

# How to Edit a Property Listing



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



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.



You are accessing a U.S. Government (USG) Information System (IS) that is provided for USGauthorized 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.





#### Enter your account Email and Password. When ready, click the

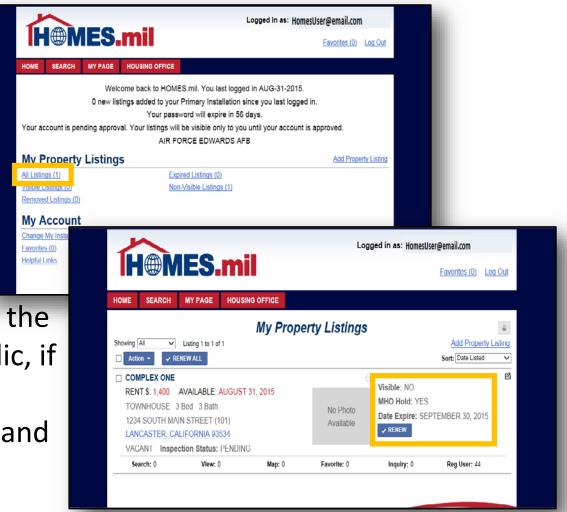
LOG IN button.





When you log in, you will be directed to your **MY PAGE**. You can view all of your listings by clicking the **All Listings** link.

This section informs you if the listing is visible to the public, if there is a Military Housing Office Hold on this listing, and when it expires.





#### Click the **<u>CITY, STATE, ZIP CODE</u>** link to view the property details.

HOME       SEARCH       MY PAGE       HOUSING OFFICE         My Property Listings	<u>.og Out</u>
My Property Listings	
	-
Showing All V Listing 1 to 1 of 1	y Listing
□ Action ▼ RENEW ALL Sort: Date Listed	~
□ COMPLEX ONE       Image: Complex one image: Co	<b>1</b>
Search: 0         View: 0         Map: 0         Favorite: 0         Inquiry: 0         Reg User: 44	



#### This is how your listing will appear to the public.

$\sim$	Log	ged in as: HomesUser@email.com
HMES.mil		Favorites (0) Log Out
HOME SEARCH MY PAGE HOUSING C	FFICE	
<pre>&lt; Return PROPERTY MANAGE COMPLEX ONE</pre>	R VIEW	Contact Information
RENT \$: 1,400 AVAILABLE: AUGUST 31,	2015	Listing ID: 769410
TOWNHOUSE 3 Bed 3 Bath Pets: NEGOTIABL	E	Name: JOHN SMITH
1234 SOUTH MAIN STREET (101)		Phone: 000-123-4567 X890
LANCASTER, CALIFORNIA 93534		Send an Email
<u>View in Google Maps</u>		
Photos and Floorplans		
Other Features		
Property Details		
Property Type: TOWNHOUSE		
Plan: 3BD 2.5BA	Bedrooms: 3	Square Feet: 1250
Baths, Full: 2 3/4: 0 1/2: 1	Stories:	Total Units: 1
Furnished: PARTIALLY	ADA Friendly: NO	Smoking: NO
Date Listed: AUGUST 31, 2015	Year Built: 2004	Occupied: NO
Date Available: AUGUST 31, 2015	Pets Allowed: NEGOTIABLE	



#### To make any changes to this listing, click **PROPERTY MANAGER VIEW**.

	L	.ogged in as: HomesUser@email.com
<b>H</b> MES.mil		Favorites (0) Log Out
HOME SEARCH MY PAGE HOUSING C	FFICE	
<u>&lt; Return</u> <b>COMPLEX ONE</b>	RVIEW	Contact Information
RENT \$: 1,400 AVAILABLE: AUGUST 31,	2015	Listing ID: 769410
TOWNHOUSE 3 Bed 3 Bath Pets: NEGOTIABL	E	Name: JOHN SMITH
1234 SOUTH MAIN STREET (101)		Phone: 000-123-4567 X890
LANCASTER, CALIFORNIA 93534		Send an Email
View in Google Maps		
Photos and Floorplans		
Other Features		
Property Details		
Property Type: TOWNHOUSE		
Plan: 3BD 2.5BA	Bedrooms: 3	Square Feet: 1250
Baths, Full: 2 3/4: 0 1/2: 1	Stories:	Total Units: 1
Furnished: PARTIALLY	ADA Friendly: NO	Smoking: NO
Date Listed: AUGUST 31, 2015	Year Built: 2004	Occupied: NO
Date Available: AUGUST 31, 2015	Pets Allowed: NEGOTIABLE	



You will receive an email notification when your listing expires.

