

Applying for a Rental Property License – Civic Access

The logo for Lawrence, Kansas, features a stylized flame or leaf shape in blue and yellow. Below the title, the word "Lawrence" is written in a large, light blue, sans-serif font, and the word "KANSAS" is written in a smaller, light blue, sans-serif font below it.

Lawrence
KANSAS



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Navigate to the City of Lawrence Customer Portal: <https://lawrenceks-energovweb.tylerhost.net/apps/selfservice#/home>




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.

Login or Register

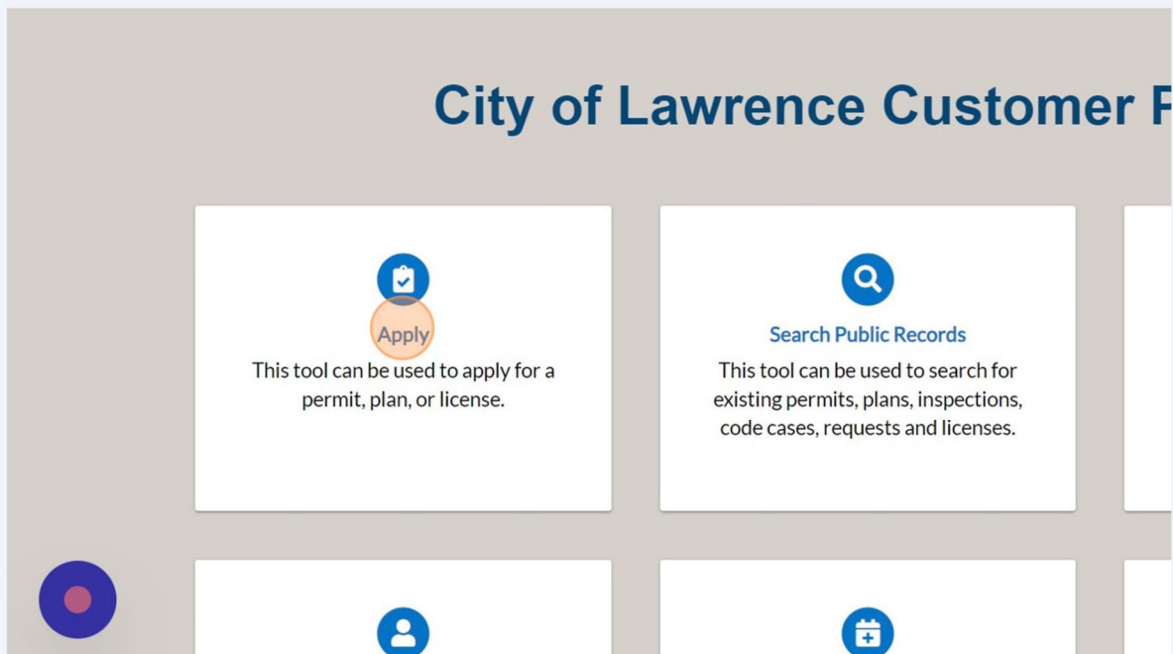
Pay Invoices

Search 

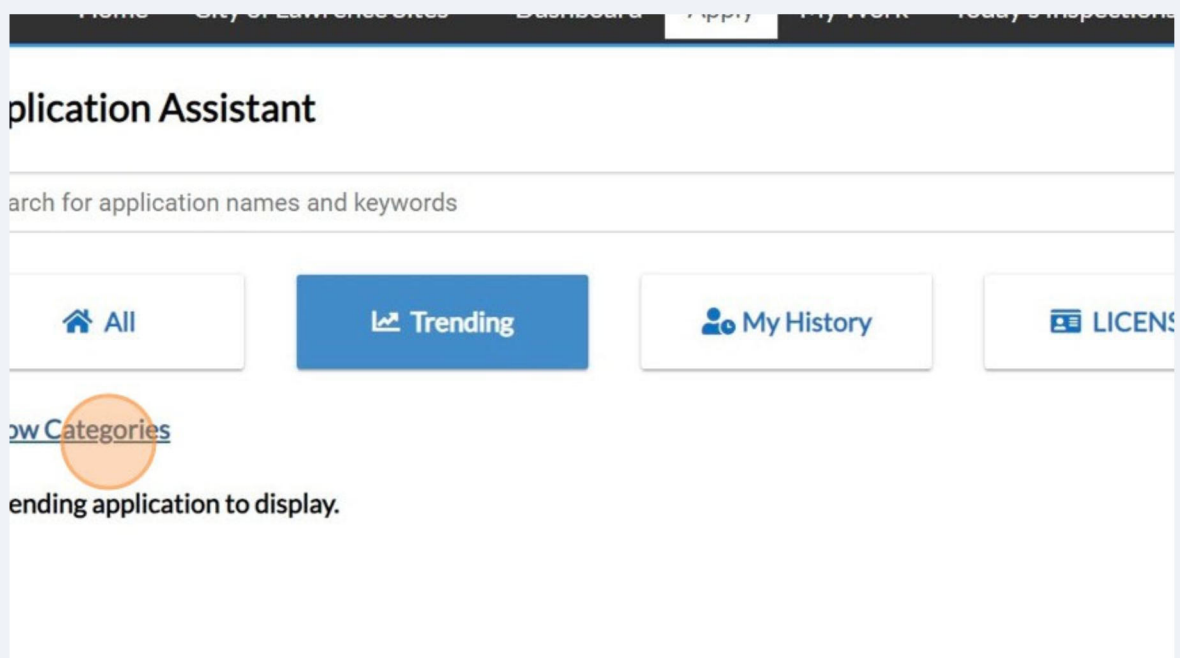
Calendar 



- 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](#) [LICENSES](#)

< Hide Categories

[+ All](#)

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.

Home City of Lawrence Sites ▾ Dashboard **Apply** My Work Today's Inspections Map Rep

Application Assistant

Search for application names and keywords

[All](#) [Trending](#) [My History](#) [LICENSES](#)

< Hide Categories

[- All](#)

[+ LICENSES 11](#)

[+ PERMITS 34](#)

[+ PLANS 33](#)

Comprehensive Plan Amendment
Category Name: Amendment
Description: Proposing an amendment to the c brought forward at any time; how in context to the whole of Dougla the Lawrence/Douglas County M Commission should undertake a t amendment at this scale. The que application are used to consider a



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Click "Rental Property" to show the available license applications.

