ONLINE PROPERTY RENTAL REGISTRATIONS
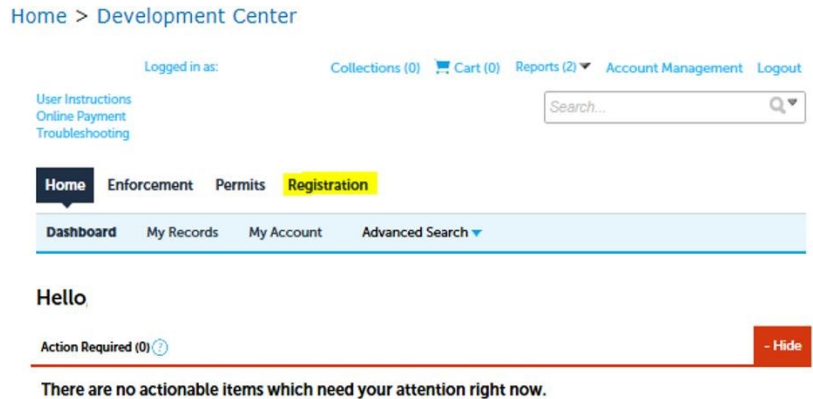### Existing Online Users

1- Login to Citizen Access
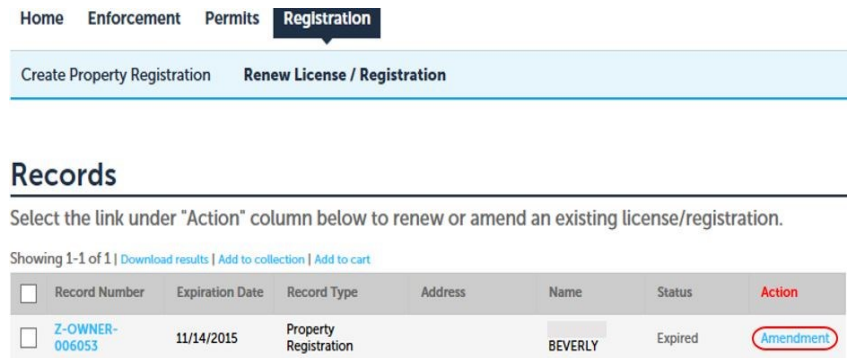
(Don't have a Citizen Access account? Click here.)

2- Once logged in, click on the "Registration" Tab.

Home > Development Center

Logged in as: Collections (0) Cart (0) Reports (2) ▾ Account Management Logout

User Instructions
Online Payment
Troubleshooting

Search...

Home Enforcement Permits **Registration**

Dashboard   My Records   My Account   Advanced Search ▾

Hello

Action Required (0) ⑦   - Hide

There are no actionable items which need your attention right now.

3- The Owner Record number(s) (Z-OWNER-XXXXX) associated to your user account will be listed. Click the "Amendment" link to the right of the "Z-OWNER" record you wish to update.

For information and instructions on how to update/manage multiple "Z-OWNER" records or add a new "Z-OWNER", click here.

Home   Enforcement   Permits   **Registration**

Create Property Registration   **Renew License / Registration**

Records

Select the link under "Action" column below to renew or amend an existing license/registration.

Showing 1-1 of 1 | Download results | Add to collection | Add to cart

	Record Number	Expiration Date	Record Type	Address	Name	Status	Action
☐	Z-OWNER-006053	11/14/2015	Property Registration		BEVERLY	Expired	Amendment

---

4- Review the Owner and Manager's contact information by either using the scroll bar at the bottom or by clicking on the link under the owner/manager's name.
For instructions on how to link to a new owner, click here.

Showing 1-1 of 1

Action	Contact Type	First Name	Last Name	Business Name	E-mail	Mobile Phone	Work Phone
Edit Delete	Registered Owner	Jane	Doe				

Only contact information fields should be edited. Refer to the instructions on how to add a new owner!

