City of Maywood Rental Registry Program

Owner/Property Manager User Guide

Version 1.0

November 2023

If you have any questions, contact the Maywood Rental Registry Program. Note: Images may differ slightly from the application.

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I received a letter from the Maywood Rent Adjustment Program

You received a letter from the City of Maywood's Rental Registry Program because our records show that you own at least one dwelling unit that is subject to the new registration requirement when rented.

The purpose of this user guide is to help you successfully complete registration of your property with the Rental Registry Program.

In the first year of Registration, you will be required to ensure that the information related to your property is accurate, add units to help establish the inventory, enter occupancy information for each unit, and submit the property details to the Rental Registry Program.

Once the property is registered, all changes to contact information, unit occupancies, monthly rents, etc. should be reported to the staff so the property information is always updated.

In the future registration cycles, the unit inventory would already be established, so you will only be required to submit changes (i.e., occupancy changes, changes in rent, etc.), if any, and then confirm the property details by submitting the property for registration.

The sections and steps listed below are aimed to guide you through this process, depending on the scenario that best relates to you and your situation. Refer to the Table of Contents to follow along with the guide and review the sections that relate to you.

I am NOT the current property owner/I have sold my property. What should I do?

If you received a letter from the City of Maywood's Rental Registry Program requesting you to register your rental property and you are no longer the owner, please contact the Maywood Rental Registry Program to inform them. You may be asked for additional details/information so the records can be updated.

If you have registered your property or begun the registration process and have since sold the property, please contact the Maywood Rental Registry Program to inform them. You may be asked for additional details/information so the records can be updated.

I am the current property owner. What should I do?

If you receive a letter from the City of Maywood's Rental Registry Program requesting you to register your rental property and you are the current owner, then you are responsible for registering the property.

Create a Login to the Website

To register your property, you will need to create a login for the Rental Registry Portal website. The steps to complete this process are listed below.