The screenshot shows the 'LICENSES' section of the Civic Access portal. At the top, there are tabs for 'All', 'Trending', 'My History', and 'LICENSES'. Below the tabs, there is a 'Hide Categories' section with a list of categories: 'All' (11), 'BUSINESS LICENSE' (4), 'Contractor License' (2), 'Professional License' (2), 'Rental Property' (2), and 'Trade Contractor License' (1). The 'Rental Property' category is highlighted with an orange circle. To the right, there are two license cards: 'Alarm Company License' and 'Going Out of Business License'. Each card shows the category name, business license status, and a description. The 'Alarm Company License' description mentions that electrical contractors are exempt from alarm company with the City Clerk. The 'Going Out of Business License' description mentions that retail businesses must have a Go they are going to advertise in any closing their business. This includ sale in print, but also by banners.

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Click "Apply" to begin the application process.

The screenshot shows the 'Long Term Rental Property' and 'Short Term Rental License' sections of the Civic Access portal. At the top, there are tabs for 'My History', 'LICENSES', 'PERMITS', and 'PLANS'. Below the tabs, there are two license cards: 'Long Term Rental Property' and 'Short Term Rental License'. Each card shows the category name, description, and an 'Apply' button. The 'Long Term Rental Property' description mentions that occupancy greater than 30 days. The 'Short Term Rental License' description mentions that occupancy not to exceed 30 days. The 'Apply' buttons are highlighted with orange circles.



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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.

