

# Online Rental Registry

**Are you a rental property owner or manager? If you are then you need to register your rental units with the city using this online registry.**

## **What Information do I need to provide?**

- The address of the rental unit(s)
- Property Owner's Name
- Owner's Mailing Address and Physical Address(es) if not their mailing
- Owner's Telephone Number
- Owner's Email Address
- Sworn Affidavit by the property owner that, to the best of the Owner's Knowledge, all rental units within the registered rental housing unit or registered multi-unit rental housing unit facility are in compliance with the applicable provisions of Metro's property maintenance code (§ 156)

**If someone other than the owner manages the property, or if the owner is a partnership or similar entity, you must also provide:**

- Property Manager's/ Individual's Name
- Property Manager's/ Individual's Mailing Address and Physical Address(es) if not mailing
- Property Manager's/ Individual's Telephone Number
- Property Manager's/ Individual's Email Address

**Additionally, you must also update your registry within 30 days of any contact information changes or in case of a transfer of ownership.**

## **Before you get started, there are a couple important things to know!**

- Owner(s) of any rental housing unit, other than those that are exempted under §119.02, shall register all rental housing units. Owner(s) of any multi-unit rental housing facility is not required to submit separate registrations forms or pay separate registration fees for each individual rental housing unit. You may register the facility as a whole; provided, however that the registration form shall include a list by rental unit number of each rental housing unit contained in the multi-unit rental facility

# Online Rental Registry

Once on the Louisville Metro Business Portal you will need to create an account. If you have an account already you will need to sign in.

[Register for an Account](#) [Login](#)

**Attention builders/contractors:**  
Building permits are listed under the Building tab below. Building, contractor, special event & business related applications are located under the Licenses tab.

**For Special Events or Fireworks Permits:**  
To apply for a permit, please click on the "Licenses" tab.

FOR WASTE CONTAINER REQUEST, CLICK PUBLIC WORKS

Click here to log in

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[Home](#) [APCD](#) [Building](#) [Enforcement](#) [Licenses](#) [Planning](#) [Public Works](#)

Advanced Search

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## Sign In

USERNAME OR EMAIL: \*

PASSWORD: \*

[Forgot Password?](#)

**SIGN IN**

Remember me on this device

To Register click here

---

[Not Registered?](#)  
[CREATE AN ACCOUNT](#)

# Online Rental Registry

When creating an account, you will need to fill all boxes with the proper information. Making sure you check the Box that you have read and understand and agree to the Terms of Service.

## Login Information

**STEP 1 OF 2: ACCOUNT DETAILS**

**\* Required Fields**

**Make sure to save this**

**This needs to be an active/ commonly used email address**

**Do not share your password information**

**Select the one you can most easily remember**

I have read, understand, and agree to the [Terms of Service](#)

**CONTINUE**

**Once all fields are completed click here**

# Online Rental Registry

Next you will select your contact type. If selecting organization that means you are an LLC, Corporation, or some other entity.

## Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

- Individual  
 Organization

Depending on which option you chose the required fields will be different.

<input checked="" type="radio"/> Individual <input type="radio"/> Organization	<input type="radio"/> Individual <input checked="" type="radio"/> Organization
<b>* Required Fields</b>	<b>* Required Fields</b>
FIRST: *	NAME OF BUSINESS: *
Must enter a First:	WORK PHONE:
MIDDLE:	DBA/TRADE NAME:
LAST: *	E-MAIL:
MOBILE PHONE:	FIRST:
E-MAIL:	MIDDLE:
HOME PHONE:	LAST:
NAME OF BUSINESS:	MOBILE PHONE:
WORK PHONE:	
<b>ADDRESS</b>	<b>ADDRESS</b>
ADDRESS TYPE: Select ▼	ADDRESS TYPE: Select ▼
ADDRESS LINE 1:	ADDRESS LINE 1:
ADDRESS LINE 2:	ADDRESS LINE 2:
ADDRESS LINE 3:	ADDRESS LINE 3:
CITY: *	CITY: *
STATE: * Select ▼	STATE: * Select ▼
ZIP CODE: *	ZIP CODE: *
+ Add Address	+ Add Address
<b>SUBMIT</b>	<b>SUBMIT</b>

Once all information is properly filled in, click submit. You'll notice there is also an option for adding additional addresses above SUBMIT

# Online Rental Registry



Now that we have an account, we are ready to Login.

