

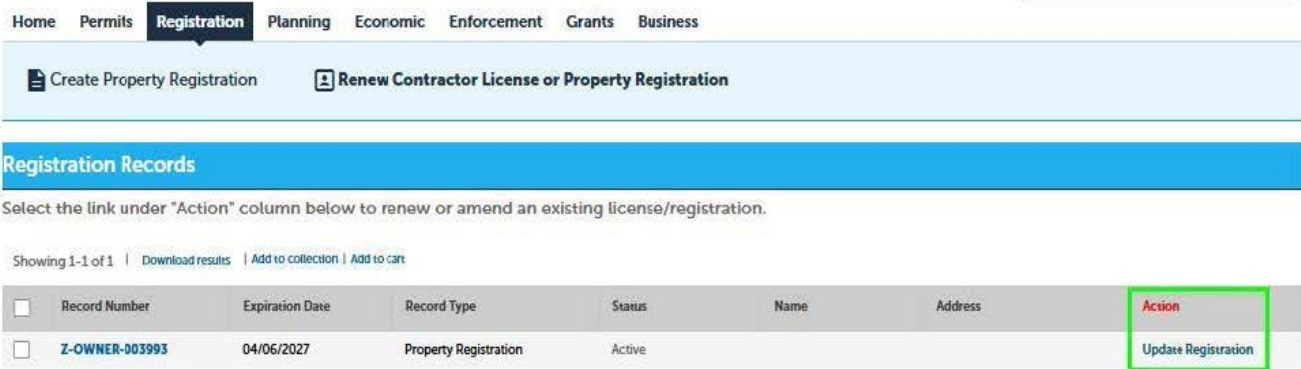
ONLINE RENTAL PROPERTY REGISTRATIONS  
Existing Online Users

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

2. Once logged in, click on the **Registration** Tab.



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



[Continue Scrolling to Step 4](#)

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.

Home Permits **Registration** Planning Economic Enforcement Grants Business

Create Property Registration Renew Contractor License or Property Registration

Amend Property Registration

1 Contact Info 2 Property Info 3 Review 4 Record Issuance

**Step 1: Contact Info > Owner / Manager**

Carefully review contact information below and update information as needed. Email addresses are used to provide notifications to assist you in property management. Quick response to code enforcement issues can help you avoid enforcement fees. Owner information must include the name of an individual. If owned by a corporation or LLC include the individual representing this owner.

Do not use this form for new owners. New owners should be submitted using the link above "Create Property Registration".

\* indicates a required field.

### Owner/Manager Contact Information

Use the "Edit" or "Delete" actions to modify existing contacts shown below. Use the "Select from Account" button to copy another contact on file in the system or "Add New" to enter contact information manually.

Select from Account Add New

Showing 1-2 of 2

Action	Contact Type	First Name	Last Name	Business Name	E-mail	Mobile Phone	Work Phone	Home Phone	Address Line 1	Address Line 2	Address Line 3	City
Edit Delete	Registered		Manager									Grand Rapids
Edit Delete	Registered		Owner									Grand Rapids

Save and resume later Continue »

5. To add a new property manager, delete the prior manager by using the **Delete** button. Add the new Manager's information by clicking either **Select from Account** or **Add New**. Once completed, choose **Continue**.

Note:

**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.

[Continue Scrolling to Step 6](#)

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**  
Please carefully review the status of each property listed below. The status automatically defaults to My Rental, which is considered an actively rented property. **The status must be updated for vacant or sold properties each time you register.** If the property is vacant or sold, use "Actions" to update the status.

Showing 1-2 of 2

<input type="checkbox"/>	Street Nbr	Street Name	Direction	Status	Unit # Occupied by Owner	Unit(s) Not to be Occupied	Additional Comments	
<input type="checkbox"/>	1262	HOLLYWOOD ST	NE	My Rental				Actions ▾
<input type="checkbox"/>	1355	WALKER AVE	NW	My Rental				Actions ▾

[Edit Status of Selected Property](#)

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

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](#)

[Save and resume later](#)

[Continue >](#)

Note:

The status of each property automatically defaults (resets) to My Rental, which is considered an actively rented property, each time a new registration is submitted. **The status must be updated for vacant properties each time you register.**

**PROPERTY LIST** ×

Please carefully review the status of each property listed below. The status automatically defaults to My Rental, which is considered an actively rented property. **The status must be updated for vacant or sold properties each time you register.** If the property is vacant or sold, use "Actions" to update the status.

\*Street Nbr:     \*Street Name:     \*Direction:

\*Status:     Unit # Occupied by Owner:     Unit(s) Not to be Occupied:

spell check

[Submit](#)    [Cancel](#)

7. To add a new property to the property owner's registration, select **Add Property**.

HINT: To add multiple properties, click the down arrow and choose the number of properties you wish to add.

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

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
- Add 6 Properties
- Add 7 Properties
- Add 8 Properties
- Add 9 Properties

**Continue >**

Fill out the required information about the property and click Submit. Once finished adding, editing and reviewing properties, click **Continue**.

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. You will receive a confirmation by email after the registration has been accepted.

**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**