

city of
CINCINNATI

Residential Rental Registration Walk Through

8/18/20

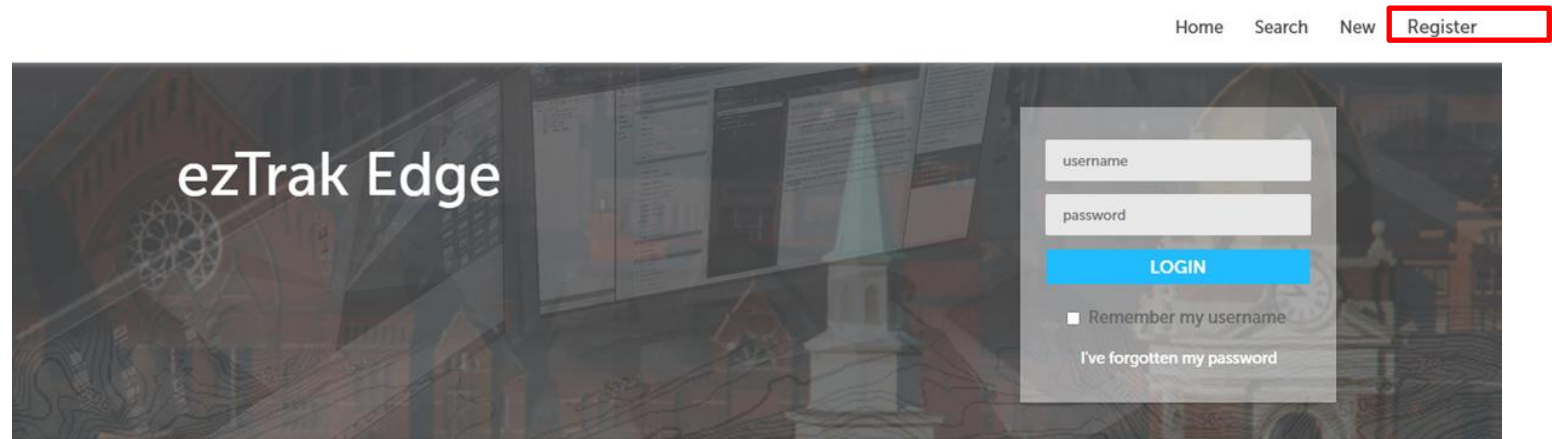
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Setting Up My Account in ezTrak

Go to: eztrak.cagis.org/CitizenAccess/Default.aspx

Step 1: ezTrak Edge Home Page Portal



New Program: Cincinnati Residential Rental Registration

For a description of the program and the information you will need to complete the online registration please visit the [Cincinnati Residential Rental Registration & Inspection](#) departmental web page.

Important: An important first step is to create yourself an ezTrak account if you do not already have one for this web site. Please refer to [Setting Up My Account Help documentation](#).

Please refer to step by step help documentation with screenshots for [Cincinnati Residential Rental Registration Program Help Documentation](#).

New Features: ezTrak Action Center and ezTrak My Records

ezTrak Action Center

Records that need your attention

- Easily access records that require action.
- View and pay for fees
- If you manage Elevators, additional information regarding Safety Tests and Self Certifications that are due is also available.

ezTrak My Records

All of your records

- Quick search and export capabilities.
- View all open records and records that require renewal
- If you manage Elevators, additional information is available.

Note: When logged in these new web pages are accessible from the "Records" menu at the top.

These new web pages have tool tips to assist you in completing various tasks. Just look for the question mark and click to see help tips. For in-depth tips and help open the Quick Tips section.

Please see full documentation with screenshots at the link below: [Help Documentation](#)

Go to: Click on "Register" in the menu (on top) and enter the information prompted.

Step 2: ezTrak Account Registration

ezTrak Edge Account Registration

Please review and accept the terms below to proceed

Important

By registering with your unique e-mail and a password known only to you, you enter into a legal agreement indicating that your use of a password acts as your legal signature for online applications.

To open an account, you will be asked to provide a unique username and password, your contact information, and license numbers if you choose to register as a licensed professional.

