Residential Rental Registration **Single Parcel** Online Form Instructions

Using the Global Search feature please type the Parcel, Address or Owner Name and Click "Search"



The property record will be returned, Click "Select"



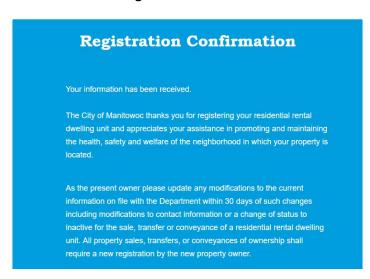
The Parcel # and Property Owner information will populate automatically



- Please complete the remainder of the Form
- Check the Preparer's Certification
- Type Your Full Name
- Click Register



You will receive a Registration Confirmation



Residential Rental Registration **Multiple Parcels** Online Form Instructions

Using the Global Search feature please type the Owner Name and Click "Search"

This is a quick method for multiple property registrations if the owner name of record is the same



Please Click the "Select Multiple Parcels" Tab



Click in the Address field area and a Check will appear to the left for each parcel you wish to register.

Once all parcels for this property owner name are Checked \checkmark , please Click "Select"



The Parcel #'s and Property Owner information will populate automatically



- Please complete the remainder of the Form
- Check the Preparer's Certification
- Type Your Full Name
- Click "Register"



You will receive a Registration Confirmation