1. Open your web browser and go to https://rentalregistry.cityofmaywood.org/.

2. Click on the 'Create an Account/Log in' link on the bottom center of the page.
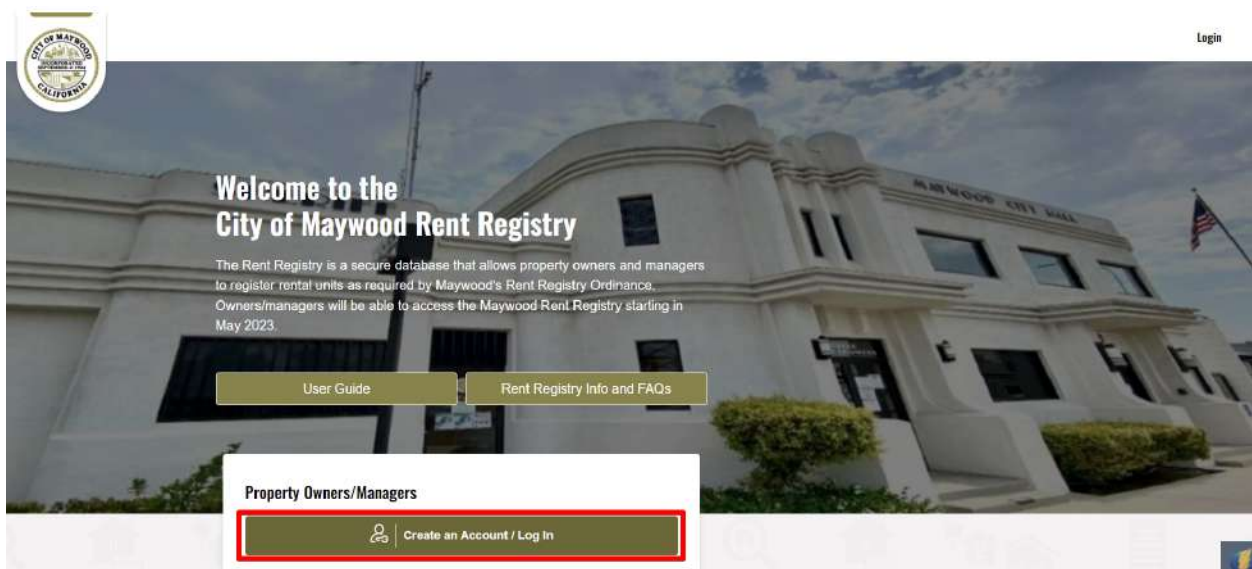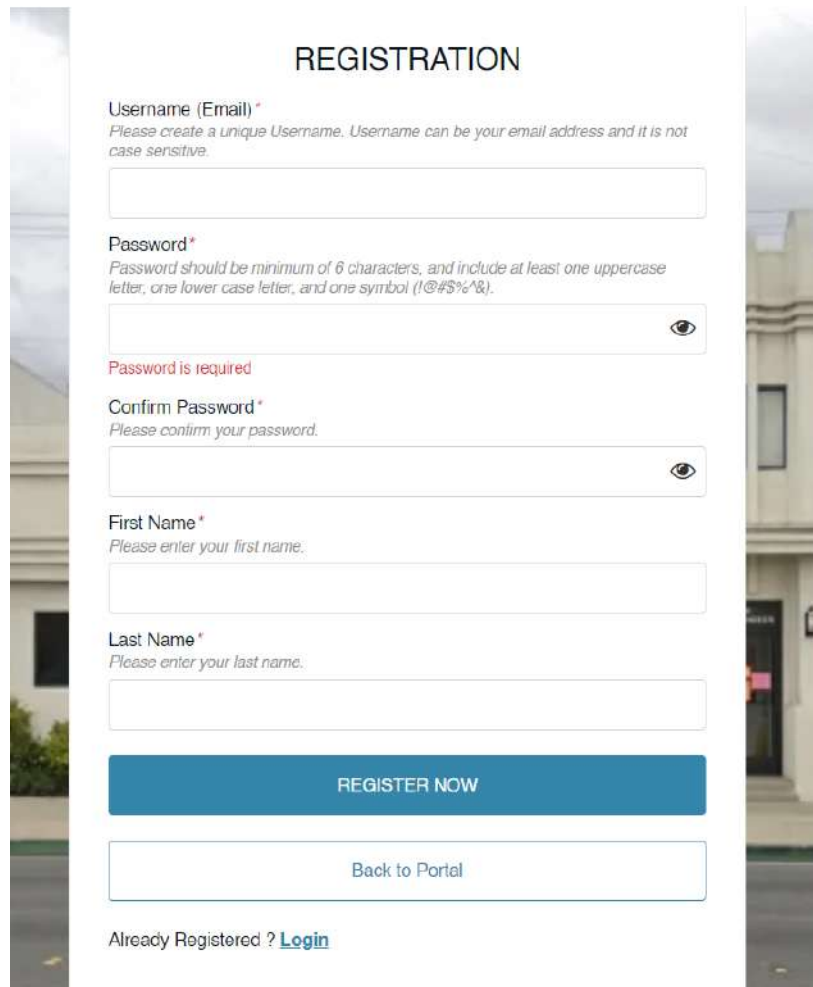