E-mail

You will be required to register with your own e-mail account. It is your responsibility to ensure that this e-mail account is active and able to receive e-mails. You will receive important information regarding your account and online applications via this e-mail address. Please note that we cannot provide you with an e-mail account. You will need to obtain an e-mail account from other sources.

Password

You will be required to register with a unique password known only to you. Please make sure that you safeguard your password appropriately to prevent misuse.

Contractors, Engineers, Architects and Developers (CAED)

If you are a contractor, engineer, architect or developer, you can save time by adding this information to your account.

Hamilton County and the City of Cincinnati can assign CAED license numbers to registered contractors, engineers, architects and developers for different kinds of permits. You can register your business, obtain a license number and link this information to the your account. By linking this license number to your account, online applications that require CAED information can be automatically populated for you.

By registering as a CAED, you can also setup a trust account with Hamilton County and/or the City of Cincinnati. By linking a trust account to your account, you can pay any fees associated with your online applications automatically.

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I have read and accepted the above terms.

CONTINUE REGISTRATION »



- Agree to terms.
- Click on “Continue Registration” to move on

Step 3: Fill Out ezTrak Login Information



ezTrak Edge Account Registration Step 2: Enter/Confirm Your Account Information

Step 1: ezTrak Edge Login Information

*User Name: ?

*E-mail Address: ?

*Password: ?

*Type Password Again:

*Type Security Question: ?

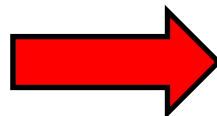
*Security Answer: ?

Mobile Phone:

Receive SMS Messages

Contact Information

- Click Add to enter primary contact information
- Contact email address MUST match the login account email address



ADD

CONTINUE REGISTRATION »

■ Enter your login information into the CAGIS Citizen Portal Login Information sections. All of the fields in this section are required. (As indicated by asterisks).

■ Click Add

Step 3: Cont...

- Enter your contact information into the appropriate fields on the Contact Information pop-up window. Required fields are marked with asterisks.
- After completing your contact information, click CONTINUE.
- TIP – If a single individual is to be used for multiple contacts. Add the contact to your account to select during the application process.

The screenshot displays the 'ezTrak Edge Account' registration interface. A 'Contact Information' pop-up window is open, containing the following fields:

- * First Name: Jane
- Middle Name:
- * Last Name: Doe
- Full Name:
- Organization Name:
- * Address Line 1: 805 Central Ave.
- Address Line 2:
- * City: Cincinnati
- * State: Ohio
- * Zip: 45202
- * E-mail: JohnDoe@yahoo.com
- * Secondary Phone: 5555555555
- Mobile Phone: (xxx) xxx-xxxx
- Primary Phone: (xxx) xxx-xxxx
- Fax: (xxx) xxx-xxxx

At the bottom of the pop-up window, there are three buttons: 'CONTINUE' (highlighted with a red box and a red arrow), 'CLEAR', and 'Discard Changes'. The background shows the registration progress, with 'Step 1: ezTrak Edge' completed and 'Step 2: Contact Information' in progress. A red arrow points from the 'CONTINUE' button in the pop-up to the 'CONTINUE REGISTRATION' button on the main page.

Step 3: Cont...

- After account information and contact information have been successfully entered, a summary of the account will be displayed
- After successfully making your ezTrak account, click on the “New” tab in the top right corner of the screen.
- A drop-down menu will appear, select “Residential Rental Registration” to move on.



 Your ezTrak Edge account has been successfully created.

Congratulations. You have successfully registered an account.