Apply for License - Long Term Rental Property

Select or create the business for this application

A screenshot of a web application interface. It shows a blue rectangular box containing a white dropdown menu. The dropdown menu is open, displaying a list of company types. The text "Select Company Type" is at the top of the list, followed by "Corporation", "General Partnership", "Limited Liability Company", "Limited Liability Limited Partnership", "Limited Liability Partnership", "Non-Profit", "Professional Corporation", "Professional Limited Liability Company", "Rental Property Owner" (which is highlighted with a dark background), and "Sole Proprietorship".



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.

LOCATIONS

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

A blue rectangular button with a white location pin icon in the center. Above the icon, the text "Add Location" is written in white. Below the icon, the word "REQUIRED" is written in white. At the top of the button, there is a small white dropdown menu with the text "Location" and a downward arrow.

Create Template

11 Use "Search" or "Enter Manually" to input the license address.

A form for entering a license address. At the top, there are two tabs: "SEARCH" and "ENTER MANUALLY". The "ENTER MANUALLY" tab is selected and highlighted with an orange circle. Below the tabs, the text "Enter Manually" is displayed. The form contains several input fields for address information: Country Type (with a dropdown menu showing "US"), Enter Address (with a search bar labeled "Search Addresses"), Address Line 1, Pre Direction, Address Line 2, Street Type, Post Direction, Unit Or Suite, City, State, Postal Code, and County. A blue "Save" button is located at the bottom right of the form.



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.

LOCATIONS

<p>Type: Location</p> <p>6 6TH ST, LAWRENCE, KS 66044</p> <p>Main Address <input type="checkbox"/></p> <p>Parcel Number</p> <p>079-30-0-30-20-001.01-0</p> <p>Main Parcel <input type="checkbox"/></p> <p>Remove</p>	<p>Type: Location</p> <p>1 RIVERFRONT PLZ, LAWRENCE, KS 66044</p> <p>Main Address <input checked="" type="checkbox"/></p> <p>Parcel Number</p> <p>079-30-0-30-22-001.04-1</p> <p>Main Parcel <input checked="" type="checkbox"/></p> <p>Remove</p>	<p>Location <input type="text"/></p> <p>Add Location</p> <p>+</p>
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- 12** After the address is entered, click "Next" to proceed to business details.

LOCATIONS

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

Type: Location

LAWRENCE, KS 66049

Main Address ☒

Parcel Number

Main Parcel ☒

Remove

Create Template

Save Draft

Next



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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.

BUSINESS DETAILS

* Company Type	<input type="text" value="Sole Proprietorship"/>
* Company Name	<input type="text" value=""/>
Business Description	<input type="text" value=""/>
DBA	<input type="text" value=""/>
* Location	<input type="text" value=""/>

Industry Classification(s) [Select Industry Classification](#)

LICENSE DETAILS

* License Type	<input type="text" value="Short Term Rental License"/>
* Description	<input type="text" value=""/>

[Back](#)

[Create Template](#)

[Save Draft](#)

[Next](#)



14 Click "Add Contact."

NOTE: There is a drop-down to add other contacts such as Business Owner, Contractor, or Property Owner.

A screenshot of a web application interface. On the left is a blue card titled "Property Owner" with a large white plus sign and the text "Add Contact" in the center. Below the card is a grey button labeled "REQUIRED". To the right of the card is a dropdown menu titled "Select Type" which is open, showing a list of contact types: Business Owner, Property Owner, Resident Agent, Tenant, Applicant, Attorney, Class A, B, or C General Contractor, Class D Concrete Contractor, Class D Framing Contractor, Class D Roofing Contractor, Class D Swimming Pool Contractor, Class E Electrical Contractor, Class E Mechanical - Fireplace Contractor, Class E Mechanical Contractor, Class E Plumbing Contractor, Class L Limited Contractor, and Contractor. The "Property Owner" option is highlighted in blue.

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.



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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.

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

CTS

erty 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 party management company, but may not be the tenant of the rental unit. The agent shall have the authority to receive communications, service of process, is, 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 ated.



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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.

Apply for License - Short Term Rental License



Locations



Type



Contacts



More Info



Attachments

MORE INFO

General Info

Section 6-13A06(c)(2), requires an Owner living 40 miles or more outside of Lawrence, Ks. to appoint a Resident Agent. The Resident Agent shall have the authority to sign documents and to act in behalf of the Owner if a written, no submitted with this application. All correspondence regarding the licensing of the property will be sent to the R

Mail to Agent



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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.

ore than 270 days per year?

