

**Applying for a Rental
Property License –
Civic Access**

The logo features a stylized flame or leaf shape in shades of blue and orange, positioned behind the word 'Lawrence'.
Lawrence
K A N S A S



1

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

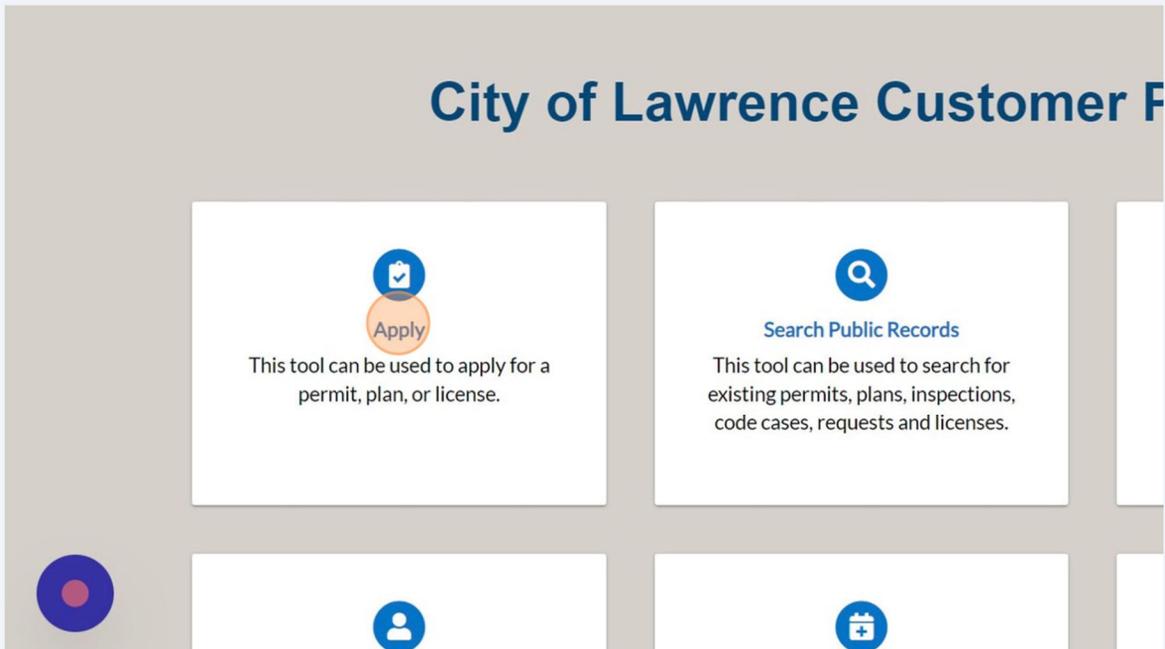
Pay Invoices

Search 

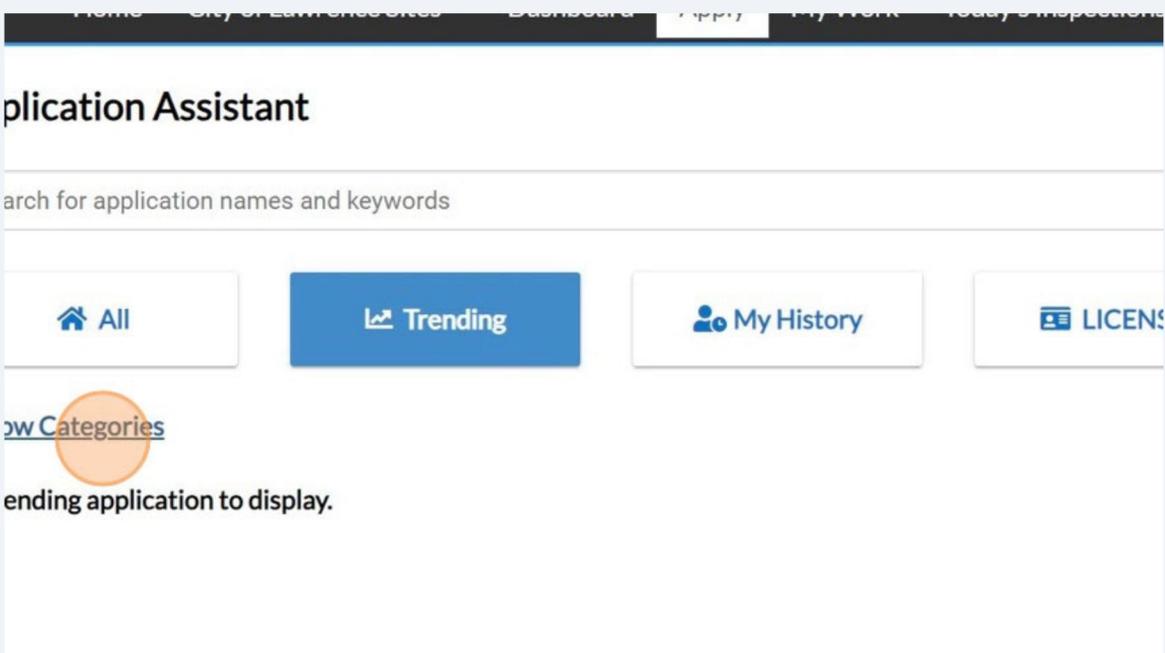
Calendar 



- 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 Dougl the Lawrence/Douglas County M Commission should undertake a t amendment at this scale. The que application are used to consider a



7 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 navigation buttons: 'All', 'Trending', 'My History', and 'LICENSES'. Below these is a 'Hide Categories' section with a list of license categories: 'All' (11), 'Business License' (4), 'Contractor License' (2), 'Professional License' (2), 'Rental Property' (2) - highlighted with an orange circle, and 'Trade Contractor License' (1). The main content area displays two license cards. The first is 'Alarm Company License', categorized as 'Business License'. Its description states: 'License to engage in or operate in accordance with the provisions of Code. Note: Electrical contractor are exempt from alarm company with the City Clerk.' A URL is provided: <https://assets.lawrenceks.org/city>. The second card is 'Going Out of Business License', also categorized as 'Business License'. Its description states: 'Retail businesses must have a Go they are going to advertise in any closing their business. This includ sale in print, but also by business'.