5- To add a new property manager, delete the prior manager by using the "delete" button. Then click add new. Add the new Manager's information by clicking either "Select from account" or "Add New". Once completed, click "Save and Close" and then choose Continue.

Select from Account- pulls in the information from the user's login.

Add New- Allows the user to enter information not associated with the user's login

Contact Information

*First: Jane   Middle: *Last: Doe

Name of Business:

*Address Line 1: 1120 MONROE

Address Line 2:

Address Line 3:

*City: GRAND RAPIDS   *State: MI   *Zip: 49546

Work Phone: Home Phone: 6164563053   Mobile Phone: Fax:

E-mail:

Continue   Discard Changes

Do not complete the Manager section if the manager and owner information is the same**

6- Review the rental/vacant properties associated to you. Choose Actions > Edit to change the status of the property. Or check the box next to the record and click "Edit Status of Selected Property".

Edit any information pertaining to the property's status along with any relevant comments (i.e., sold on Land Contract to John Doe on 1/1/11, will be vacant for 8-10 months, etc.).

Amend Property Registration

1 Contact Info	2 Property Info	3 Review	4 Record Issuance

Step 2: Property Info > Rental/Vacant/Sold

* indicates a required field.

Properties Associated to Owner

PROPERTY LIST
Below is a list of properties associated with this owner. Please review each property. If the property is vacant or sold, use "Actions" to update the status of the property.

Showing 1-6 of 6

	Street Nbr	Street Name	Direction	Status	Unit # Occupied by Owner	Unit(s) Not to be Occupied	Additional Comments	
☐		HOWARD ST	SE	My Rental				Actions ▼
☐		LOGAN ST	SE	My Rental				Actions ▼
☐		OAKDALE ST	SE	My Rental				Actions ▼
☐		OAKDALE ST	SE	My Rental				Actions ▼
☐		UMATILLA ST	SE	My Rental				Actions ▼
☐		UNION AVE	SE	My Rental				Actions ▼

Edit Status of Selected Property

7- To add/associate a new property to the property owner's registration, select "Add Property".

HINT: To add multiple properties, click the down arrow and choose how many properties you wish to add.
Fill out the required information about the property and click Submit. Once completed adding, editing and reviewing properties, click Continue.

Showing 0-0 of 0

	Street Nbr	Street Name	Direction	Status	Unit # Occupied by Owner	Unit(s) Not to be Occupied	Total Dwellings	Additional Comments
No records found.								

Add Property ▼   **Edit Selected Property**   **Delete Selected Property**

Add 2 Properties
Add 3 Properties
Add 4 Properties
Add 5 Properties

Save and resume later

ADD PROPERTIES
Use "Add Property" button to enter new rental/vacant properties.

*Street Nbr: (?)

*Street Name:
--Select--

*Direction:
--Select-▼

*Status:
--Select-▼

Unit # Occupied by Owner:

Unit(s) Not to be Occupied:

*Total Dwellings: (?)

Additional Comments: (?)

spell check

Submit   Cancel

8- Review the information, read the disclaimer, check the box, and click continue. You will see a message indicating your registration has been submitted. Once submitted, your registration will be reviewed by staff and after acceptance you will receive a confirmation by email.

AFFIRMATION: Under penalty of perjury, I declare that I have examined this registration, including accompanying statements and attachments, and to the best of my knowledge and belief, the registration is true, correct, and complete.
NON-TRANSFERABLE: I acknowledge that this registration is made solely in the name of the property owner.
PUBLIC RECORD: I understand that the information supplied by me in connection with this registration will become a public record and may be subject to disclosure to the public under the Michigan Freedom of Information Act (FOIA) or other authority.

APPROVAL REQUIRED: I understand that submission of this property registration update does not comprise approval. I further understand that all information provided herein will be reviewed by the City before any approval of this submission. I understand

☑ SIGNATURE: I declare my intent to sign this rental/vacant property registration update electronically pursuant to the provisions of the Michigan Uniform Electronic Transactions Act (UETA). I hereby sign this application by checking this box.

Date: 08/05/2016

Continue »

Save and resume later