

Long-Term Rental License Renewal

Instructions

Step 1 - Log into your portal account. <https://lawrenceks-energovweb.tylerhost.net/apps/selfservice#/home>

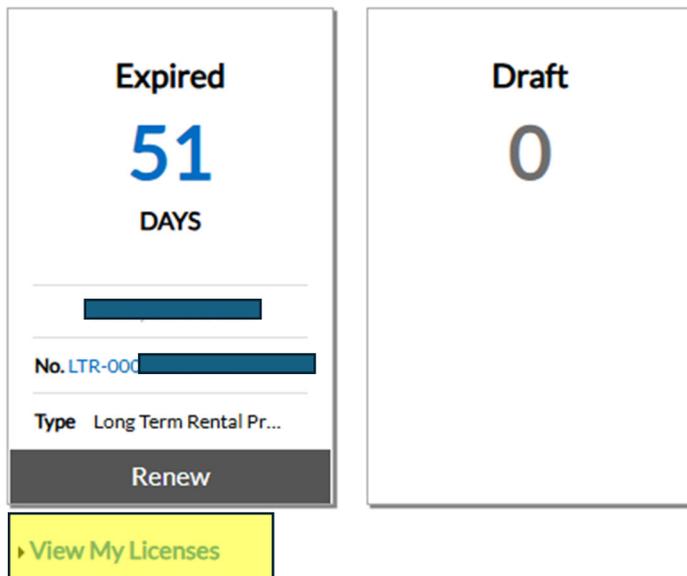
If you do not have a portal account, please use this link to set up an account. <https://lawrenceks.org/epl/> The How to Guide for setting up your account is lower on this page.

Step 2 - From the Home page, choose “Dashboard”



Step 2 - Scroll down to “My Licenses” and click on “View My Licenses”

My Licenses

A screenshot of the 'My Licenses' dashboard. It features two main panels. The left panel, titled 'Expired', shows a large blue number '51' with 'DAYS' underneath. Below this is a progress bar, a license number 'No. LTR-000', and a license type 'Type Long Term Rental Pr...'. At the bottom of this panel is a dark grey 'Renew' button. The right panel, titled 'Draft', shows a large grey number '0'. Below the panels is a yellow button with a right-pointing arrow and the text 'View My Licenses'.

Step 3 - From here you will see a “renew” button for each license. You will need to click on the renewal for each license individually. Only click renew on licenses beginning with LTR.

Do not renew any of the following license types: These are your old license numbers.

RLSF– Rental License Single Family

RLMF – Rental License Multi-Family

RLMA-Rental License Master

License Number	Renew	Name	DBA	Address	Status	Type	Applied
[REDACTED]		[REDACTED]		[REDACTED] LAWRE...	Submitted - ...	Long Term Rental Property	04/08/2025
[REDACTED]		[REDACTED]		[REDACTED] LAWRENC...	Submitted - ...	Long Term Rental Property	04/08/2025
[REDACTED]	Renew	[REDACTED]		[REDACTED] LAWRE...	Expired	Long Term Rental Property	03/01/2024
[REDACTED]	Renew	[REDACTED]		[REDACTED] LAWRE...	Issued	Long Term Rental Property	05/07/2024
[REDACTED]		[REDACTED]		[REDACTED] AWR...	Submitted - ...	Long Term Rental Property	04/03/2025
[REDACTED]		[REDACTED]		[REDACTED] ...	Submitted - ...	Long Term Rental Property	04/03/2025

Step 4 - Follow through the steps to renew your license.

A. The first page won't require any information from you, click Next.

Renew License - Long Term Rental Property *REQUIRED

LICENSE DETAILS

License Type: Long Term Rental Property

Description: [Empty text area]

[Next](#)

B. Indicate how many units are at this location. If this location is a Section 8 property, please indicate that by putting the number of Section 8 units at this location in the “no fee” section. If it is not Section 8, you will put a 0 in that spot.