8 Click "Apply" to begin the application process.

The screenshot shows the 'Licenses' section of the Civic Access portal. At the top, there is a search bar and navigation buttons: 'My History', 'LICENSES', 'PERMITS', and 'PLANS'. Below these are two license cards. The first is 'Long Term Rental Property', categorized as 'Rental Property'. Its description states: 'Application for Long-term Rental License. Occupancy greater than 30 days.' A blue 'Apply' button is visible to the right of the card. The second card is 'Short Term Rental License', categorized as 'Rental Property'. Its description states: 'Application for short term rental license. Occupancy not to exceed 30 days.' A blue 'Apply' button is visible to the right of the card.



9

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

Select Company Type ▾

- Select Company Type
- Corporation
- General Partnership
- Limited Liability Company
- Limited Liability Limited Partnership
- Limited Liability Partnership
- Non-Profit
- Professional Corporation
- Professional Limited Liability Company
- Rental Property Owner**
- Sole Proprietorship

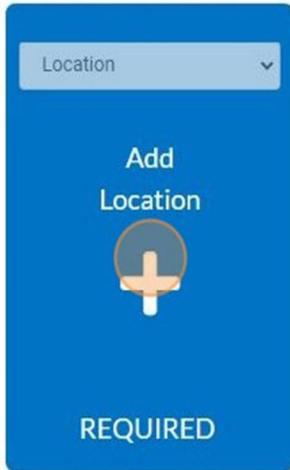


10 Click "Add Location."

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.



Create Template

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

SEARCH **ENTER MANUALLY**

Enter Manually

Country Type	US
Enter Address	Search Addresses
Address Line 1	
Pre Direction	
Address Line 2	
Street Type	
Post Direction	
Unit Or Suite	
City	
State	
Postal Code	
County	

