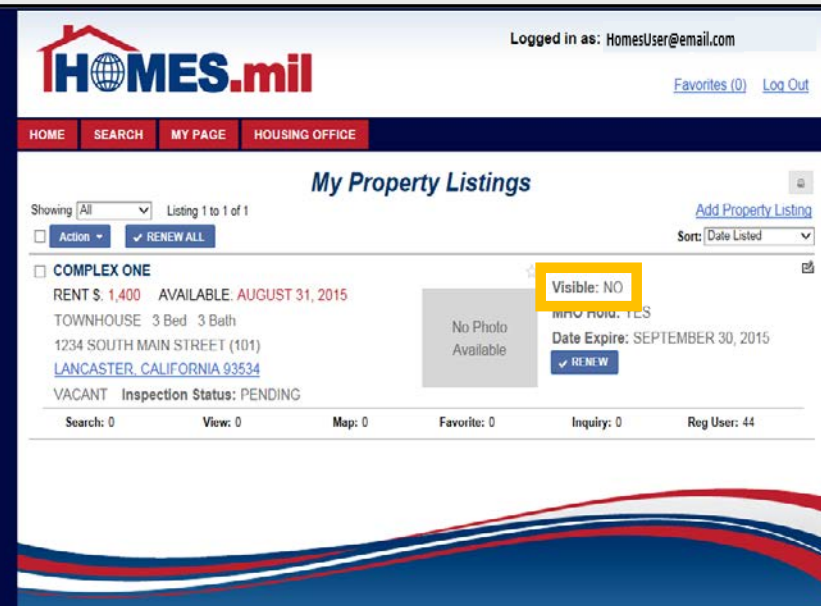
No Photo Available

Visible: NO
MHO Hold: YES
Date Expire: SEPTEMBER 30, 2015

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.

A screenshot of the HOMES.mil user dashboard. The top navigation bar includes 'HOME', 'SEARCH', 'MY PAGE', and 'HOUSING OFFICE'. The user is logged in as 'HomesUser@email.com'. A welcome message states: '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.' A yellow box highlights a message: 'Your account is pending approval. Your listings will be visible only to you until your account is approved. AIR FORCE EDWARDS AFB'. Below this, the 'My Property Listings' section shows links for 'All Listings (1)', 'Visible Listings (0)', 'Removed Listings (0)', 'Expired Listings (0)', and 'Non-Visible Listings (1)'. The 'My Account' section includes links for 'Change My Installation', 'Account Profile', 'Favorites (0)', 'Change Password', 'Helpful Links', and 'Saved Searches (0)'.A screenshot of the HOMES.mil property listing page. The top navigation bar is the same as the dashboard. The user is logged in as 'HomesUser@email.com'. The page title is 'My Property Listings'. A yellow box highlights the 'Visible: NO' status. The listing details are: 'COMPLEX ONE', 'RENT \$: 1,400', 'AVAILABLE: AUGUST 31, 2015', 'TOWNHOUSE 3 Bed 3 Bath', '1234 SOUTH MAIN STREET (101)', 'LANCASTER, CALIFORNIA 93534', 'VACANT', and 'Inspection Status: PENDING'. A 'No Photo Available' placeholder is shown. The 'Date Expire' is 'SEPTEMBER 30, 2015'. The bottom of the page shows search statistics: 'Search: 0', 'View: 0', 'Map: 0', 'Favorite: 0', 'Inquiry: 0', and 'Reg User: 44'.

Add a Property Listing

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