MORE INFO

Please contact our rental admin staff at rentallicensing@lawrenceks.org if there have been any changes in your rental portfolio, including but not limited to, owner and/or agent, address, number of units and buying/selling properties.

*Number of Units for this location

*Number of No Fee Units for this location

Have the number of units changed in the prior year

Back Next

C. You will not have any attachments, so click “Next” to pass through.



Attachments

click or drag files

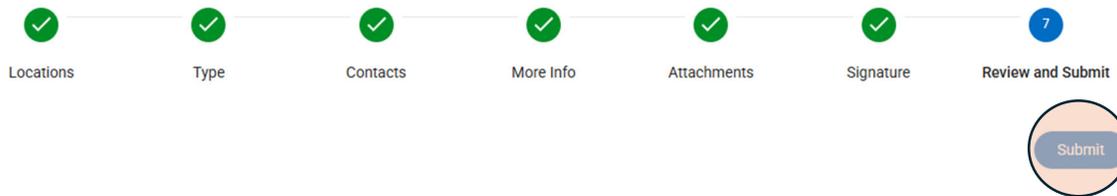
Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

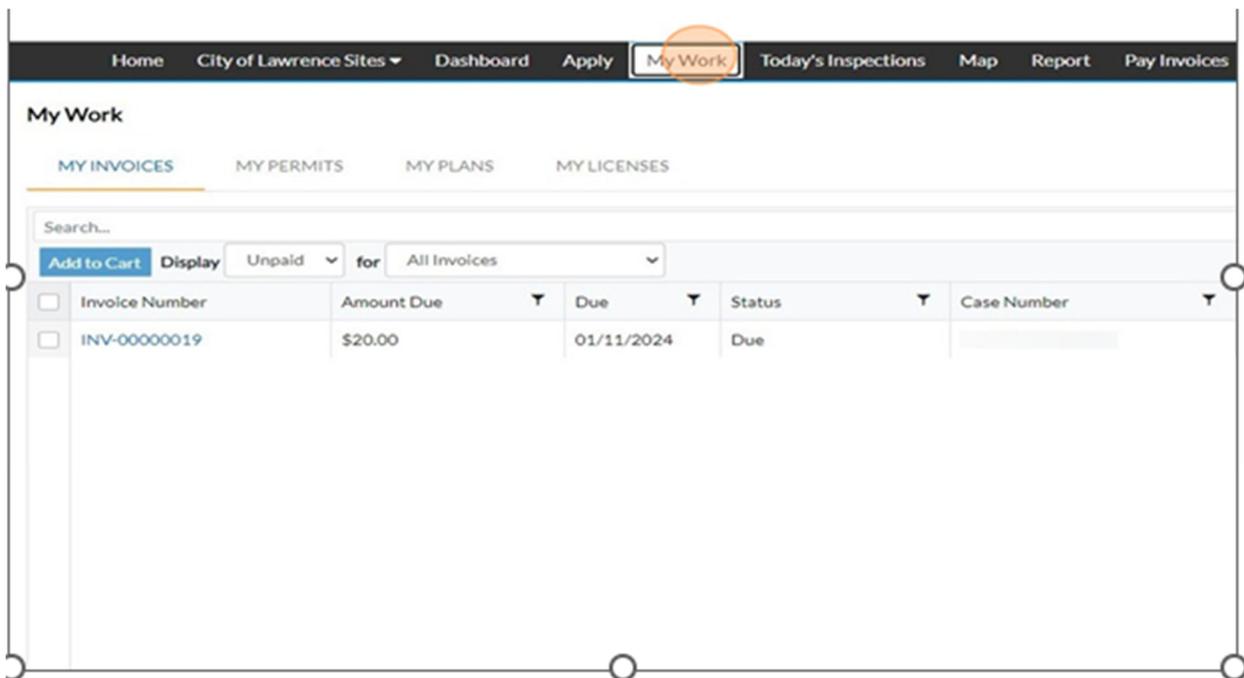
Back Next

Step 5 – Review renewal information for accuracy and completeness. Click “Submit” when finished reviewing.