[Register for an Account](#) [Login](#)

**Attention builders/contractors:**

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FOR WASTE CONTAINER REQUEST, CLICK PUBLIC WORKS

Search... 

[Home](#) [APCD](#) [Building](#) [Enforcement](#) [Licenses](#) [Planning](#) [Public Works](#)

Advanced Search

## Sign In

USERNAME OR EMAIL: \*

PASSWORD: \*

[Forgot Password?](#)

SIGN IN

Remember me on this device

Not Registered?

[CREATE AN ACCOUNT](#)

Once you are logged in you will click Licenses.

**Attention builders/contractors:**

Building permits are listed under the Building tab below. Building, contractor, special event & business related applications are located under the Licenses tab.

**For Special Events or Fireworks Permits:**

To apply for a permit, please click on the "Licenses" tab.

FOR WASTE CONTAINER REQUEST, CLICK PUBLIC WORKS

Search... 

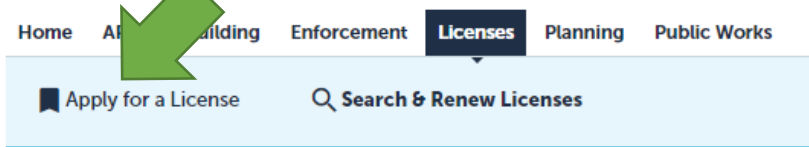
[Home](#) [APCD](#) [Building](#) [Enforcement](#) [Licenses](#) [Planning](#) [Public Works](#)

Dashboard [My Records](#) [My Account](#) [Advanced Search](#)