3. Click on the 'Register' to create a login to the Rental Registry Program website.
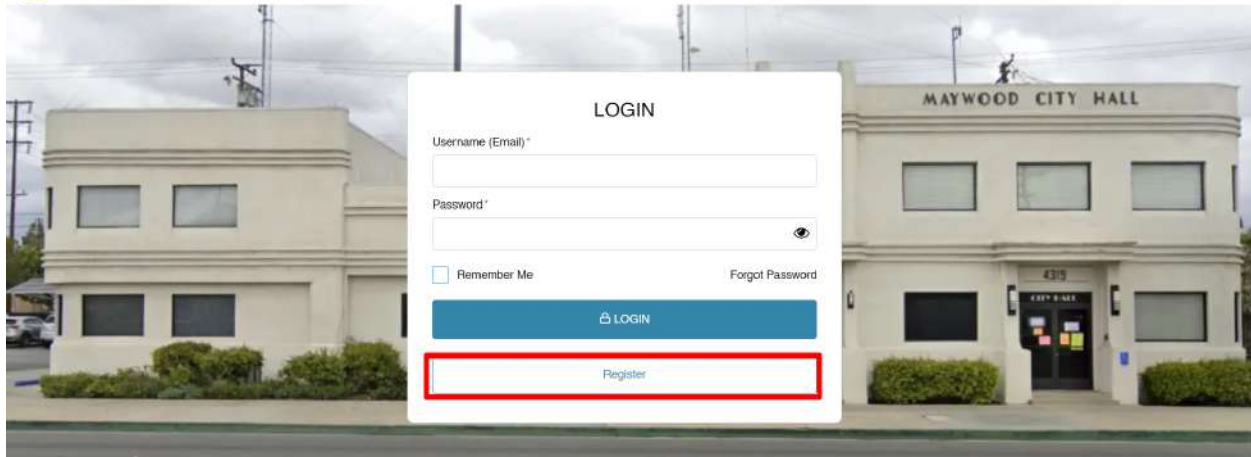
4. Enter the following information to create your account:

- **Username (Email Address)** – ensure you have access to this email address inbox as you will need to verify the email to complete account creation.

- **Password** - Password should be minimum of 6 characters, and include at least one uppercase letter, one lower case letter, and one symbol (!@#$%^&)

- **First Name**

- **Last Name**

5. Click on the Register Now button to submit your account information.

6. The system will send an account verification email to the Username/Email Address you provided with an Activation Link. The email should arrive within a few minutes and the activation link expires in 15 minutes. If you do not see it in your inbox, please check your spam folder. Click on the activation link in the email to confirm your account and complete the account creation process.

I have created a login to the rent portal. How do I see/access my property?

Now that you have created an account and activated it, you can login to the Rent Portal website. Once you login, you will be redirected to your dashboard. Your dashboard will be empty until you add your property to your profile. Follow the steps below to add your property. You will need to repeat for every property you own.

1. Click on the 'Login' link on the top right corner of the page, enter your username and password, then click on the Login button.
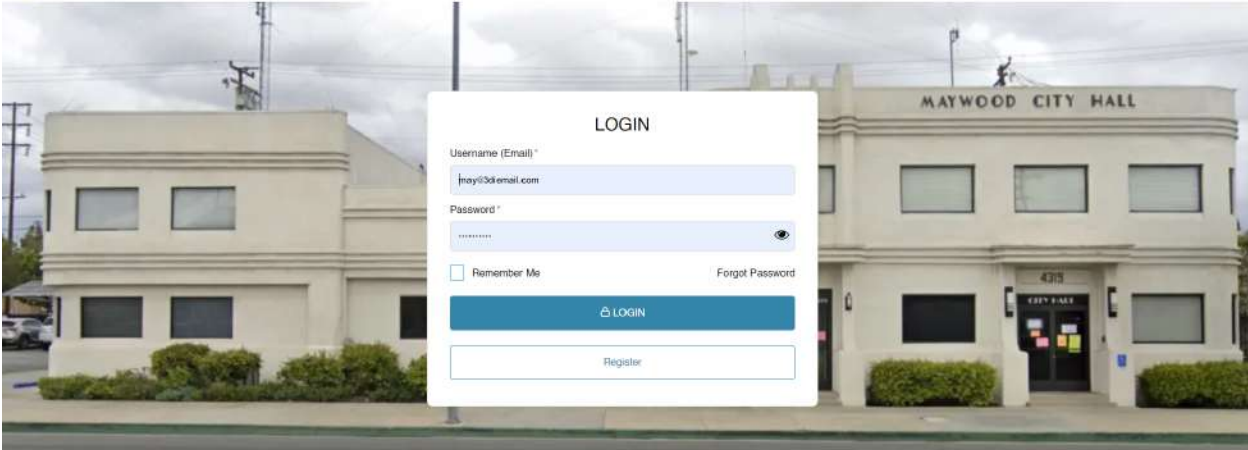
2. Retrieve the Registration Letter you received in the mail and click on the 'Add Property' button on the top right corner of your dashboard.