Account Information

User Name:	John
E-mail:	CinciBand@yahoo.com
Password:	*****
Security Question:	Favorite MLB
Mobile Phone:	
Receive SMS Message:	NO

Contact Information

John Jacob	Home Phone:
805 Central Ave.	Work Phone: 5555555555
JohnD0e@yahoo.com	Mobile Phone:
	Fax:

Home Search **New** Register Help Login



Application

Residential Rental Registration

Food Truck

Step 4: Enter Rental Property Address to begin the Residential Rental Registration Process

- Enter rental property address to begin online application.
- Select the address as it drops down from the search bar at the top of the map.
- Click on “Next” after your rental property address has been selected to continue with the application process

ezTrak Online Application

1: Identify your project address to get started

The screenshot shows the 'ezTrak Online Application' interface. At the top, a red-bordered box contains the instruction '1: Identify your project address to get started'. Below this, there is a search bar with the text '805 cen' entered. To the left of the search bar is a 'Quick Help' section with instructions on how to use the address search bar. Below the search bar is a map of Cincinnati, Ohio, with a red arrow pointing to a green 'Next' button in the bottom right corner of the map area.

Quick Help:
Using the Address Search Bar:
Start typing in the address search bar beginning with the street number.
Once you have typed in at least three (3) characters you will see a dropdown showing matching addresses.
[More tips](#)

805 cen
805 CENTRAL AV, CINCINNATI

Eden Park
esri

Next

Step 5: Apply For Residential Rental Registration



Ho

ezTrak Online Application

3: Select the item you want to apply online

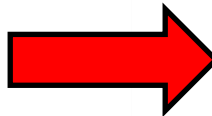
[← Back to Group List](#)

Property Registrations

Cincinnati Property Maintenance

Residential Rental Registration

Apply



- Click on "Apply" to begin Residential Rental Registration.

Step 6: Enter Address, Get Parcel Number and Owners name

Residential Rental Registration Application

1 Property Information	2 Application Information	3 Contact Information	4 Review	5 Pay Fees	6
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Step 1: Property Information > Location Details

Please review and confirm the property owner and property address.

If you are unable to find the correct address, contact the Rental Registration Coordinator at (513) 352-3275 for assistance.

* indicates a required field.

Address

*Street No.:	Direction:	*Street Name:	Street Type:	Unit No.:
805	--Select*	CENTRAL	AV	
City:	State:	Zip:		
CINCINNATI	OH	45203		

GET PARCEL AND OWNER

CLEAR

Parcel

*Parcel Number:
01460060264

Owner

*Owner Name:
CINCINNATI CITY OF

Save and resume later

CONTINUE APPLICATION »

- Check address field for correct address

- Click on “Get parcel number and owner” button

- Click on “CONTINUE APPLICATION” to move on.

Step 7: Enter Rental Property Information Details

- Enter general information details.

- If you answered No to the three determination questions, continue answering the three remaining required questions listed below.

- Enter accessibility information.

- If there are no units in the property that are wheelchair accessible, click No to the question below and proceed to section 3-unit information.

- If the property does have wheelchair accessible units then complete the additional accessibility questions.

- Enter rental unit information.

- Fill out each section based on the number of bedroom rental units. For example, if you have three 1-Bedroom rental units and three 2-Bedroom rental units, you would, answer the question below.

Residential Rental Registration Application

1 Property Information 2 Application Information 3 Contact Information 4 Review 5 Pay Fees 6

Step 2: Application Information > Rental Property Information

Please answer the following questions about the Residential Rental Property to register. *Indicates a required field.

Registration Details

GENERAL INFORMATION

*Is your property a hotel or motel?
 Yes No

*Is your property currently under order to be kept vacant by the city?
 Yes No

*Is your entire property a registered short-term rental of 30 days or less?
 Yes No

*Is water included in the monthly rent?
 Yes No

*Are gas and electric included in the monthly rent?
 Yes No

*How many total rental units are in the property?:

Accessibility Information

ACCESSIBILITY INFORMATION

*Are any units in the property wheelchair accessible?
 Yes No

Rental Unit Information

1-BEDROOM RENTAL UNITS

How many 1 bedroom rental units are in the property?:

What is the average rent per month of the 1 bedroom units?:

What is the average gross square footage of the 1 bedroom units?:

How many bathrooms are in each 1 bedroom unit?:
--Select--

2-BEDROOM RENTAL UNITS

How many 2 bedroom rental units are in the property?:

What is the average rent per month of the 2 bedroom units?:

What is the average gross square footage of the 2 bedroom units?:

How many bathrooms are in each 2 bedroom unit?:
--Select--

3-BEDROOM RENTAL UNITS

How many 3 bedroom rental units are in the property?:

What is the average rent per month of the 3 bedroom units?:

What is the average gross square footage of the 3 bedroom units?:

How many bathrooms are in each 3 bedroom unit?:
--Select--

4-BEDROOM RENTAL UNITS

How many 4 bedroom rental units are in the property?:

What is the average rent per month of the 4 bedroom units?:

What is the average gross square footage of the 4 bedroom units?:

How many bathrooms are in each 4 bedroom unit?:
--Select--

5-BEDROOM RENTAL UNITS

How many 5 bedroom rental units are in the property?:

What is the average rent per month of the 5 bedroom units?:

What is the average gross square footage of the 5 bedroom units?:

How many bathrooms are in each 5 bedroom unit?:
--Select--

OVER 5-BEDROOM RENTAL UNITS

How many rental units in the property have more than 5 bedrooms?:

What is the average rent per month of the units with more than 5 bedrooms?:

What is the average gross square footage of the units with more than 5 bedrooms?:

How many bathrooms are in each of the units with more than 5 bedrooms?:
--Select--

STUDIO RENTAL UNITS

How many studio (one room) rental units are in the property?:

What is the average rent per month of the studio units?:

What is the average gross square footage of the studio units?:

How many bathrooms are in each studio unit?:
--Select--

[Save and resume later](#) [CONTINUE APPLICATION](#)

Step 7: Enter Rental Property Information Details

- The bottom two groups of questions within the rental unit section are required if you have rental units over 5 bedrooms or studio units. Complete those questions if they are relevant to your property.
- Please note that the total number of rental units entered in the **General Information Section** must equal the sum of rental units entered in the **Rental Unit Information Section**.
- After these sections have been filled out Click on “CONTINUE APPLICATION” to proceed.

Residential Rental Registration Application

1 Property Information 2 Application Information 3 Contact Information 4 Review 5 Pay Fees 6

Step 2: Application Information > Rental Property Information

Please answer the following questions about the Residential Rental Property to register. * indicates a required field.

Registration Details

GENERAL INFORMATION

* Is your property a hotel or motel?:
 Yes No

* Is your property currently under orders to be kept vacant by the city?:
 Yes No

* Is your entire property a registered short-term rental of 30 days or less?:
 Yes No

* Is water included in the monthly rent?:
 Yes No

* Are gas and electric included in the monthly rent?:
 Yes No

* How many total rental units are in the property?:

Accessibility Information

ACCESSIBILITY INFORMATION

* Are any units in the property wheelchair accessible?:
 Yes No

Rental Unit Information

1-BEDROOM RENTAL UNITS

How many 1 bedroom rental units are in the property?:

What is the average rent per month of the 1 bedroom units?:

What is the average gross square footage of the 1 bedroom units?:

How many bathrooms are in each 1 bedroom unit?:
--Select--

2-BEDROOM RENTAL UNITS

How many 2 bedroom rental units are in the property?:

What is the average rent per month of the 2 bedroom units?:

What is the average gross square footage of the 2 bedroom units?:

How many bathrooms are in each 2 bedroom unit?:
--Select--

3-BEDROOM RENTAL UNITS

How many 3 bedroom rental units are in the property?:

What is the average rent per month of the 3 bedroom units?:

What is the average gross square footage of the 3 bedroom units?:

How many bathrooms are in each 3 bedroom unit?:
--Select--

4-BEDROOM RENTAL UNITS

How many 4 bedroom rental units are in the property?:

What is the average rent per month of the 4 bedroom units?:

What is the average gross square footage of the 4 bedroom units?:

How many bathrooms are in each 4 bedroom unit?:
--Select--

5-BEDROOM RENTAL UNITS

How many 5 bedroom rental units are in the property?:

What is the average rent per month of the 5 bedroom units?:

What is the average gross square footage of the 5 bedroom units?:

How many bathrooms are in each 5 bedroom unit?:
--Select--

OVER 5-BEDROOM RENTAL UNITS

How many rental units in the property have more than 5 bedrooms?:

What is the average rent per month of the units with more than 5 bedrooms?:

What is the average gross square footage of the units with more than 5 bedrooms?:

How many bathrooms are in each of the units with more than 5 bedrooms?:
--Select--

STUDIO RENTAL UNITS

How many studio (one room) rental units are in the property?:

What is the average rent per month of the studio units?:

What is the average gross square footage of the studio units?:

How many bathrooms are in each studio unit?:
--Select--

[Save and resume later](#) [CONTINUE APPLICATION »](#)

Step 8: Enter Property Ownership Type and Property Ownership Contacts

Residential Rental Registration Application

1 Property Information	2 Application Information	3 Contact Information	4 Review	5 Pay Fees	6
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Step 3: Contact Information > Enter Property Owner Info

* Indicates a required field.

Ownership Type

Property Ownership Type

* Type of Ownership:

Property Ownership Contact(s)

Add one or more relevant property ownership contacts. Based on the property ownership type selected above, you need to add at least **one** property owner contact type and make sure that it matches the ownership type. See the guide below:

- "Association" use "Associate"
- "Corporation" use "Corporate Officer"
- "Partnership" use "Partner"
- "Individual" use "Property Owner"
- "Limited Liability Corporation" use "LLC Member or Management"
- "Trust or Business Trust" use "Trustee"
- "Estate" use "Executor"

[SELECT FROM ACCOUNT](#) [ADD NEW](#)

Showing 1-2 of 2

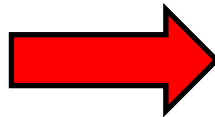
Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
CINCINNATI CITY OF	CINCINNATI CITY OF	Associate			JohnDoe@yahoo.com	Edit Delete
John Doe		Property Owner			JohnDoe@yahoo.com	Edit Delete

[Save and resume later](#)

[CONTINUE APPLICATION >](#)

■ Select ownership type and fill out property owner and ownership contact(s) information.

■ Once the Ownership Type is selected, click on the “Select From Account” button to load previously entered owner and contact information or click on “Add New” button to enter a new contact.



Step 8 Cont... Enter Property Ownership Type and Property Ownership Contacts

- Select contacts from account
- TIP: The ownership type must match a corresponding contact type, or you will be unable to move along the application process. (ex. If the ownership type is a “Partnership”, then the contact type must also be a “Partnership”).
- Continue when ownership type and corresponding contact type information have been added.

The screenshot shows the ezTrakEDGE application interface. A modal dialog box titled "Select Contact from Account" is open, allowing the user to choose a contact for the application. The dialog box contains the following information:

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.
Showing 1-2 of 2.

Category	Type	Name
<input type="radio"/> Associated Contact	Primary Contact	James Bond
<input type="radio"/> Associated Owner		CINCINNATI CITY OF

At the bottom of the dialog box, there are two buttons: "Continue" (highlighted with a red box and a red arrow) and "Discard Changes".

Step 8: Enter Property Ownership Type and Property Ownership Contacts

- Enter primary contact details.
- Enter person in control's details.
- Enter emergency contact details.
- Add contacts by clicking "Select From Account" button to streamline this portion of the application process.
- TIP – If a single individual is to be used for multiple contacts. Add the contact to your account by clicking "Add New" button.



Residential Rental Registration Application

1 Property Information 2 Application Information 3 Contact Information 4 Review 5 Pay Fees 6

Step 3: Contact Information Enter Contact Details * indicates a required field.

Primary Contact

The primary contact is the principal coordinator for this registration and will receive all official notifications.

SELECT FROM ACCOUNT ADD NEW

Person in Control

The person in control is the person designated by the owner of a Residential Rental Property as having the duty, responsibility, and authority to operate, maintain, and manage the Residential Rental Property.

SELECT FROM ACCOUNT ADD NEW

Emergency Contact

The emergency contact may include a professional property management company or on-site maintenance personnel, who has been designated by the owner as the party responsible for responding to emergency or maintenance issues for the Residential Rental Property and who can be reached 24 hours a day, 7 days a week, 365 days a year.