Save



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

* Company Name

Business Description

DBA

* Location

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

LICENSE DETAILS

* License Type

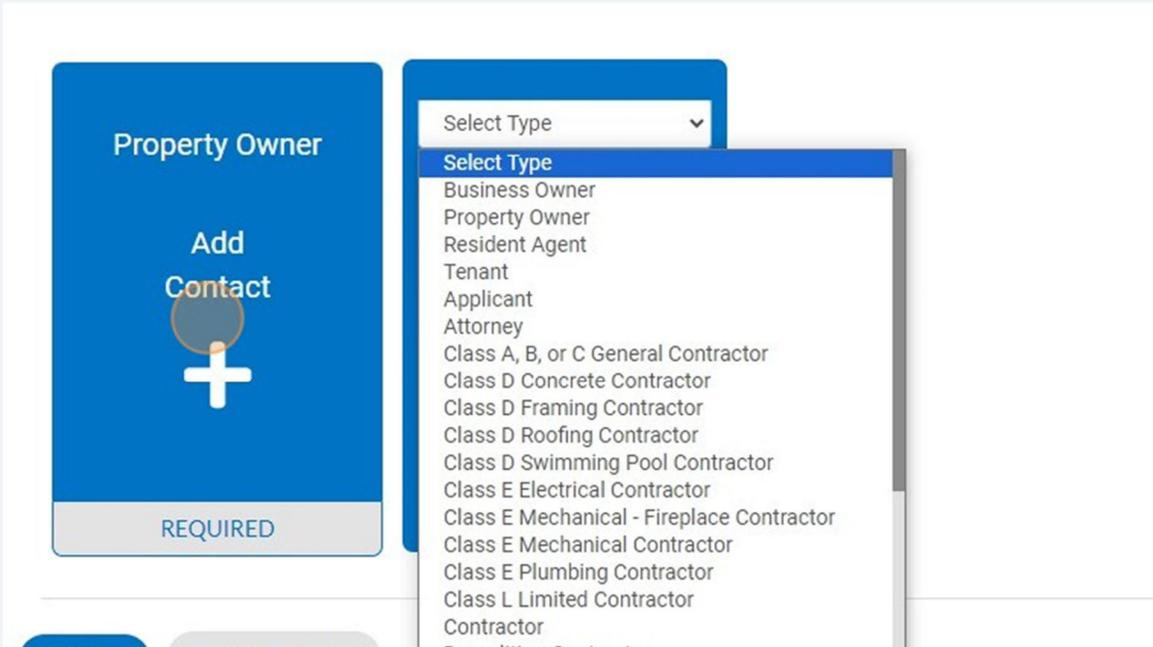
* Description

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)



14 Click "Add Contact."

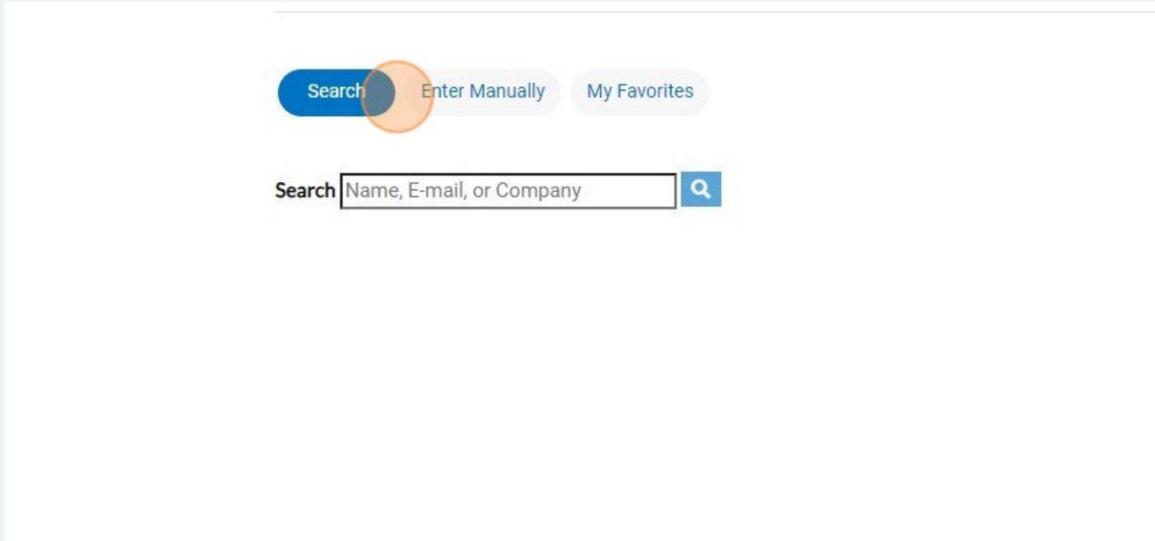
NOTE: There is a drop-down to add other contacts such as Business Owner, Contractor, or Property Owner.



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.