3. In the Add Property pop up, you will need to enter the following:

- **Asset Contact Type** – indicate if you are the Owner or the Manager of the property.

- **Parcel Number** – you can find this in the Registration Letter

- **Pin** - you can find this in the Registration Letter

If you have any questions, contact the Maywood Rental Registry Program. Note: Images may differ slightly from the application.
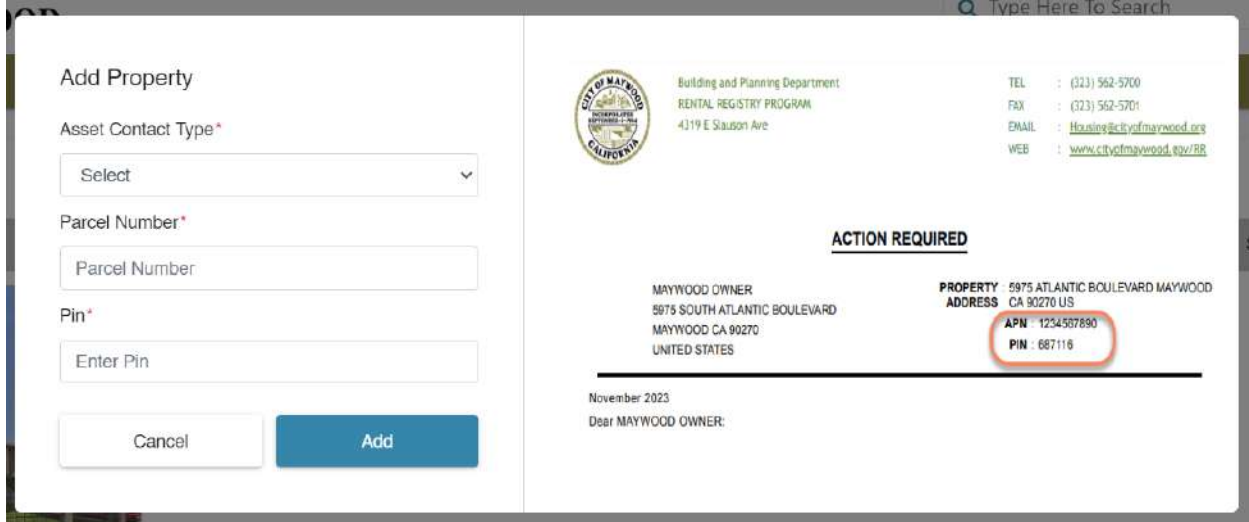
4. Enter the necessary information and click on the 'Add' button.
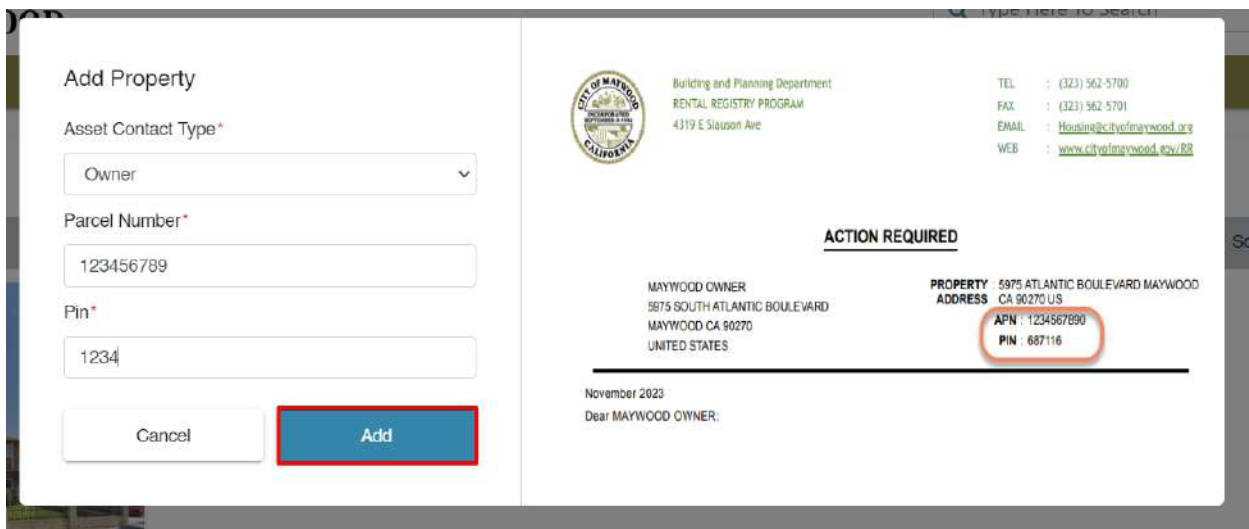
5. Your property will appear on your dashboard as shown below. Repeat these steps for each property that you are required to register.
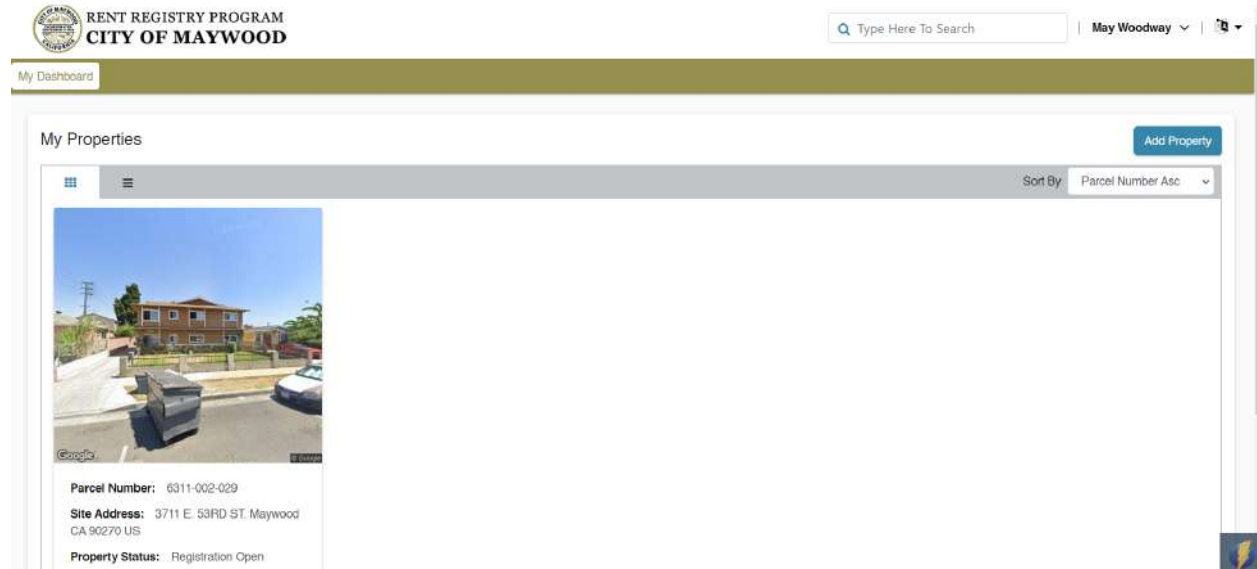
I have added my property to my profile. How do I register?

