

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.

The screenshot shows the Citizen's Access website interface. At the top right, there are links for "Register for an Account" and "Login", with "Login" circled in red. Below this is a "Global Search..." input field. A navigation bar contains "Home", "Building Permits", "Property Maintenance", "License", and "Planning", with "Home" circled in red. Below the navigation bar is an "Advanced Search" dropdown. The main content area is titled "Neighborhood Resource Center" and includes a "Welcome to the NRC E-Link" message, a "What would you like to do today?" section, and several search links. On the right side, there is a "Login" form with fields for "User Name or E-mail:" and "Password:", and a "Login »" button. A red arrow points from a text box to the "Login »" button. The text box contains the text: "Enter your Username and Password. Login."

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

The screenshot shows the Citizen's Access website interface after logging in. At the top right, it says "Logged in as: A Person" and includes links for "Collections (0)", "Account Management", and "Logout". Below this is a "Global Search..." input field. A navigation bar contains "Home", "Building Permits", "Property Maintenance", "License", and "Planning", with "Property Maintenance" circled in red. Below the navigation bar is a secondary navigation bar with "Dashboard", "My Records", "My Account", and "Advanced Search". The main content area starts with "Hello, A Person". Below this is a "My Collection (0)" section with a "View Collections" button. The collection is empty, with the text "You do not have any collections right now." Below this is a "Work In progress" section with a "View All Records" button. The "Work In progress" section contains a table with the following columns: "Record Name", "Record ID", "Module", "Creation Date", and "Action". The table is currently empty, with the text "No records found" below it.

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

The screenshot shows a web interface with a navigation bar containing 'Home', 'Building Permits', 'Property Maintenance', and 'License'. Below the navigation bar is a dark blue header with two buttons: 'Search for a Code Case' and 'Create an Application'. The 'Create an Application' button is circled in red. Below the header is a section titled 'Cases.' with a table showing 'Showing 0-0 of 0' records. A modal window is open over the 'Create an Application' button, containing the text 'Please review and accept the terms below to proceed.' and a 'General Disclaimer' box. Below the disclaimer is a checkbox labeled 'I have read and accepted the above terms', which is also circled in red. At the bottom of the modal is a 'Continue' button, with a blue arrow pointing to it from the right.

3 – Click on “**Property Maintenance Compliance.**” It will open a drop down.

The screenshot shows a web interface with a navigation bar containing 'Home', 'Building Permits', 'Property Maintenance', 'License', and 'Planning'. Below the navigation bar is a dark blue header with two buttons: 'Search for a Code Case' and 'Create an Application'. Below the header is a section titled 'Select a Record Type' with the text 'Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.' Below this text is a search input field with a dropdown arrow and a 'Search' button. The dropdown menu is open, showing 'Property Maintenance Compliance' selected and circled in red. Below the search field is a 'Continue Application »' button.

The screenshot shows a web interface with a navigation bar containing 'Home', 'Building Permits', 'Property Maintenance', 'License', and 'Planning'. Below the navigation bar is a dark blue header with two buttons: 'Search for a Code Case' and 'Create an Application'. Below the header is a section titled 'Select a Record Type' with the text 'Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.' Below this text is a search input field with a dropdown arrow and a 'Search' button. The dropdown menu is open, showing 'Property Maintenance Compliance' expanded. Under 'Property Maintenance Compliance', there are two radio button options: 'Boarding Permit' and 'Vacant Property Registration'. The 'Vacant Property Registration' option is selected and circled in red. A blue arrow points to this option from the right. To the right of the search field is a text box containing the text 'Select “**Vacant Property Registration.**” Then click “**Continue Application.**”'. Below the search field is a 'Continue Application »' button.

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:
City: State: Zip:

Owner

Owner Name: ⓘ
Address Line 1:
Address Line 2:
City: State: Zip:

Parcel

* Parcel Number:

Continue Application >

Save and resume later

5 – Details.

The screenshot shows the 'Application Details' section for 'VACANT PROPERTY DETAILS'. It includes the following fields and callouts:

- Future Use:** A dropdown menu currently set to 'Sell'. Callout: "Select from the 'Future Use' drop down whether you plan to Sell, Rent, or Keep Vacant."
- Estimated Date of Completion:** A date input field set to '01/01/2020'. Callout: "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."
- Description of Required Work:** A text area containing the word 'Renovation'. Callout: "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."
- Is there a property manager or contact:** Radio buttons for 'Yes' and 'No', with 'No' selected. Callout: "Select Yes or No on whether 'there is a property manager or contact.'"

At the bottom, there is a 'Continue Application »' button with a large blue arrow pointing to it, and a callout box that says "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."

The screenshot shows the 'Step 3: People > People' section. It features two main sections:

- Applicant:** Includes a header, a sub-header, and a note: "To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link." Below this are two buttons: "Select from Account" and "Add New".
- Property Manager:** Includes a header, a sub-header, and a note: "To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link." Below this are two buttons: "Select from Account" and "Add New".

At the bottom of the page is a "Continue Application »" button.

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

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.”