SELECT FROM ACCOUNT ADD NEW

Save and resume later CONTINUE APPLICATION »

Step 8: Cont... Select Contact Information from Account

- Select Contact from Account for the Primary Contact, Person in Control, and Emergency Contact types to speed up this part of the process.
- After each of the three sections have had the corresponding contact information added, click the Continue Application button to move on.

The screenshot shows the 'Select Contact from Account' dialog box in the ezTrak EDGE CARIS application. The dialog contains the following information:

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.
Showing 1-2 of 2

Category	Type	Name
<input type="radio"/> Associated Contact	Primary Contact	James Bond
<input type="radio"/> Associated Owner		CINCINNATI CITY OF

At the bottom of the dialog, there is a 'Continue' button (highlighted with a red box and a red arrow) and a 'Discard Changes' link. The background shows the application interface with sections for 'Primary Contact', 'Person in Control', and 'Emergency Contact', each with a 'SELECT FROM ACCOUNT' button.

Step 8: Cont...

- Enter person in control's contact information after primary contact has been entered.

ezTrak EDGE
CAGIS

Home Search New Records Reports (1) Cart (1) Help John Jacob Doe

Residential Rental Registration Application

1 Property Information 2 Application Information 3 Contact Information 4 Review 5 Pay Fees 6

Step 3: Contact Information > Enter Contact Details * indicates a required field.

Primary Contact

The primary contact is the principal coordinator for this registration and will receive all official notifications.

✔ Contact added successfully.

John Doe
Contact Type: Primary Contact
Address: 805 Central Av ohio 45202
JohnDoe@yahoo.com
Primary Phone: 5555555555
Secondary Phone:
[Remove](#)

Person in Control

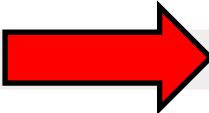
The person in control is the person designated by the owner of a Residential Rental Property as having the duty, responsibility, and authority to operate, maintain, and manage the Residential Rental Property.

[SELECT FROM ACCOUNT](#) [ADD NEW](#)

Emergency Contact

The emergency contact may include a professional property management company or on-site maintenance personnel, who has been designated by the owner as the party responsible for responding to emergency or maintenance issues for the Residential Rental Property and who can be reached 24 hours a day, 7 days a week, 365 days a year.

[SELECT FROM ACCOUNT](#) [ADD NEW](#)

[Save and resume later](#)  [CONTINUE APPLICATION >](#)

Step 8: Cont...

- Enter person in control's contact information.

The screenshot displays the 'Contact Information' modal form in the ezTrak EDGE CASIX application. The form contains the following fields and values:

- *First Name: John
- *Last Name: Doe
- Name of Business: CINCINNATI CITY OF
- *Address: 801 PLUM ST
- Address Line 2: ROOM 122
- Address Line 3: CINCINNATI OH 45202
- *City: Cincinnati
- *State: 45202
- *Zip: 45202
- *E-mail: JohnDoe@yahoo.com
- *Primary Phone: [Redacted]
- Secondary Phone: [Empty]

A red arrow points to the 'CONTINUE' button, which is highlighted with a red box. The background shows a sidebar with 'Step 3: Contact Information' and 'Primary Contact' sections. The 'Primary Contact' section includes a message: 'Contact added successfully' and lists the contact details for John Doe.

Step 8: Cont...

Residential Rental Registration Application

1 Property Information	2 Application Information	3 Contact Information	4 Review	5 Pay Fees	6
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Step 3: Contact Information > Enter Contact Details

* indicates a required field.

Primary Contact

The primary contact is the principal coordinator for this registration and will receive all official notifications.

✔ Contact added successfully.

John Doe
Contact Type: Primary Contact
Address: 805 Central Av ohio 45202
John.Doe@yahoo.com
Primary Phone: 5555555555
Secondary Phone:
[Remove](#)

Person in Control

The person in control is the person designated by the owner of a Residential Rental Property as having the duty, responsibility, and authority to operate, maintain, and manage the Residential Rental Property.

✔ Contact added successfully.