Now that you have added your property to your profile, you need to complete the Registration process.
To begin, click on the View button to begin the registration process.
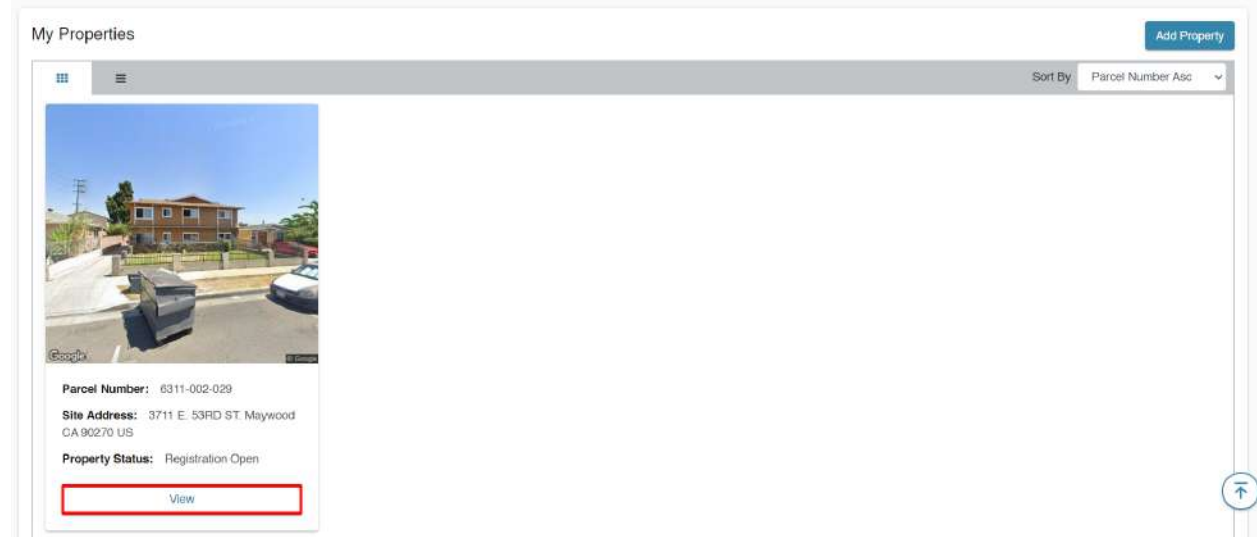
The property details page will open. The page is broken down into different sections, where each
section displays different information as part of the registration process.

Step 1: Update Contact Information

The first step to property registration is to add/update the property contacts. It is required that each property contains at least 1 Owner contact and at least 1 Property Manager.

1. Scroll down to the Contacts area. You will be able to manage the property contacts from this section. If you see the red text "Primary Owner and Property Manager, Contact Information is Incomplete" as shown in the image below, you will need to add the missing contact type.

2. Click on the Add Contact button to add the missing contact type.

If you have any questions, contact the Maywood Rental Registry Program. Note: Images may differ slightly from the application.

3. The Add Contact pop up will appear. Select the **Contact Type** from the dropdown list. If your property already has an "Owner" contact added, then you will need to add a "Property Manager".

4. Add the required information in the pop up and then Save the contact. You are required to provide the First Name, Last Name, Mailing Address, Email Address, and Phone Number.

5. The contacts table will be updated. If the "Owner" contact is missing any information in the grid (Mailing Address, Email, or Phone), click on the 3-dot Action menu as shown below to edit the contact details.

6. Select the "Edit" action.

7. The 'Edit Contact' pop up will appear. Many of the required fields may be missing (i.e., Ownership share %, Phone, Email, etc.). Enter the required information and then Save the contact.