You can click the **RENEW** button to renew your listing for another 30 days.

~					Logged in as: Home	esUser@email.com	
	MES	5.m				Favorites (0)	Log Out
IOME SEAF	RCH MY PAG	GE HOUS		FICE			
PROPERTY DE	TAILS						
ADD PHOTO	✓ RENEW	REMOVE	DUPL	ICATE		EDIT	CLOSE
		LANCASTER, (				Postal Code: 9353	34
	POC Installation: Listing ID:		WARDS	AFB	Property Type: TOWNHOUSE	Year Built: 2004	l .
	Address:	1234 SOUTH M	IAIN STR	EET		Unit: 101	
0	Community Name:						
	Complex Name:	COMPLEX ON	Ξ				
onfiguration, A	mounts and Fee				Bedrooms: 3	<b>6 5</b> 4250	
	Plan: Baths, Full:	3BD 2.5BA	l: 0	<b>1/2</b> : 1	Stories:	Square Feet: 1250 Total Units: 1	)
	Dutits, Full.	2 0/-			Stories	Furnished: PAR	TIALLY
	Rent Amount \$:	1,400.00			Lease Type \$: 1 YEAR		
E	eposit Amount \$:	0.00			Estimated Utilities \$: 0.00		
Pet D	eposit Amount \$:	0.00			Pets: NEGOTIABLE		
Applie	cation View Fee \$:	0.00			Credit Check Fee \$: 0.00		



#### If you wish to remove this listing, click the **REMOVE** button.

5		Logged in as: Hor	nesUser@email.com
HMES.	nil		Favorites (0) Log Out
HOME SEARCH MY PAGE			
PROPERTY DETAILS			
ADD PHOTO 🗸 RENEW REMO	VE DUPLICATE		EDIT CLOSE
City: LANCAS	TER, CALIFORNIA		Postal Code: 93534
POC Installation: AIR FOR	CE EDWARDS AFB		
Listing ID: 769410		Property Type: TOWNHOUSE	Year Built: 2004
Address: 1234 SC	UTH MAIN STREET		Unit: 101
Community Name: COMMU	NITY ONE		
Complex Name: COMPLI	X ONE		
Configuration, Amounts and Fees			
Plan: 3BD 2.5	3A	Bedrooms: 3	Square Feet: 1250
Baths, Full: 2	3/4: 0 1/2: 1	Stories:	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		Pets: NEGOTIABLE	
Application View Fee \$: 0.00		Credit Check Fee \$: 0.00	



To duplicate this listing, click the **DUPLICATE** button.

This feature allows you to quickly add a property that is similar to another listing.

			Logged in as: Home	esUser@email.com
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HOME SEARCH MY PAGE	IOUSING OF	FICE		
PROPERTY DETAILS				
ADD PHOTO 🗸 RENEW REMO	VE DUP			EDIT CLOSE
City: LANCAS	TER, CALIFO	RNIA		Postal Code: 93534
POC Installation: AIR FOR	CE EDWARD	S AFB		
Listing ID: 769410			Property Type: TOWNHOUSE	Year Built: 2004
Address: 1234 SC	UTH MAIN ST	REET		Unit: 101
Community Name: COMMU	NITY ONE			
Complex Name: COMPLE	X ONE			
Configuration, Amounts and Fees				
Plan: 3BD 2.5	BA		Bedrooms: 3	Square Feet: 1250
Baths, Full: 2	3/4: 0	<b>1/2:</b> 1	Stories:	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			Pets: NEGOTIABLE	
Application View Fee \$: 0.00			Credit Check Fee \$: 0.00	



The duplicate listing cannot have the same Address, Unit and Plan.