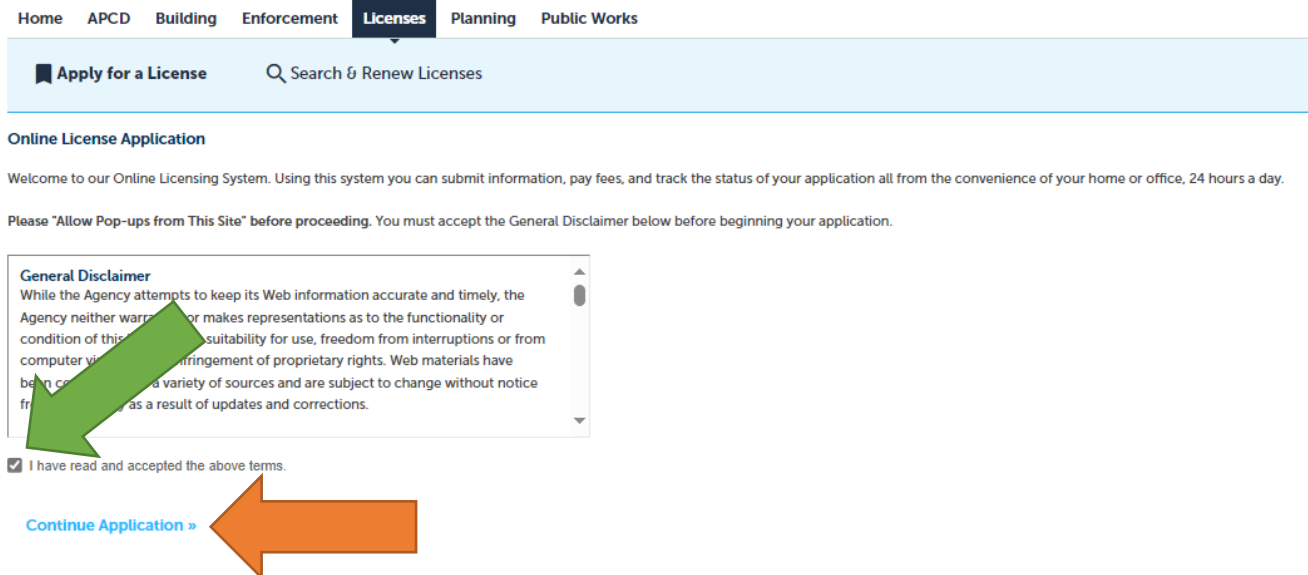


# Online Rental Registry

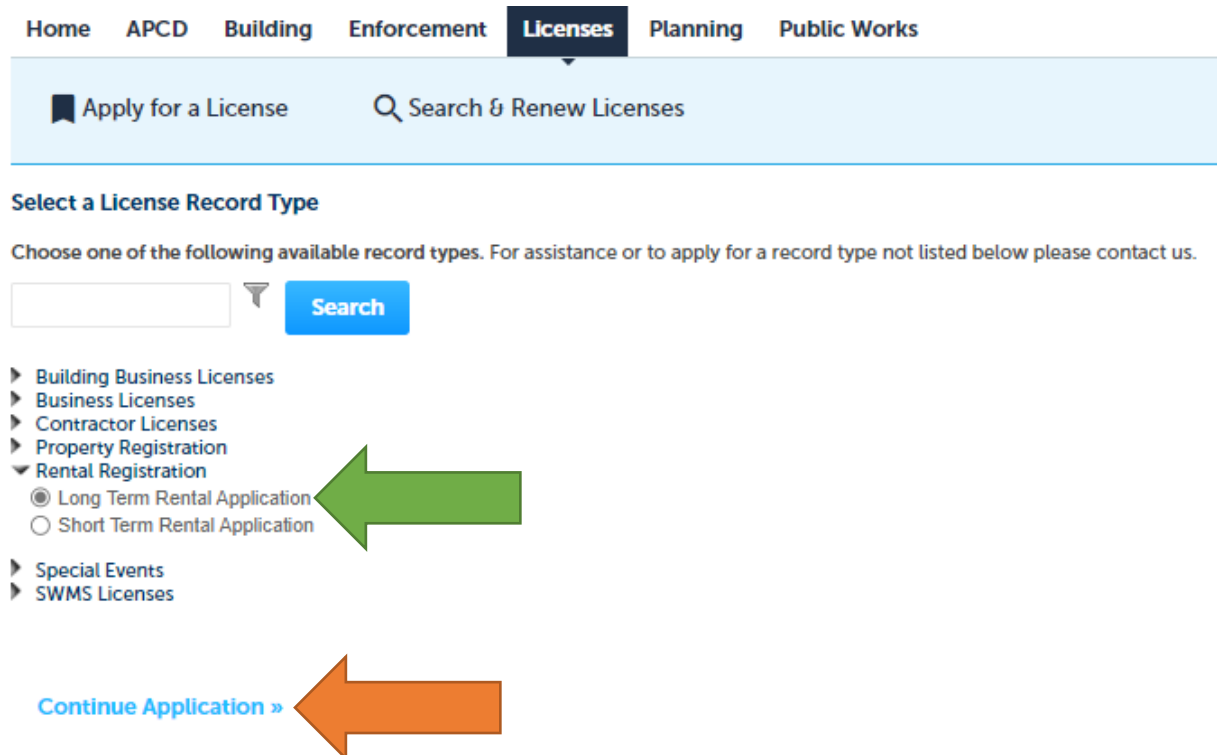
Next you will click Apply for a Licenses.



Please take the time to read the General Disclaimer, then check the box "I have read and Accept the above terms". Then click Continue application.



When registering a rental property, you will select Long Term Rental Application. Then Continue Application.



# Online Rental Registry

Next you will fill out the address you are registering.

**Address**

Please enter a valid address. Addresses must be entered as they are officially recorded with Louisville Metro. If you are having difficulty locating your address, you can expand the search criteria by entering the street number and the first few characters of the street name followed by the % sign leaving all other fields blank, then click search.

\*Street No.:  Direction:  \*Street Name:  Street Type:

Unit No.:  Unit Type:  Zip:

**Fill out all boxes that have a Red \*  
Then Click Search**

If you are having difficulty with "Street Name", try typing the first 3 letters of the street name followed by %.  
**For example: FAI%**  
If your street name is a number, simply type the numbers without any letters.  
**For example: 3rd Street type 3, for 18th Street type 18.**

You will see that if the address is correct, the Parcel and the Owner information will auto populate.

**Parcel**

\*Parcel Number:

**Owner**

Owner Name:  ?