8. The contacts table will be updated. Next, click on the action menu to see the 'set as primary' button to set the primary contact. You may already see preset values for this on your contacts. You can edit/modify this at any time. Primary contacts will receive written correspondence from RRP.
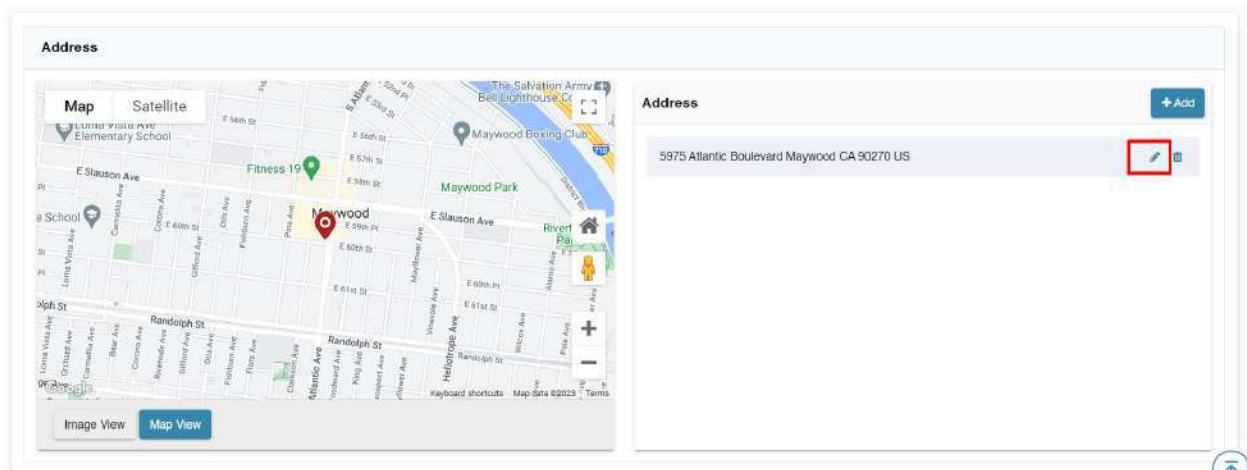
Step 2: Property Site Address(es)

Your property will have only the primary site address (primary address for mailing) added to it. Some properties are large and may contain more than one site address. Please review the Address(es) associated with your property and follow the steps listed below if changes are required.
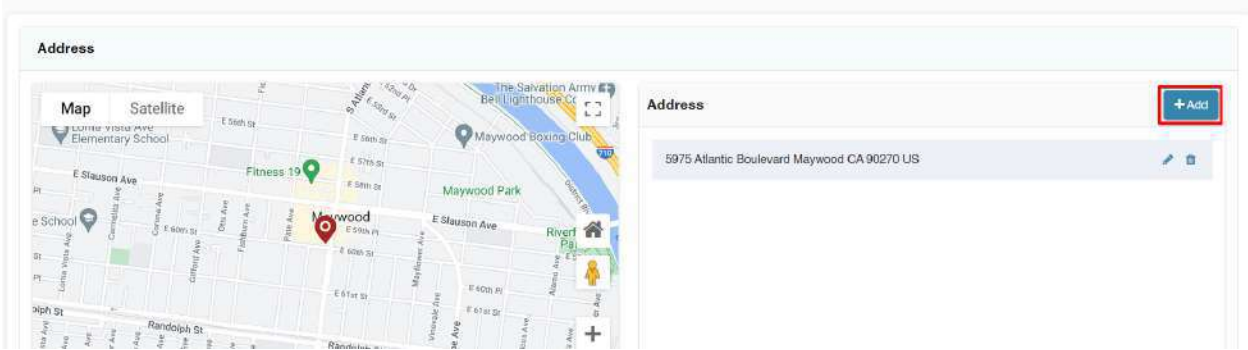
*__Note__: the site address(es) will also be used as the unit's mailing address. You will be required to select the mailing address associated with each unit. Please ensure this data is accurate.

1. Scroll to the Address area. You will be able to manage the site addresses from this section. The Address listed on the property is the primary site address. Check to see if this looks correct. If it does not look accurate, click on the Edit icon next to the address to modify it, as shown below.