John Doe
CINCINNATI CITY OF
Contact Type: Person in Control
Address: 801 PLUM ST ROOM 122 CINCINNATI OH 45202 45202
John.Doe@yahoo.com
Primary Phone: 5555555555
Secondary Phone:
[Remove](#)

Emergency Contact

The emergency contact may include a professional property management company or on-site maintenance personnel, who has been designated by the owner as the party responsible for responding to emergency or maintenance issues for the Residential Rental Property and who can be reached 24 hours a day, 7 days a week, 365 days a year.

[SELECT FROM ACCOUNT](#)

[ADD NEW](#)

[Save and resume later](#)



[CONTINUE APPLICATION »](#)

Enter emergency contact information after person in control has been entered.

Step 8: Cont...

- Enter emergency contact information.

The screenshot shows the 'ezTrak EDGE' web application interface. The main content area is titled 'Residential Rental Registration' and is currently on 'Step 3: Contact Information'. The form is divided into three sections: 'Primary Contact', 'Person in Control', and 'Emergency Contact'. The 'Primary Contact' section is active, showing fields for First Name (John), Last Name (Doe), Address (805 Central Av), City (Cincinnati), State (ohio), and Zip (45202). A red arrow points to the 'CONTINUE' button at the bottom of the form. The 'Emergency Contact' section is currently empty. The 'CONTINUE APPLICATION' button is visible at the bottom right of the page.

ezTrak EDGE
Home Search New Records Reports (1) Cart (1) Help John Jacob Doe

Residential Rental Registration

Step 3: Contact Information

Primary Contact

The primary contact is the person who is responsible for the property.

✓ Contact added successfully

John Doe
Contact Type: Primary Contact
Address: 805 Central Av Ohio 45202
JohnDoe@yahoo.com
Primary Phone: 5555555555
Secondary Phone:

Person in Control

The person in control is the person who is responsible for the property.

Emergency Contact

The emergency contact may include a professional property management company or on-site maintenance personnel, who has been designated by the owner as the party responsible for responding to emergency or maintenance issues for the Residential Rental Property and who can be reached 24 hours a day, 7 days a week, 365 days a year.

SELECT FROM ACCOUNT ADD NEW

Save and resume later CONTINUE APPLICATION »

Step 8: Cont...

Residential Rental Registration Application

1 Property Information	2 Application Information	3 Contact Information	4 Review	5 Pay Fees	6
------------------------	---------------------------	-----------------------	----------	------------	---

Step 3: Contact Information > Enter Contact Details

* Indicates a required field.

Primary Contact

The primary contact is the principal coordinator for this registration and will receive all official notifications.

✔ Contact added successfully.

John Doe
Contact Type: Primary Contact
Address: 805 Central Av ohio 45202
JohnDoe@yahoo.com
Primary Phone: 5555555555
Secondary Phone: 5555555555
[Remove](#)

Person in Control

The person in control is the person designated by the owner of a Residential Rental Property as having the duty, responsibility, and authority to operate, maintain, and manage the Residential Rental Property.

✔ Contact added successfully.

John Doe
CINCINNATI CITY OF
Contact Type: Person in Control
Address: 801 PLUM ST ROOM 122 CINCINNATI OH 45202 Ohio 45202
JohnDoe@yahoo.com
Primary Phone: 5555555555
Secondary Phone:
[Remove](#)

Emergency Contact

The emergency contact may include a professional property management company or on-site maintenance personnel, who has been designated by the owner as the party responsible for responding to emergency or maintenance issues for the Residential Rental Property and who can be reached 24 hours a day, 7 days a week, 365 days a year.

✔ Contact added successfully.

John Doe
Contact Type: Emergency Contact
Address: 805 Central Av ohio 45202
JohnDoe@yahoo.com
Primary Phone: 5555555555
Secondary Phone: 5555555555
[Remove](#)

Save and resume later



CONTINUE APPLICATION »

Click on “CONTINUE APPLICATION” after the three sections are successfully filled out to move on.

Step 9: Review Information and Check For Correctness

- Review all information entered on application thus far and check for correctness.
- If all information seems accurate to the best of your knowledge, check the box at the bottom of the page to confirm your information is accurate, doing so amounts to your consent to electronically sign the application.
- Then click on “CONTINUE APPLICATION” to move on.

