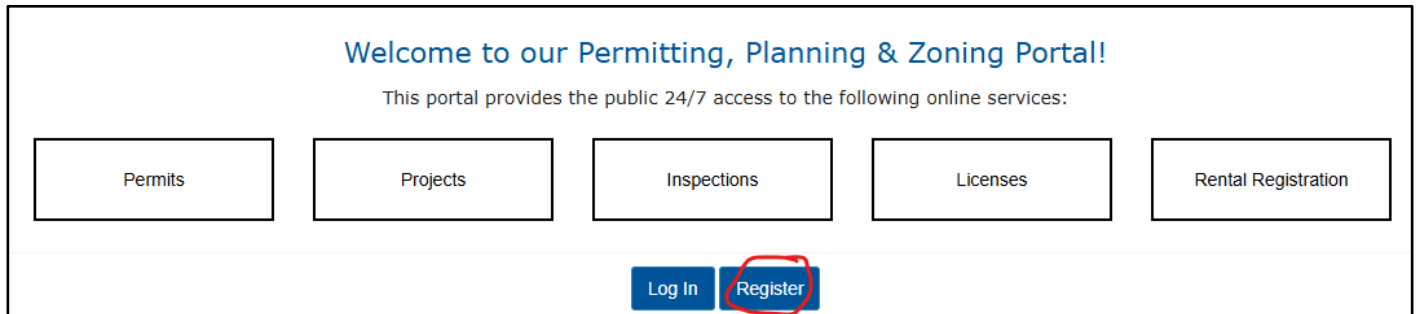


Rental Property Registration – Online Submission Instructions

CREATE YOUR ACCOUNT

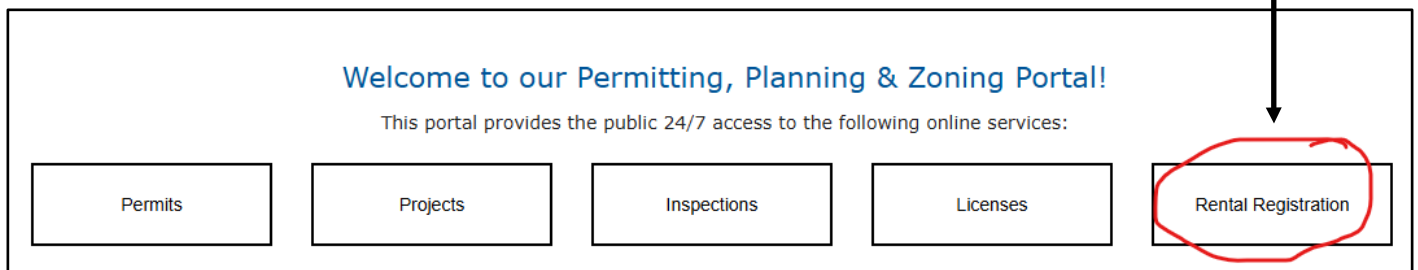
1. Select the link: [Citizen Portal](#)
2. Select **Register** to create an account if you do not already have one.



SUBMIT YOUR APPLICATION

Select the link: [Citizen Portal](#)

Select **Rental Registration**



Select **Apply Online** for the application (License Type) that you want to submit.

License Type ^	Checklist ⇅	PDF Application ⇅	Apply Online ⇅
1 Unit Rental		PDF Application	Apply Online
2 Unit Rental		PDF Application	Apply Online
3 Unit Rental		PDF Application	Apply Online
4 or More Unit Rental		PDF Application	Apply Online

You will be directed to the Login screen. Enter your email and password and then select **SIGN IN**.

Parcel Association – “Is your business physically located in Elkhart?” – **Select YES**