To save as a new listing, at least one of these fields must be changed.

H®MES	mil	nesUser@email.com
		Favorites (0) Log Out
DME SEARCH MY PAGE	HOUSING OFFICE	
	Add Property Listing	CANCEL 🗸 SAVE
City:* LAN	CASTER, 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: Com	munity One	
Complex Name: Com	plex One	
onfiguration, 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 V
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:	]



#### To make changes to this property record, click **EDIT**.

				Logged in as: Hom	esUser@email.com
H	<b>5.m</b>				Favorites (0) Log Out
HOME SEARCH MY PAG	E HOUS		CE		
PROPERTY DETAILS					
ADD PHOTO 🗸 RENEW	REMOVE	DUPLIC	ATE		EDIT CLOSE
City:	LANCASTER, (	CALIFORNI	A		Postal Code: 93534
POC Installation:	AIR FORCE ED	WARDS A	FB		
Listing ID:	769410			Property Type: TOWNHOUSE	Year Built: 2004
Address:	1234 SOUTH N	IAIN STRE	ET		Unit: 101
Community Name:	COMMUNITY	DNE			
Complex Name:	COMPLEX ON	E			
Configuration, Amounts and Fee	5				
Plan:	3BD 2.5BA			Bedrooms: 3	Square Feet: 1250
Baths, Full:	2 3/4	l: 0	<b>1/2:</b> 1	Stories:	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			Pets: NEGOTIABLE	
Application View Fee \$:	0.00			Credit Check Fee \$: 0.00	



From here, you can either click **CANCEL** to return without saving your changes or click **SAVE** to keep the changes and return to the previous screen.

H	MES.	mil			Favorites (0) Log Out
HOME SEARC	H MY PAGE	HOUSING OFFICE			
		Edit l	Property Listing		CANCEL 🗸 SAVE
	City:* LANCAS	TER, CALIFORNIA		Q	Postal Code: 93534
POC	Installation:* AIR FOR	CE EDWARDS AFB	$\checkmark$		
	Listing ID: 769410		Property Type:* TOW	NHOUSE 💊	Vear Built: 2004
	Address:* 1234 SO	JTH MAIN STREET			Unit: 101
Comm	unity Name: COMMUI	NITY ONE			
Со	nplex Name: COMPLE	X ONE			
Configuration, Amo	ounts and Fees				
	Plan:* 3BD 2.5B	A	Bedrooms:* 3	]	Square Feet: 1250
	Baths, Full:* 2	3/4:* 0 1/2:* 1	Stories:	]	Total Units:* 1
					Furnished:* PARTIALLY 🗸
Ren	t Amount \$:* 1400		Lease Type \$:* 1 YE	AR 🗸	
Depos	it Amount \$:		Estimated Utilities \$:		
Pet Depos	it Amount \$:		Pets: NEG	OTIABLE	$\checkmark$
Application	View Fee \$:		Credit Check Fee \$:		
Appli	cation Fee \$:		Other Fee \$:		



#### To add photos, click the **ADD PHOTO** button.

			Logged in as: Ho	mesUser@email.com
H	<b>5.m</b> i			Favorites (0) Log Out
HOME SEARCH MY PAG	E HOUSI	NG OFFICE		
PROPERTY DETAILS				
ADD PHOTO 🗸 RENEW	REMOVE	DUPLICATE		EDIT CLOSE
City:	LANCASTER, C	ALIFORNIA		Postal Code: 93534
POC Installation:	AIR FORCE ED	WARDS AFB		
Listing ID:	769410		Property Type: TOWNHOUSE	Year Built: 2004
Address:	1234 SOUTH M	AIN STREET		<b>Unit:</b> 101
Community Name:				
Complex Name:	COMPLEX ONE			
Configuration, Amounts and Fee	5			
Plan:	3BD 2.5BA		Bedrooms: 3	Square Feet: 1250
Baths, Full:	2 3/4:	: 0 <b>1/2</b> :	1 Stories:	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		Pets: NEGOTIABLE	
Application View Fee \$:	0.00		Credit Check Fee \$: 0.00	