Residential Rental Registration Application

1 Property Information 2 Application Information 3 Contact Information 4 Review 5 Pay Fees 6 Record Issuance

Step 4 : Review

[Save and resume later](#) [CONTINUE APPLICATION ▶](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Residential Rental Registration Application

▾ Address [EDIT](#)

▾ Parcel [EDIT](#)

▾ Owner [EDIT](#)

▾ Registration Details

▾ Accessibility Information

▾ Rental Unit Information

▾ Ownership Type

▾ Property Ownership Contact(s) [EDIT](#)

▾ Primary Contact [EDIT](#)

▾ Person in Control [EDIT](#)

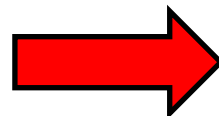
▾ Emergency Contact [EDIT](#)

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: 08/17/2020

[Save and resume later](#) [CONTINUE APPLICATION ▶](#)



Step 10: Review Application Fees

Residential Rental Registration Application

1 Property Information	2 Application Information	3 Contact Information	4 Review	5 Pay Fees	6 Record Issuance
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Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

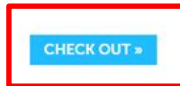
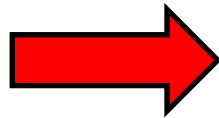
Application Fees

Fees	Qty.	Amount
Financial Recovery Fee	1	\$0.08
Technology Fee	1	\$0.24
Registration Fee	8	\$8.00

TOTAL FEES: \$8.32

Note: This does not include additional inspection fees which may be assessed later.

CHECK OUT »



- Review application fees.
- Remember, each unit costs \$1.04 one dollar and four cents per unit.
- Click on “CHECK OUT” after thorough review of application fees to move on.

Step 11: Select Item(s) To Pay

- Select item(s) to pay.
- TIP: For owners with multiple buildings, stop at this point (progression step 1 on the Cart webpage) before “Checking Out”, select “NEW” in the upper right-hand corner of this page to add all owned properties and pay for them all at once at the end of the application process.
- Once all owned rental properties have been entered, click on “CHECKOUT” when ready to move on.

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CAGIS

Home Search New Records Cart (1) Help John Jacob Doe

Cart

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout.

PAY NOW

805 CENTRAL AV, CINCINNATI OH 45203

1 Application(s) | \$8.32

▼ Residential Rental Registration A Total due: \$8.32 CINCINNATI
Application S20TMP-000133

Fee	Qty.	Amount
Financial Recovery Fee	1	\$0.08
Technology Fee	1	\$0.24
Registration Fee	8	\$8.00

Total amount to be paid: \$8.32
Note: This does not include additional inspection fees which may be assessed later.

CHECKOUT » **EDIT CART »**

Step 12: Enter Payment Information

- You may pay with a credit card or bank account.
- Credit cards accepted: American Express, Master Card, Visa
- Once all payment information is filled out correctly, click on “SUBMIT PAYMENT” to continue.
- Upon submission you will receive an email confirming your receipt for your records.

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Home Search New Records Cart (1) Help John Jacob Doe

1 Select item to pay 2 **Payment information** 3 Receipt/Record Instance

Step 2: Payment information
Super Agency General tab pay fee

Please select a payment method and then fill in all required information.
If you are submitting multiple payments through the shopping cart, you may experience increase processing time.
Please be patient and do not click the submit button multiple times. * indicates a required field.

Payment Options

Amount to be charged: \$8.32
 Pay with Credit Card
 Pay with Bank Account

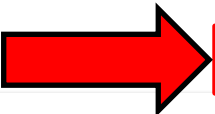
Credit Card Information:

*Card Type: --Select-- *Card Number: *Security Code: ⓘ
*Name on Card: *Exp. Date: 02/ 2020

Credit Card Holder Information:
 Auto-fill with John Doe

Country: --Select--
*Street Address:
*City: *State: *Zip:
*Phone:
E-mail:

SUBMIT PAYMENT »



City of Cincinnati Buildings and Inspections Dept.