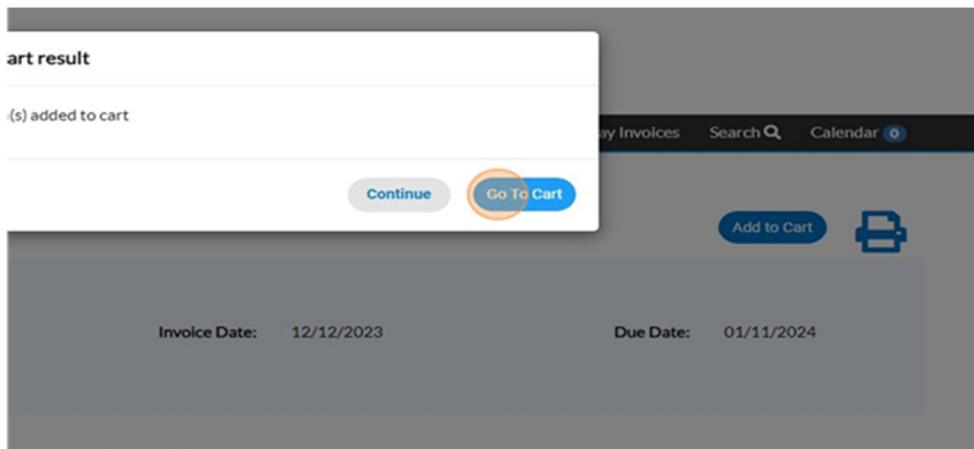


Step 6 - If you have multiple locations, you will go back to “My Licenses” and click on renew and then follow the same steps as above. Once you have completed all your locations, you can then go to the cart and pay.

Step 7 - Pay the invoice by clicking on “My Work” and selecting the invoice(s) to be paid.



Step 8 – Click on “Go to Cart”



Step 9 – Enter credit card or e-check information

our cart items	Cart summary
License: [redacted] Invoice: INV- \$20.00 00000019	Subtotal \$20.00
View details Remove	Additional fees may be applied at checkout
	Check out

Payments can be made with a debit/credit card or with eCheck.
Select a payment method and enter payment information.

Enter your payment information	Summary
How are you going to pay? <input checked="" type="radio"/> Enter new credit card <input type="radio"/> Enter new eCheck	Subtotal
Where should we send your receipt? Email for receipt* [redacted]	An additional fee may t method of payment
You will not be charged until you review your payment on the next step	
Back	Continue

Step 10 - Enter an email address in “email for receipt” to receive a receipt for the transaction. Click “Continue” to proceed to the review page.

The screenshot shows a web form with the following elements:

- Input field for routing number with label "Confirm routing number".
- Input field for account name with label "Name on account".
- Checkbox labeled "Remember this account".
- Section header "Where should we send your receipt?".
- Input field for email address with label "Email for receipt*", highlighted with an orange circle.
- Text below the email field: "You will not be charged until you review your payment on the next step".
- "Back" button on the left and "Continue" button on the right.

Step 11 - Review the invoice and payment information for accuracy and click “Submit” to pay. City Staff will issue the license after all applicable fees are paid and reviews are completed.

The screenshot shows the "My Licenses" section of a web application. It includes a navigation bar with "Home", "City of Lawrence Sites", "Dashboard", "Apply", "MyWork", "Today's Inspections", "Map", and "Rep". Below the navigation bar, there are tabs for "MY INVOICES", "MY PERMITS", "MY PLANS", and "MY LICENSES". A search bar is present above a table of licenses.

License Number	Renew	Name	DBA	Address	Status
LTR-██████████		██████████		██████████	Issued

Step 12 – View licenses under “My licenses”

City staff will email your renewed licenses to your email.

Watch your email for your renewals for the next year as the time comes closer.