Home Building Permits **Property Maintenance** License Planning

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Vacant Property Registration

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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 or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.
Vacant Property Registration	1

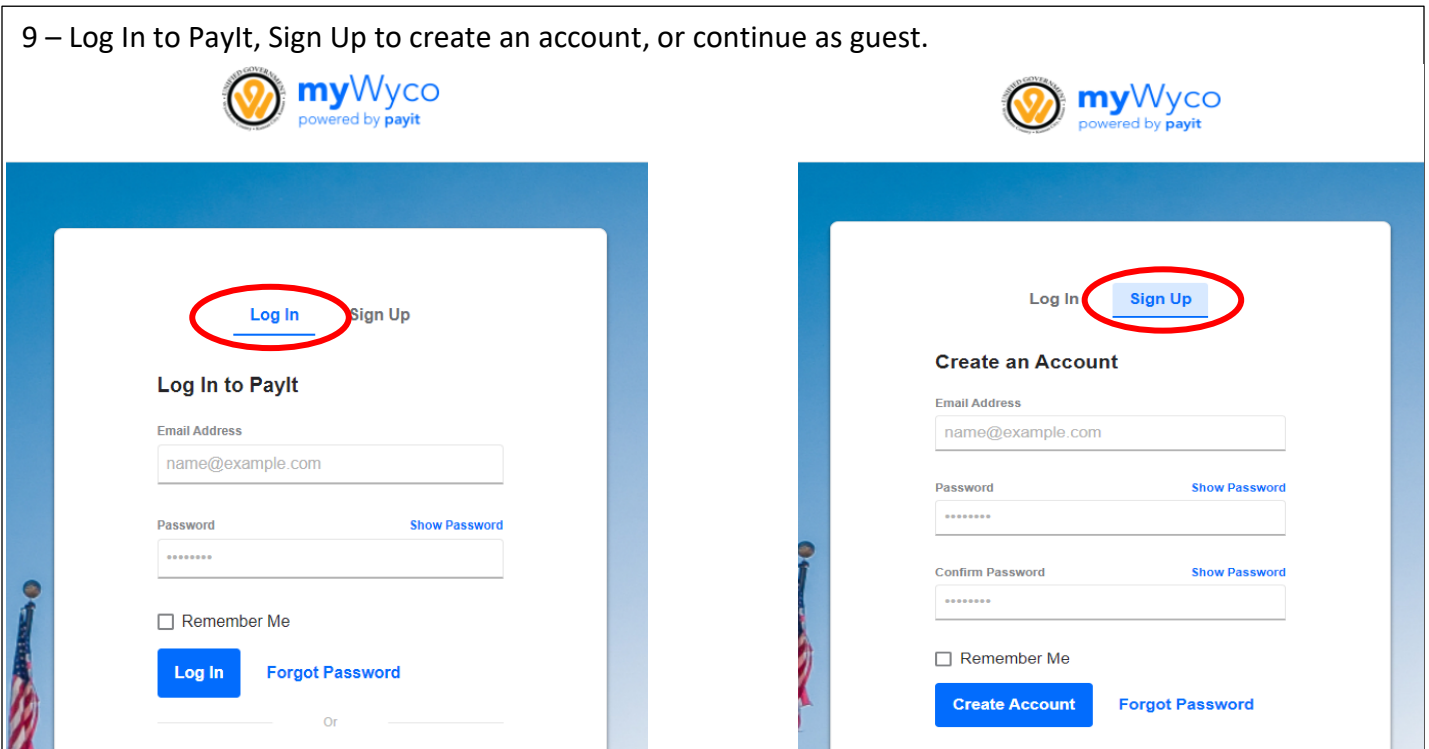
TOTAL FEES: \$200.00
Note: This does not include additional inspection fees which may be assessed later.

Continue Application >

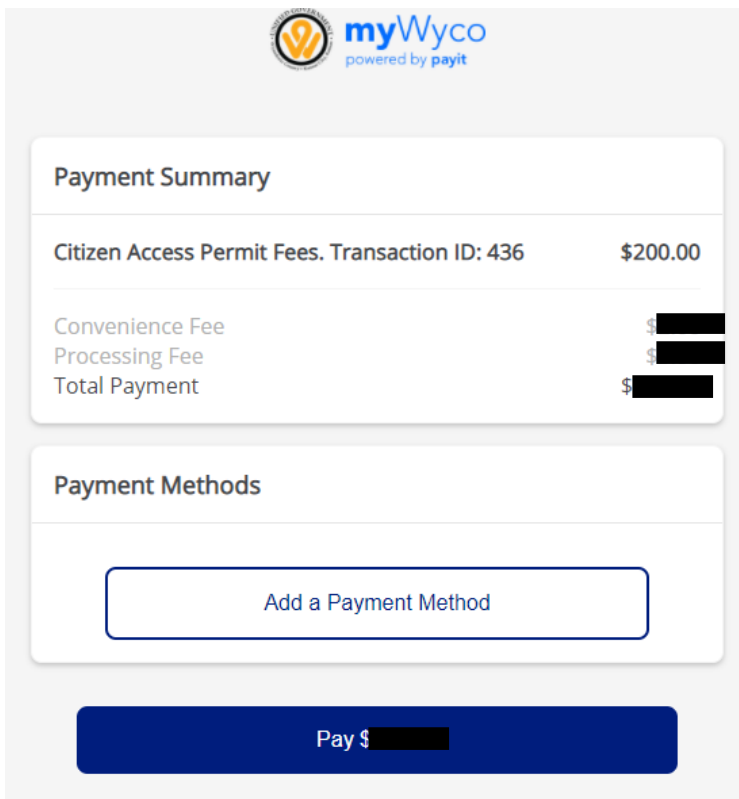
You will be taken to PayIt, the UG payment collection system. If you do not have an account with PayIt, you can choose to continue as a guest or you can follow the prompts to create an account. Keep in mind, your registration WILL NOT BE COMPLETE until you pay the registration fee.



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.