#### Click the **BROWSE** button to locate the property photos from your

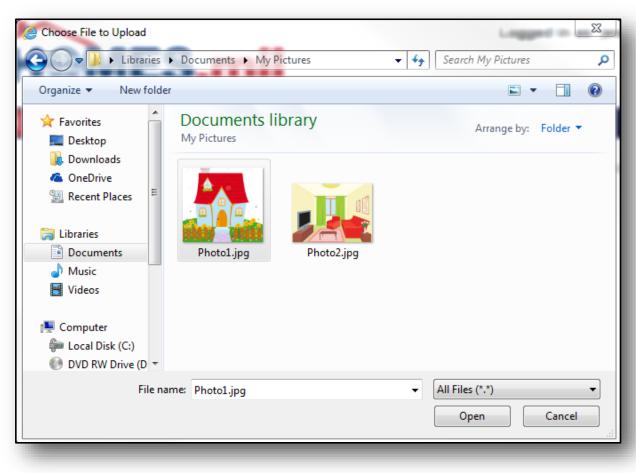
computer.

H@MES.	mil	Logged in as: HomesUser@email.com	Log Out
HOME SEARCH MY PAGE			
Image	Upload Photo	CANCEL UPLOAD	
·	Upload a JPG or GIF file. Optimal size is 480	x360 or larger.	
	Smaller images will be enlarged	L.	



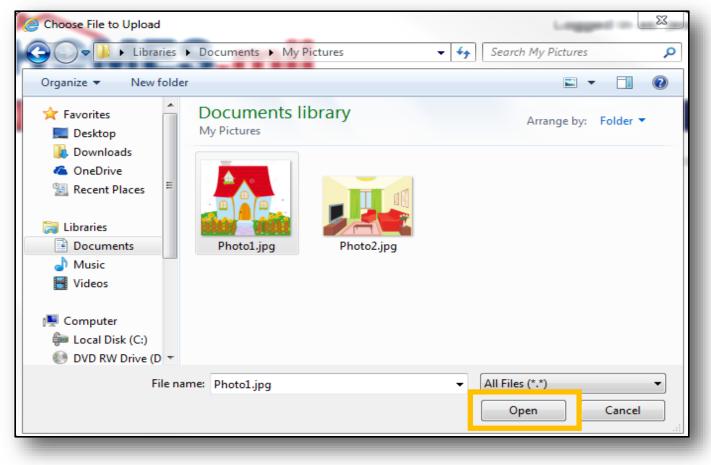
Navigate to the location of your photos, then click on a photo to select it.

Note: Select one photo at a time.





#### When ready, click the **OPEN** button to select this photo.





The Image File you selected will be displayed.

Click the **BROWSE** button again to select a different photo or you can click the **CANCEL** button to return to the previous screen without uploading a photo.





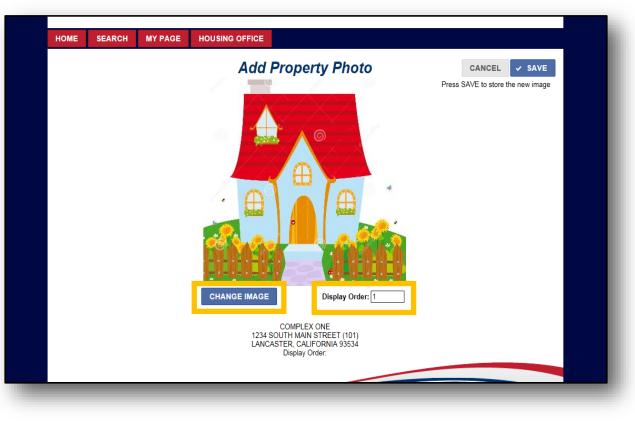
#### When ready to upload this photo, click the **UPLOAD** button.

Í		<b>IES.</b>	mil	Logged in as: Homes	Jser@email.com Favorites (0)	Log Out
HOME	SEARCH	MY PAGE	HOUSING OFFICE			
		Image	Upload Photo File: \\docs2\home\jsilver\My Pictures\Photo1.jpg	CANCEL Browse	UPLOAD	
			Upload a JPG or GIF file. Optimal size is 480 Smaller images will be enlarged			
				_	_	



The selected photo now appears. To select a different photo, click **CHANGE IMAGE**.

