How to Register a Vacant Private Property for Existing Citizen Access Users

1 – Follow this link to be taken to Citizen's Access. You must have an account before you start. If you need help creating an account click here. If you have just created an account, click "Login" or "Home" to be taken to the screen below. You must RE-LOGIN to access the correct information.

2 – Once you have logged in, click on the tab "Property Maintenance."

2 – Click on "Create an Application." Read and accept the terms and conditions. Then click "Continue."

3 – Click on "Property Maintenance Compliance." It will open a drop down.

Select "Vacant Property Registration." Then click "Continue Application."

4 – Location. Enter the Address of the vacant property and the Owner's contact information. You can save at any point and resume this process later. When you are finished, click "Continue Application."

Home   Building Permits   **Property Maintenance**   License   Planning

Search for a Code Case   Create an Application

Vacant Property Registration

1 Location	2 Details	3 People	4 Review	5 Pay Fees	6

Step 1: Location > Address Parcel Owner

* indicates a required field.

Address

*Street No.:   *Street Name: Street Type: Direction:
                                            --Select-- ▼   --Select-- ▼

City: State: Zip:
              --Select-- ▼

[Search]   [Clear]

Owner

Owner Name: ⑦

Address Line 1:

Address Line 2:

City: State: Zip:
              --Select-- ▼

[Search]   [Clear]

Parcel

*Parcel Number:

[Search]   [Clear]

[Continue Application »]   [Save and resume later]

5 – Details.

Select from the "Future Use" drop down whether you plan to Sell, Rent, or Keep Vacant.

Give an "Estimated Date of Completion." Enter the future date of your listing on MLS, when you will apply for a Rental License, or when your renovation will be done.

Briefly "Describe the Work Required" on the property before you sell, rent, or plan to renovate. If no work is required, you may write Not Applicable.

Select Yes or No on whether "there is a property manager or contact."

Click "Continue Application."

6 – People. If you are the owner and the applicant, click "Select from Account" and add yourself. If you are not the owner of the property, click on "Add New" for the Applicant and enter their information. If there is a property manager, add their information now. Click "Continue Application."

7 – Review. Review your information and make sure it is correct. When you are finished, click "Continue Application."

Vacant Property Registration

1	2 Details	3 People	4 Review	5 Pay Fees	6 Record Issuance

Step 4: Review

[Continue Application »]   [Save and resume later]

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

Record Type

Vacant Property Registration

Address   [Edit]

0 State AVE
Kansas City KS 66102

Owner   [Edit]

A Person
0000 State Ave
Kansas City KS 66102

Parcel   [Edit]

Application Details   [Edit]

VACANT PROPERTY DETAILS

Future Use: Sell
Estimated Date of   01/01/2020

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8 – Pay Fees. The registration fee is $200.00 annually plus any applicable fees. Click "Continue Application." Choose a payment option and click "Submit Payment."

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Vacant Property Registration

1	2 Details	3 People	4 Review	5 Pay Fees	6 Reco

Step 5: Pay Fees

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

Application Fees

Fees	Qty.
Vacant Property Registration	1

TOTAL FEES: $200.00
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »]

You will be taken to PayIt, the UG payment collection system. If you do not have an account with PayIt, you can choose to continue as a guest or you can follow the prompts to create an account. Keep in mind, your registration WILL NOT BE COMPLETE until you pay the registration fee.