Address Line 1:

Address Line 2:

City:  State:  Zip:  Country:

**Click Continue Application when you are ready to move on**

**If at any time you need to save and resume later click here. This is available on all pages going forward**

# Online Rental Registry

If everything is correct click Continue Application. (You do not need to check all boxes)


**Units on Property**

*ADDITIONAL ADDRESSES*

Showing 1-1 of 1

<input type="checkbox"/>	Rental Property	Full Address	Street Number	Street Number Fraction	Street Number Unit	Street Direction	Street Name	Street Suffix	City	State	Zip	
<input type="checkbox"/>	Yes	[REDACTED]					[REDACTED]					Actions ▾

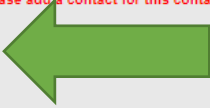
[Edit Selected](#)

[Save and resume later](#)  [Continue Application »](#)

Applicant and the Property Owner must be filled out. If you have a Property Manager or Responsible Party, you will add them here.

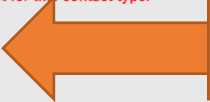
**Applicant**

This section is required. Please add a contact for this contact type.

[Select from Account](#)  You will easily be able to add the information you registered with once you Select from Account

**Property Owner**

This section is required. Please add a contact for this contact type.

[Select from Account](#) [Add New](#)  You will have the option to use information from the account of Add New contact information

**Property Manager**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

**Responsible Party**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

[Save and resume later](#) [Continue Application »](#)



# Online Rental Registry

Once Select Contact from Account populates select the address you would like to do use.

Select Contact from Account ×

Jeirmy Austin  
[Redacted]

Select contact addresses for this contact to attach to the record.  
Required contact address type(s): Mailing Address  
Showing 1-2 of 2

<input type="checkbox"/>	Address Type	Recipient	Address
<input type="checkbox"/>	Mailing Address	[Redacted]	[Redacted]
<input checked="" type="checkbox"/>	Mailing Address	[Redacted]	[Redacted]

[Continue](#) [Discard Changes](#)

Next Click Continue

You will then see Contact added successfully.

Applicant

This section is required. Please add a contact for this contact type.

✔ Contact added successfully.

For Property Owner as mentioned before you can select from Account or Add New.

Property Owner

This section is required. Please add a contact for this contact type.

[Select from Account](#) [Add New](#)

We will add new

Fill out all boxes with the Red \*.

Contact Information

\* Individual/Organization: ?  
--Select--

\* First:  Middle:  \* Last:

Business Name (Doing Business AS):

\* Primary Phone:  Secondary Phone:  Mobile Phone:

E-mail:  State: ?  
--Select--

▼ Contact Addresses

[Add Contact Address - Required](#)

To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click on the Remove link.  
Required contact address type(s): Mailing Address

Showing 0-0 of 0

Address Type	Address	Recipient	Action
No records found.			

[Continue](#) [Clear](#) [Discard Changes](#)

First and Last Name

Primary Phone

Email is required even though there is no Red \*

Click here to add the new contacts mailing information

# Online Rental Registry

Making sure to fill out everything with the **Red \*** you will need to use Mailing address for the Address type. Save and Close once all information is added, if you have another address to add click Save and Add Another.

## Contact Address Information

\*Address Type:  
Mailing Address ▼

\*Address Line 1:


Address Line 2:

\*City:  \*State/Province: --Select-- ▼ \*ZIP Code:

Recipient:  ?

[Save and Close](#) [Save and Add Another](#) [Clear](#) [Discard Changes](#)

Once the contact information has been saved you will see in Green "Contact address added successfully".

✓ Contact address added successfully. 

Showing 1-1 of 1

Address Type	Address	Recipient	Action
Mailing Address	444 S 5th St		<a href="#">Actions ▼</a>

[Continue](#) [Clear](#) [Discard Changes](#) Click Continue for the next

Once the Applicant and the Property Owner have successfully been added, click Continue Application.

[Continue Application »](#)

This can be found at the bottom right of the screen.

# Online Rental Registry

Now you will fill out the property details. In this situation we are only registering one property. Filling out everything with a Red \*.

**Property Details**

PROPERTY DETAILS

\* How many units are being registered on the parcel?:

\* Is the principal dwelling unit located on the same property and occupied by the owner?:  Yes  No

\* Year of Construction for Oldest Building?:

Revenue Commission Number:

\* I attest and affirm that all information and documentation provided is true, accurate, and complete.:

**Insert year built**

**By checking this box, you are affirming that all information and documentation provided is true, accurate, and complete**

[Save and resume later](#) [Click here](#) [Continue Application »](#)

Next you will need to submit a Sworn Affidavit (clicking link will take you there), this is required for the attestation of accuracy on All Rental or Lead Registry Licenses.