Yes

Save Draft

Next



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.

General Info

Top | Main Menu

*Number of Units

Have the number of units changed in the prior year

*Number of No Fee Units

Renewal Date

Complex Name (If applicable)

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.

Mail to Agent

☐

Back

Create Template

Save Draft

Next

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Click "Add Attachments" to upload any required documents. Click "Next" to proceed to the next page.

Attachments

Select Type

Add Attachment

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

Back

Create Template



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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 Land

<https://assets.lawrenceks.org/pds/planning/documents/DevCode.pdf>

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

Enable Type Signature ☐

December, 05 2023

X Draw Signature Here

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Review application information for accuracy. Click "Submit" when done.



Contacts



More Info



Attachments



Signature



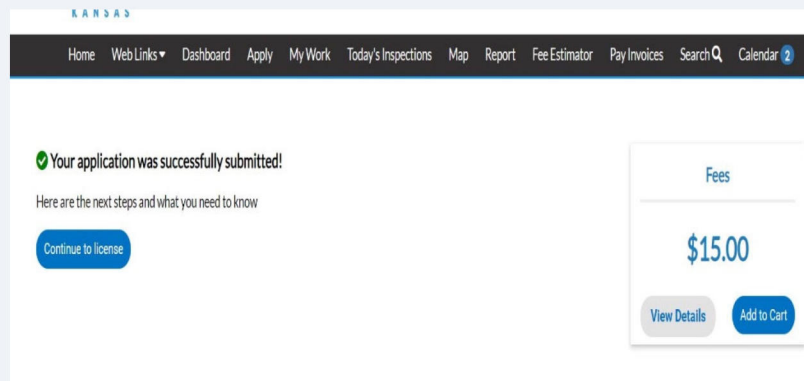
Review and Submit

Submit



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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.



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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.



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Applicants can pay invoices using the Customer Portal by clicking "My Work" and selecting the invoice to be paid.

The screenshot shows the 'My Work' section of the City of Lawrence Customer Portal. The navigation bar at the top includes links for Home, City of Lawrence Sites, Dashboard, Apply, My Work (highlighted with an orange circle), Today's Inspections, Map, Report, and Pay Invoices. Below the navigation bar, the 'My Work' section is active, with tabs for MY INVOICES, MY PERMITS, MY PLANS, and MY LICENSES. The MY INVOICES tab is selected. A search bar is present, followed by filters: 'Add to Cart', 'Display', 'Unpaid', and 'for All Invoices'. Below these filters is a table with the following columns: Invoice Number, Amount Due, Due, Status, and Case Number. The table contains one row with the following data: Invoice Number: INV-00000019, Amount Due: \$20.00, Due: 01/11/2024, Status: Due, and Case Number: (blank).

Invoice Number	Amount Due	Due	Status	Case Number
INV-00000019	\$20.00	01/11/2024	Due	



25 After selecting the invoice, click "Add to Cart."

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

Invoice Number: INV-00000019

Invoice Total: \$20.00

Status: Due Invoice Date: 12/12/2023 Due Date: 01/11/2024

Description: NONE

Add to Cart

26 Click "Go To Cart" to begin the checkout process.

Cart result

(s) added to cart

Continue Go To Cart

Add to Cart

Invoice Date: 12/12/2023 Due Date: 01/11/2024



27 Click "Check out" to pay invoice.

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

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



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Enter an email in "Email for receipt" field to receive a receipt for the transaction. Click "Continue" for proceed to the review page.

Routing number

Confirm routing number

Name on account

☐ Remember this account

Where should we send your receipt?

Email for receipt*

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

[Back](#) [Continue](#)

30

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

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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."

Home City of Lawrence Sites ▾ Dashboard Apply **My Work** Today's Inspections Map Rep

My Work

MY INVOICES MY PERMITS MY PLANS **MY LICENSES**

Search...

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