9 – Log In to PayIt, Sign Up to create an account, or continue as guest.
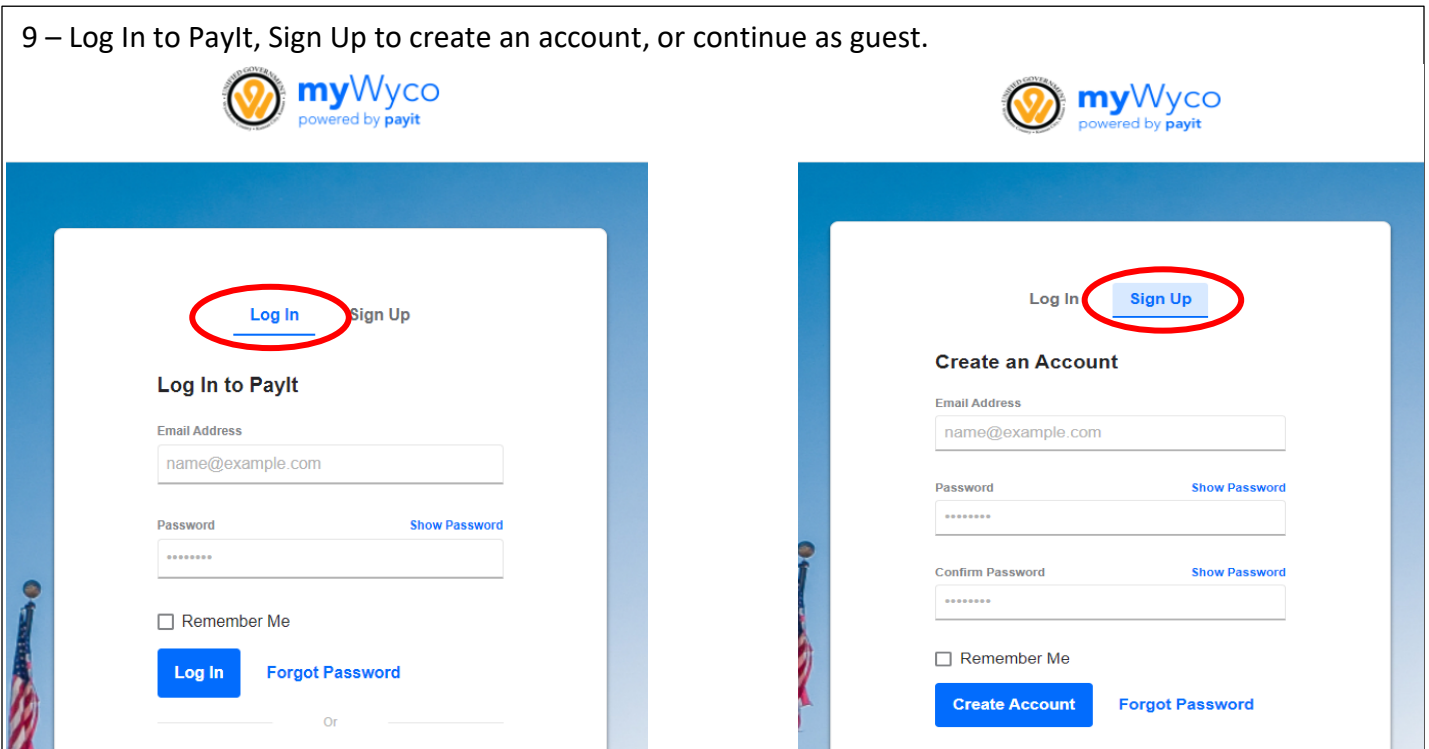
10 – Once logged in, you will be given your "Payment Summary." Add your payment method and click "Pay" to complete the transaction. Credit/debit cards and payments through a bank account are acceptable. If you choose to pay with a credit or debit card, a processing fee of 2.5% of the amount being paid will be added to the amount charged to your credit or debit card.
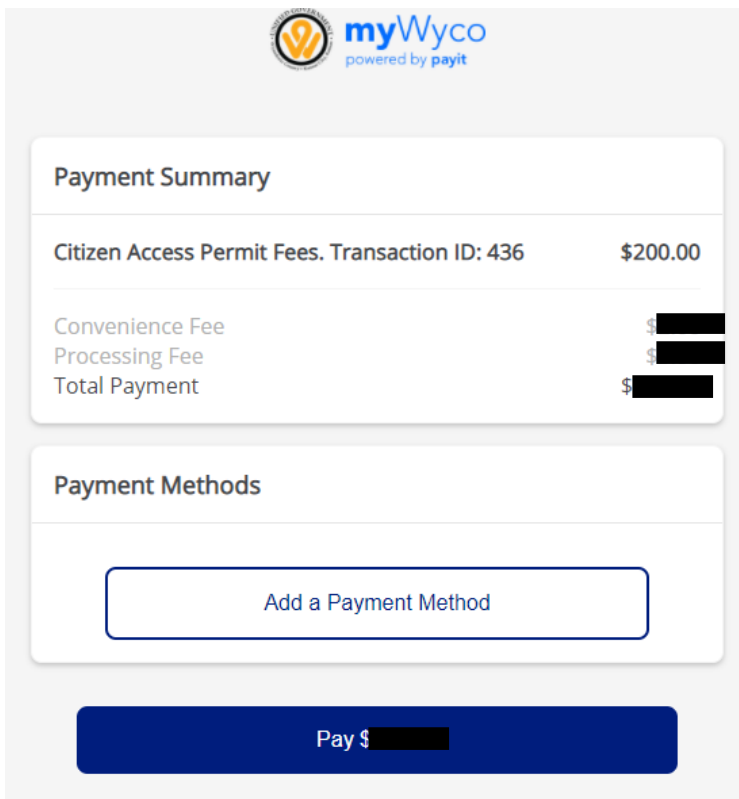
11 – Once you have paid, a "Registration Issuance" (a system generated registration number and receipt/certificate) will be available to you to save and/or print for your records.

A confirmation of payment will be sent to the email address you provided.

If you have any questions or need assistance, please email VPRegistration@wycokck.org or call (913) 573-5877.