Applying for a Rental Property License – Civic Access
Alert! An account is required to apply for permits, plans, and licenses. Click "Login or Register" in the top-right corner to sign in or create an account.

Navigate to the City of Lawrence Customer Portal: https://lawrenceks-energovweb.tylerhost.net/apps/selfservice#/home
3. Click "Apply" from the toolbar ribbon or use the "Apply" tile on the landing page.

4. From the Application Assistant page, click "Show Categories" to open the category sidebar.
5. Click "All" to show the available application categories.

Application Assistant

Search for application names and keywords

- All
- Trending
- My History

Hide Categories

Long Term Rental Property
Category Name: Rental Property
Description: Application for Long-term Rental than 30 days.

Inquiry
Category Name: Plan
Description: Inquiry for Planning staff

6. Click "Licenses" to show available licenses.

Application Assistant

Search for application names and keywords

- All
- Trending
- My History

Hide Categories

Comprehensive Plan Amendment
Category Name: Amendment
Description: Proposing an amendment to the Lawrence/Douglas County M Commission should undertake a amendment at this scale. The que application are used to consider a
Click "Rental Property" to show the available license applications.

Click "Apply" to begin the application process.
Click the drop-down to select the company type. For rental licenses, select "Rental Property Owner."

NOTE: If the wrong company type is selected, City staff can update the business to the correct company type.
10 Click "Add Location."

NOTE: There can only be one application per unit for short term rental licenses. For long term rental licenses there should only be one application per property (parcel) – rentals that share an exact street address (e.x. 1234 Maine), such as apartment complexes, should be on one license.

Please add the parcel and/or address of the property related to this application. Please submit one application per property.

11 Use "Search" or "Enter Manually" to input the license address.
Alert! If you apply for more than one license, it will automatically add the location of your business from your previous license on the location screen. You will need to add a new location, for the next property in your rental portfolio using the ‘Add Location’ button. After adding the new location, check the “Main Address” and “Main Parcel” boxes on the new location and remove the previous location.
After the address is entered, click "Next" to proceed to business details.
Enter the following required details: Company Name, Location, and License Description. Business Description, DBA, and Industry Classification(s) can be entered if applicable.

Click "NEXT" to progress to contact information.

NOTE: The company and license type are automatically populated.
Alert! A property owner living 40 miles or more outside of Lawrence, KS MUST appoint a resident agent within 40 miles of Lawrence, KS. The resident agent may be an individual or a property management company but may not be the tenant of the rental unit. The agent shall have the authority to receive communications, service of process, summons, notices, and other legal process on behalf of the owner. All correspondence regarding this license and any required inspections will be sent to the resident agent if designated.

Click "Add Contact."

NOTE: There is a drop-down to add other contacts such as Business Owner, Contractor, or Property Owner.
To add contact, the "Search" or "Enter Manually" features can be used. The "My Favorites" function can also be used if favorites have been previously established.

After the contacts are entered, click "Next" to proceed to enter more information.

Property owner living 40 miles or more outside of Lawrence, KS MUST appoint a resident agent within 40 miles of Lawrence, KS. The resident agent may be an individual or property management company, but may not be the tenant of the rental unit. The agent shall have the authority to receive communications, service of process, notices, and other legal process on behalf of the owner. All correspondence regarding this license and any required inspections will be sent to the resident agent.
If a resident agent has been appointed, click "Mail to Agent" so the agent shall have the authority to receive communications, service of process, summons, notices, and other legal process on behalf of the owner.

Use to the dropdown to indicate if the property is occupied by the owner for more than 270 days per year. Click "Next" to proceed to attachments.
Alert! For long term rental licenses, the Number of Units and the Number of No Fee Units are required. Additional information, such as Renewal Date and Complex Name, can be entered if applicable.

A Resident Agent may also be designated for long term rental licenses.

Section 6-1305 RENTAL LICENSE APPLICATION (C)(2) If the Owner does not have a local address, within forty miles of the City, then the Owner MUST appoint a person or management company, located within forty miles of the City, to serve as the Owner's Resident Agent by checking the appropriate box and by providing the name, company name, if any, address, e-mail address, telephone number, and cellular telephone number of the Owner's resident agent. Any Resident Agent appointed by the Owner shall have actual authority to receive communications, service of process, summons, notices, and other legal process in behalf of the Owner.

Click "Add Attachments" to upload any required documents. Click "Next" to proceed to the next page.
Type your name into the consent text field and sign in the Draw Signature box. Click "Next" to proceed to the review and submit page.

NOTE: Applicants can also use the slider to enable the "Type Signature" feature.

By signing below, I certify that all information contained herein is true and correct.
By signing below, I certify that I have read, understand and agree to abide by the occupancy limits as outlined in City of Lawrence

* Please type your name as consent to electronically sign this application.

Enable Type Signature

December, 05 2023

X Draw Signature Here

Review application information for accuracy. Click "Submit" when done.
After reviewing and submitting, a confirmation page will show, and a “Fees” box will appear on the right-hand side of the screen and the application will be routed to City staff for review. Click on “Add to Cart” and follow the steps to pay the fee.

After paying the license fee, staff will review your application. If there are no outstanding items, staff will issue the license and you will receive an email notification. You will also see the status change in your dashboard in the online portal. If there is an inspection due, staff will invoice you for the fee and you will receive notification by email that an invoice has been issued. Follow the steps below to pay an invoice. After you pay the inspection fee, staff will be in contact to set up your inspection time.
Applicants can pay invoices using the Customer Portal by clicking "My Work" and selecting the invoice to be paid.
After selecting the invoice, click "Add to Cart."

NOTE: Multiple invoices can be added to the cart and paid at the same time.

Click "Go To Cart" to begin the checkout process.
27 Click "Check out" to pay invoice.

<table>
<thead>
<tr>
<th>our cart items</th>
<th>Cart summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>License: 00000019</td>
<td>Subtotal $20.00</td>
</tr>
<tr>
<td></td>
<td>Invoice: INV-00000019</td>
</tr>
<tr>
<td>View details</td>
<td>Additional fees may be applied at checkout</td>
</tr>
<tr>
<td>Remove</td>
<td>Check out</td>
</tr>
</tbody>
</table>

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

**Enter your payment information**

- How are you going to pay?
  - [ ] Enter new credit card
  - [x] Enter new eCheck

- Where should we send your receipt?
  - Email for receipt:

You will not be charged until you review your payment on the next step.

Summary

- Subtotal
  - Additional fees may be applied at checkout
Enter an email in "Email for receipt" field to receive a receipt for the transaction. Click "Continue" for proceed to the review page.

Review the invoice and payment information for accuracy and click "Submit" to pay.

City staff will issue the license after all fees are paid, reviews are complete, and if there are no parallel processes in progress. Licenses can be viewed on the "My Work" page under "My Licenses."