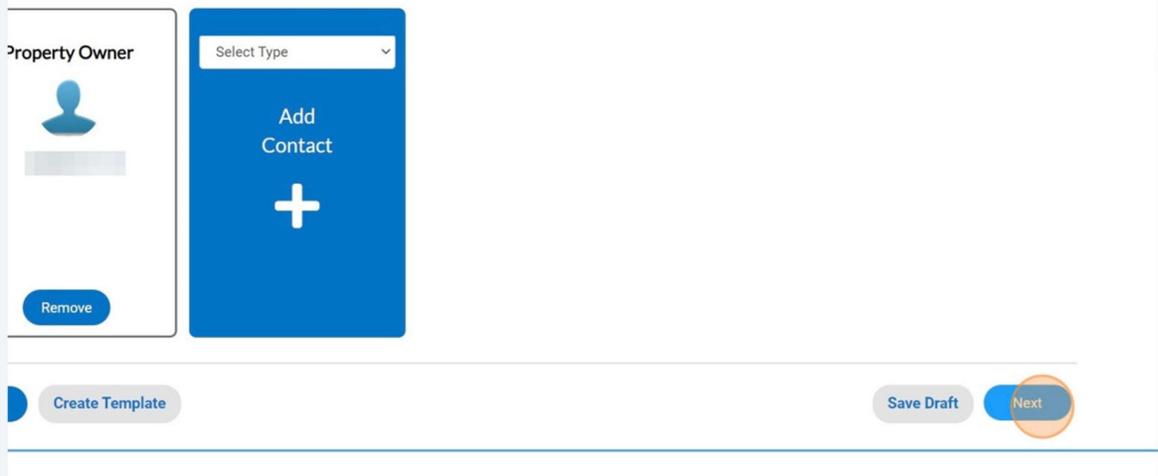
15 To add contact, the "Search" or "Enter Manually" features can be used. The "My Favorites" function can also be used if favorites have been previously established.



16 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.

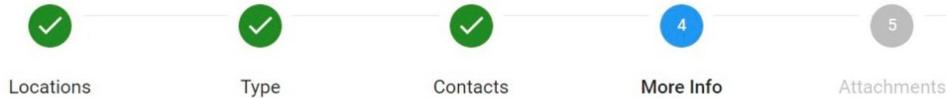




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If a resident agent has been appointed, click "Mail to Agent" so the agent shall have the authority to receive communications, service of process, summons, notices, and other legal process on behalf of the owner.

Apply for License - Short Term Rental License



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?

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

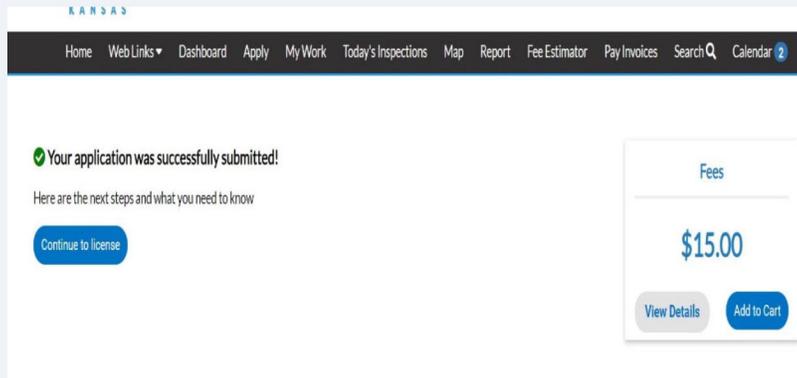
Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

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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.



23

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 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 sub-tabs for MY INVOICES, MY PERMITS, MY PLANS, and MY LICENSES. The 'MY INVOICES' tab is selected. A search bar is present above a table of invoices. The table has columns for Invoice Number, Amount Due, Due, Status, and Case Number. One invoice is listed with the number INV-00000019, an amount due of \$20.00, and a due date of 01/11/2024. The status is 'Due'. There are checkboxes next to the invoice number and the 'Add to Cart' button.

Invoice Number	Amount Due	Due	Status	Case Number
<input type="checkbox"/> 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

The screenshot shows a light blue invoice card. At the top right, there is a blue button labeled "Add to Cart" with a printer icon to its right. The "Add to Cart" button is circled in orange. Below the card, the invoice details are listed in a light blue box.

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

Cart result

(s) added to cart

Continue Go To Cart

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

The screenshot shows a dark grey background with a white modal window in the foreground. The modal has a title "Cart result" and a message "(s) added to cart". At the bottom of the modal are two buttons: "Continue" and "Go To Cart". The "Go To Cart" button is circled in orange. In the background, a navigation bar contains "Pay Invoices", "Search", and "Calendar". Below the modal, a grey box displays "Invoice Date: 12/12/2023" and "Due Date: 01/11/2024".



27 Click "Check out" to pay invoice.

our cart items	Cart summary
License: [redacted] Invoice: INV- \$20.00 00000019 View details Remove	Subtotal \$20.00 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
How are you going to pay? <input checked="" type="radio"/> Enter new credit card <input type="radio"/> Enter new eCheck	Subtotal An additional fee may be t method of payment
Where should we send your receipt? Email for receipt* [redacted]	
You will not be charged until you review your payment on the next step	
Back	Continue



29

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

30

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

31

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