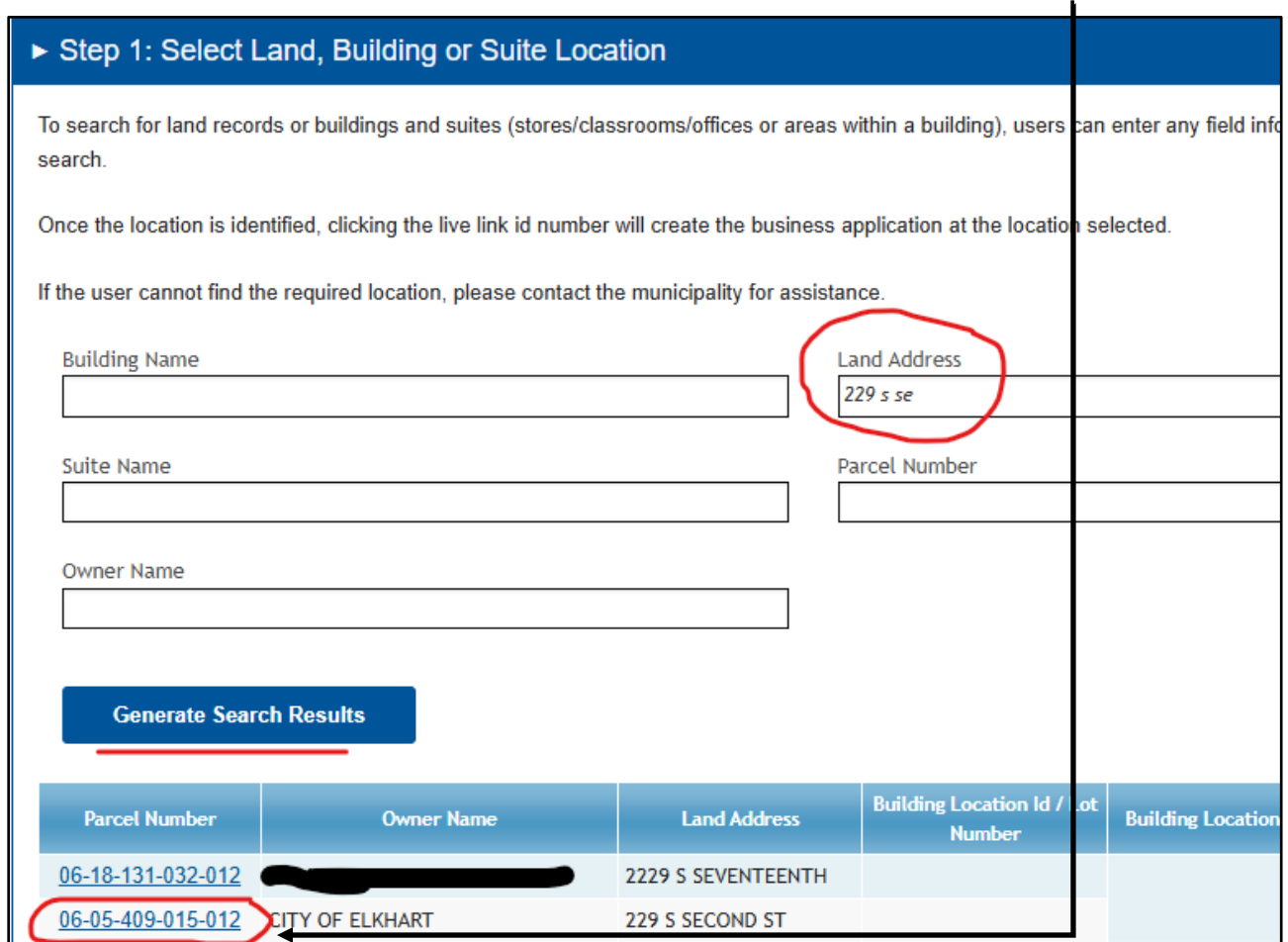


Parcel Association

Is your business physically located in Elkhart ?

Yes No

Step 1: Select Land, Building or Suite Location – search for the rental property address by typing it in under Land Address and selecting **Generate Search Results**. (Tip: the less you type the more likely you will find the property you are searching for.) When you find the property, select the **parcel number**.



Step 1: Select Land, Building or Suite Location

To search for land records or buildings and suites (stores/classrooms/offices or areas within a building), users can enter any field info search.

Once the location is identified, clicking the live link id number will create the business application at the location selected.

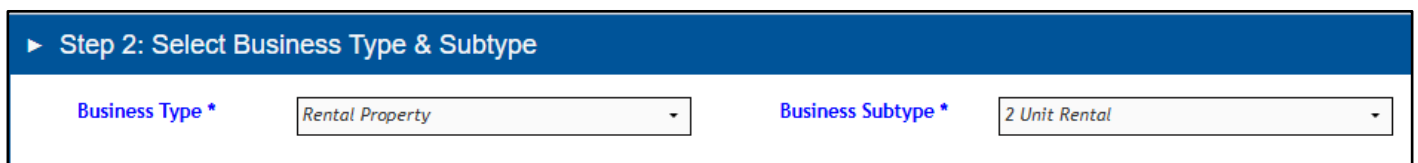
If the user cannot find the required location, please contact the municipality for assistance.

Building Name
Land Address
Suite Name
Parcel Number
Owner Name

Generate Search Results

Parcel Number	Owner Name	Land Address	Building Location Id / Lot Number	Building Location
06-18-131-032-012	[REDACTED]	2229 S SEVENTEENTH		
06-05-409-015-012	CITY OF ELKHART	229 S SECOND ST		

Step 2: Select Business Type & Subtype – make sure that the **Business Type** is “Rental Property” and that the **Business Subtype** is the appropriate selection for your Rental property.



Step 2: Select Business Type & Subtype

Business Type * Rental Property

Business Subtype * 2 Unit Rental

Step 3: Business Information – fill out section completely and then select **Create**

▶ Step 3: Business Information

Primary Contact Information

First Name *

Last Name *

Email Address *

Home Phone

Business Information

Legal Business Name *

Business Trade Name *

Business Email *

Phone *

Description

Legal Structure *

Corporation

EIN/Tax Number *

Business Address *

City *

State *

Select State

Zip *

Mailing Address

Mailing City

Mailing State

Select State

Mailing Zip

Create

Step 4: Additional Contacts – you may enter additional contacts if you so choose

▶ Step 4: Additional Contacts

Add additional contacts, or click the button to continue to next step.

First Name

Last Name

Phone

Email

Add Contact

Next

Step 5: Enter the Required Information in the Fields Below – there are 2 Applications in this section. Select the application to expand it and fill it out.

- 1) Portal Application – Licenses – Rental Property Registration Application – You MUST fill out this application and then select **Save** at the bottom.
- 2) Portal Application – Licenses – Rental Property Inspection Exemption Application – **only fill out this application if you are submitting for an Inspection Exemption.**

▶ **Step 5: Enter the Required Information in the Fields Below**

- 1) Portal Application - Licenses - Rental Property Registration Application
- 2) Portal Application - Licenses - Rental Property Inspection Exemption Application

Step 6: Documents – if you are filing for an Inspection Exemption then upload the supporting documents. If not, you can disregard this section.

▶ **Step 6: Documents**

[Click here to attach files to the case record](#)

Step 7: Review and submit – select this step to officially submit your application.

▶ **Step 7: Review and submit**

**The Permit Center Staff will review your application and email you the invoice.
Upon payment, we will schedule your inspection and email you the receipt.**

**If you have further questions or need help with your online submission, please
call us at (574)294-5474.**