| 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 **Amendment** 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.

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

	Street Nbr	Street Name	Direction	Status	Unit # Occupied by Owner	Unit(s) Not to be Occupied	Additional Comments	
☐	1262	HOLLYWOOD ST	NE	My Rental				Actions ▼
☐	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: ⑦   * Street Name: * Direction:

1262   HOLLYWOOD ST   ▼   NE   ▼

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

My Rental   ▼
--Select--
My Rental   ⑦
Never Owned
Sold
Vacant

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.

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.