**Long Term Rental Application**

1 Apply 2 Attachments 3 Review 4 Pay Fees 5 Record Issuance

**Step 2: Attachments > Attachments**

A **Sworn Affidavit** (link) is required for the attestation of accuracy on all Rental or Lead Registry Licenses.  
A **Lead Hazard Evaluation** is conditionally required if the Oldest Structure on the Property was built on or before 1978.

**Click here to obtain the Sworn Affidavit**

\* indicates a required field.

**Attachments**

The maximum file size allowed is 100 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;msc;php;pif;scr;scf;shb;sys;vb;vbe;vbs;vxd;vsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size
No records found.		

**You will need to load the document from your computer**

[Select from Account](#) [Add](#)

[Save and resume later](#) **Once added click Continue** [Continue Application »](#)

File Upload window will appear Click Add, then Continue.

[Add](#) [Continue](#)

# Online Rental Registry

Once the document has been added you will click \*Type and select the appropriate document. Select Sworn Affidavit, then click Save, lastly click Continue Application. (If you would like to place a description you are able to)

### Attachments

The maximum file size allowed is 100 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;msc;php;pif;scr;sc;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

\*Type: Sworn Affidavit Remove

File: rental-registry-guide-0.pdf 100%

Description:

spell check

Save Select from Account Add Remove All

Save and resume later Continue Application »

*Annotations:*  
- Green arrow points to the \*Type dropdown menu.  
- Orange box: "You will need to Click Save before Continue Application" with an arrow pointing to the Save button.  
- Blue arrow points down to the Continue Application button.

The next screen gives the option of Save and Resume Later, this is recommended at this stage but not a requirement. This is the Review portion of registration; at this stage you can edit any of the information that has been added. When you are ready you will click Continue Application.

Next will be Pay Fees. The fee you will see is associated with the zoning district of the property registering. A list of the fees for the various zoning districts can be found in the ordinance or on the frequently asked questions (FAQ) page.

## Long Term Rental Application

1 Apply	2 Attachments	3 Review	4 Pay Fees	5 Record Issuance
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### Step 4: Pay Fees

Listed below are the license application fees based upon the information you've entered.

#### Application/Renewal Fees

Fees	Qty.	Amount
Zoning R-4 Application Fee	1	\$25.00

TOTAL FEES: \$25.00

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

Check Out » If everything is correct click Check out.

# Online Rental Registry

The next screen is Selecting the item to Pay if everything is correct click Checkout.

## 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 by clicking on the Save for later link.

PAY NOW

1 Application(s) | \$25.00

▶ Long Term Rental Application  
24TMP-000027

Total due: \$25.00

Total amount to be paid: \$25.00

Notes: Total amount does not include additional inspection fees which may be assessed later.

Checkout »

Edit Cart »

Continue Shopping »

Now you will enter your payment information.

### Step 2: Payment information

Please select a payment method and then fill in all required information.

The available payment methods are:

- Credit Card

## Payment Options

Amount to be charged: \$25.00

Pay with Credit Card

### Credit Card Information:

\* Card Type: \* Card Number: \* Security Code: ?

--Select--

\* Name on Card:

\* Exp. Date:

01

2024

### Credit Card Holder Information:

Auto-fill with

Jeirmy Austin

Country:

United States

\* Street Address:

\* City:

\* State:

--Select--

\* Zip:

\* Phone:

E-mail:

Fill out all fields with the Red \*

Submit Payment »

Once all information is added and is correct Click Submit Payment

# Online Rental Registry

**Congratulations you have finished the Rental Registration process! Please print the Receipt for your records.**

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

## Step 3: Receipt/Record issuance

### Receipt



Your application(s) has been successfully submitted.  
Please print your record(s) and retain a copy for your records.

[Print/View Receipt](#)



No Address

LIC-LTRA-24-  
00338

[View Receipt](#)

[Print/View Receipt](#)



**Should you run into any issues with registering your property please contact out office at 574-2508.**