Photos are displayed in a random order. If adding more than one photo to your property listing, you may wish to use the Display Order field.





#### When done, click **SAVE**.





The photos are now stored in the **PROPERTY PHOTOS** tab.

You may add additional photos by clicking the **ADD** button or remove photos by clicking the **DELETE** button.





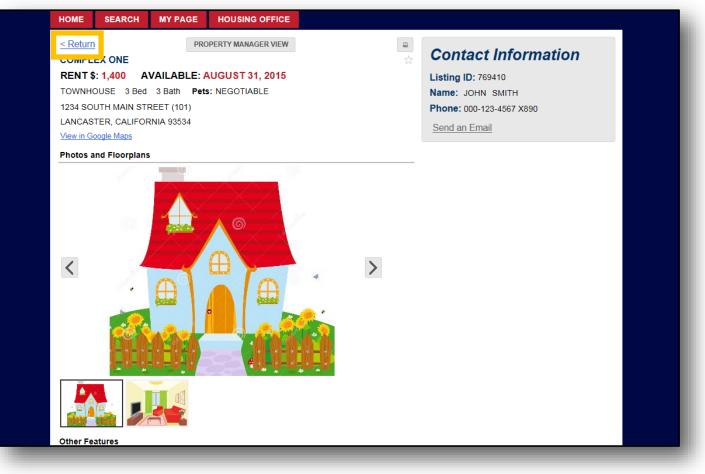
You can click the **EDIT** button to edit the Display Order or select a different photo.

When done, click the **CLOSE** button to close this record and return to your property view page.





#### Click the **RETURN** button to return to your list of properties.





#### To add more properties, click the **ADD PROPERTY LISTING** link.

HOME SEARCH	MY PAGE HOU					
		My Prop	erty Listings	5	_	
Showing All	Listing 1 to 1 of 1				Add Property L	
	RENEW ALL				Sort: Date Listed	-
		T 04 0045	· · · ·	☆ Visible: NO		ß
RENT \$: 1,400 TOWNHOUSE	AVAILABLE: AUGUS	51 31, 2015	MHO Hold: YES Date Expire: SEPTEMBER 30, 2015			
	AIN STREET (101)					
	ALIFORNIA 93534			✓ RENEW		
	ection Status: PENDI	NG				
Search: 0	View: 6	Мар: 0	Favorite: 0	Inquiry: 0	Reg User: 44	
			_			



#### When done, click the **Log Out** link to log out.

Showing All Listing 1 to 1 of 1   Action <b>RENEW ALL</b> Sort: Date Listed <b>COMPLEX ONE RENT \$: 1,400</b> AVAILABLE: AUGUST 31, 2015 <b>TOWNHOUSE 3 Bed 3 Bath 1234 SOUTH MAIN STREET (101) LANCASTER, CALIFORNIA 93534 VACANT Inspection Status:</b> PENDING <b>Vacant Inspection Status:</b> PENDING		My Prou	perty Listings			
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       Visible: NO         VACANT Inspection Status: PENDING       RENDING	Showing All V Listing 1 to		, <u> </u>		Add Property L	
RENT \$: 1,400       AVAILABLE: AUGUST 31, 2015         TOWNHOUSE 3 Bed 3 Bath       1234 SOUTH MAIN STREET (101)         LANCASTER, CALIFORNIA 93534       VACANT Inspection Status: PENDING	Action - RENEW ALL				Sort: Date Listed	~
Search: 0 View: 6 Map: 0 Favorite: 0 Inquiry: 0 Reg User: 44	RENT \$: 1,400 AVAILABL TOWNHOUSE 3 Bed 3 Be 1234 SOUTH MAIN STREET LANCASTER, CALIFORNIA	ath Γ (101) <u>93534</u>		Visible: NO MHO Hold: YES Date Expire: SEI	PTEMBER 30, 2015	
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Close your browser window after logging out.

