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.
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.
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Click the down arrow to select the Country.
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Next, click the down arrow to display the State/Region list.
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While not required, if known, you should enter the City and / or Postal Code for your property.

When ready, click the SEARCH button.
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Click the **checkmark** to select the City from the Search Results.
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The City you selected will populate the related City fields.
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Next, click the POC Installation down arrow to display the Military Installations near the selected City.
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The Listing ID will be generated when you save this record.
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Click the down arrow to select the Property Type.
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The Plan is used to identify the floor plan configuration for this address.

Note that if adding properties with the same address, the Plan field must be unique.
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If you have more than one available property using the same Address and Plan, enter the quantity of those properties in the Total Units field.
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Your Furnished choices are NO, OPTIONAL, PARTIALLY, and YES.

Your Lease Type choices are 1 YEAR, MONTH TO MONTH, MORE THAN 1 YEAR, NEGOTIABLE, or OTHER.
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The Pets field choices are NEGOTIABLE, NO, YES, YES WITH DEPOSIT, and YES, SUBJECT TO APPROVAL.

Note: If pets are not allowed, selecting NO is suggested.
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In the Additional Details section, you can enter the Date Available using the mmm-dd-yyyy format (i.e. 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.
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The Date Expired is 30 days from the date this record was listed. You must renew your properties every 30 days.

Please see the Edit A Property Listing lesson for more information on how to renew your listings.
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The Location section is where you can enter information that will be used to find your property on a map.
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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.
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Once done selecting amenities, click **SAVE**. The selected amenities are displayed at the bottom of the property record.

Click **CLOSE** to return to the My Property Listings page.
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This is the LANDING PAGE. Your property listings will be shown here.
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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.