



RENTAL REGISTRATION

Follow the steps to register your rental property using our online portal. You can save your application during this process at any time by clicking the orange **Save and Resume Later** button. If you encounter any issues or need assistance, please contact us.

Step 1. Access The Portal

1. Open your web browser and go to <https://accela-aca.fcgov.com/CitizenAccess/Welcome.aspx>
2. If you are a new user, follow the prompts to create an account. If you already have an account, log in with your existing credentials.
3. *Helpful Hint:* Adding your contact information when you register for your account makes the registration process faster and easier!

Step 2. Start the Registration Process

1. Once logged in, click on the **Submit Rental Registration** option in the middle of the page.
2. Read and accept the General Disclaimer by checking the box that states “I have read and accepted the above terms.”
3. Click on the blue **Continue Application** button.

Step 3. Select Property Address

1. Enter the Street Number and Street Name of the rental property in the designated field. You do not need to enter any other information (city, state, owner name, etc.) because it will auto-populate.
2. Click on the blue **Search** button.
3. Select the correct address from the pop-up window, then scroll down and click **Select**.
4. Once the owner is selected, the owner and parcel fields will auto-populate.
5. Click on the blue **Continue Application** button.

If you are registering more than one unit on the same property, or have more than one property owner:

If there are multiple units on the property, you can choose any one address for your application. The rest of the addresses will be listed on the registration automatically when you submit.

If there are multiple owners, you will only be able to select one owner’s name on the application, but all owners will be listed on the registration.

Step 4. Provide Rental Information

1. Click **Select Building Type** to enter information about the type of unit you are registering (apartment, duplex, etc.) and how many units you are registering.
2. In the **Additional Information** Section, you can share any other information that will help us process your registration.
3. Click on the blue **Continue** button.



If any units on the property are owner-occupied:

Owner-occupied units should **not** be included in the number of units you are registering. Use the **Additional Information** field to tell us which units are owner-occupied so we register the proper addresses/units.

Step 5. Fill in Property Details

1. Fill in additional property details such as who owns the property, how the property is managed or another primary contact for email correspondence.
2. Confirm you understand the responsibility for meeting the minimum standards of the International Property Maintenance Code by **checking the indicated box.**

Step 6. Enter Contact Information

1. Provide contact information for the property owner, property manager and/or other responsible party.
2. You can use existing contact information for the account holder or the owner by clicking the blue **Select from Available Contacts** button. Or, click **Add New Contact Info** to include another contact on the application.
3. Click on the blue **Continue Application** button.

Step 7. Submit the Application

1. At the bottom of the screen, check the box stating you are authorized to submit the application and that all information is correct.
2. Click on the blue **Continue Application** button to submit your rental registration application.

Completion

Once submitted, you will receive an email stating your application has been submitted for review. After your application is reviewed and approved, a request for payment will be sent. Payment can be made online or through check. Upon receipt of payment, your certificate will be emailed to you.