2. The 'Edit Site Address' pop up will appear. Modify the necessary information and save your changes.
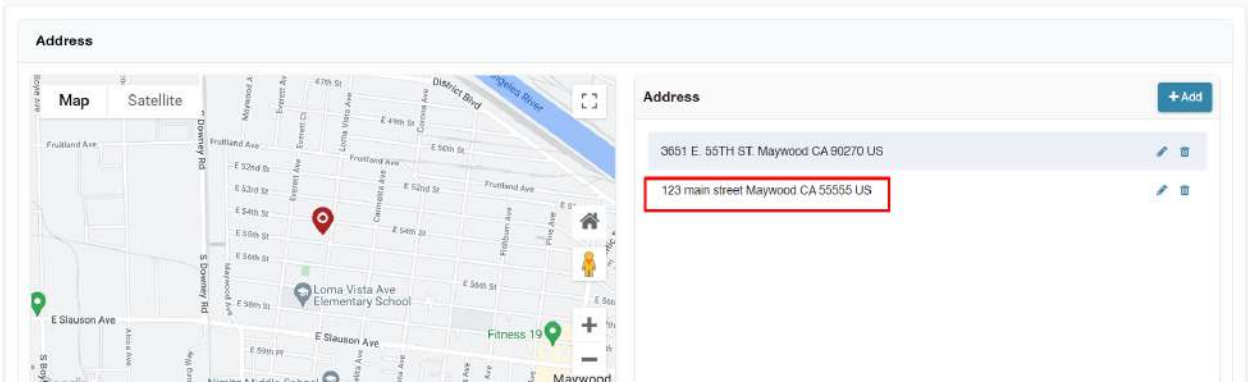
3. If a new site address needs to be added, click on the "Add" button.

4. The 'Add Site Address' pop up will appear. Enter the required information (Address Line 1, City, Zip) and save your changes.

5. The Addresses section will be updated with the newly added site address. Repeat as needed until all the site addresses associated with your property are added.
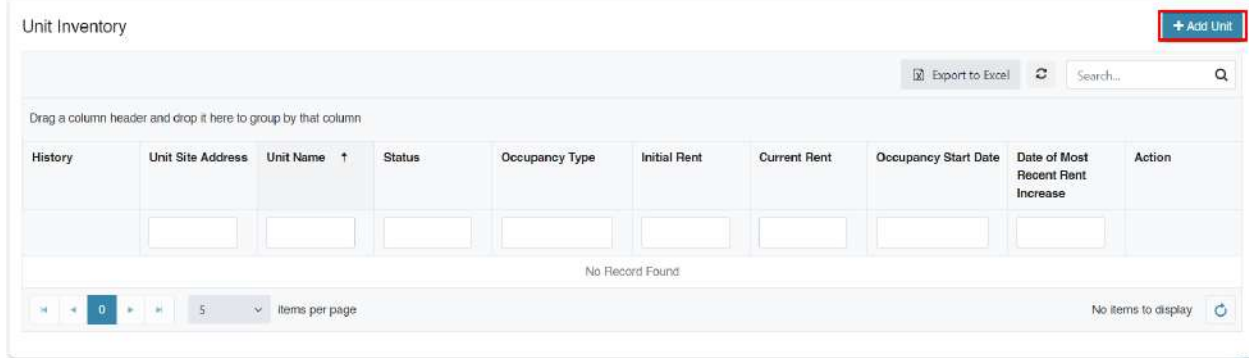

Step 3: Add Unit(s)

You now need to add units to your property so you can provide details regarding the occupancies of these units. Adding units is an activity that you will only need to complete in the first year of registration. Once the inventory of units is established on your property, you will only need to provide updates to the occupancies and rents of those units moving forward. Follow the steps listed below to add unit(s) to your property.

*Note: not every unit field will be explained in this guide. If you have specific questions, contact the Maywood Rental Registry Program.

1. Scroll down to the Unit Inventory area. Click on the "Add Unit" button to begin adding a unit to your property.

2. Select the Unit's Site Address from the dropdown as shown below. This dropdown will contain all the added property site addresses. If you realize an address is missing, you can close this window and add it in the 'Address' section of the property page. The selected address should be part of the unit's mailing address.
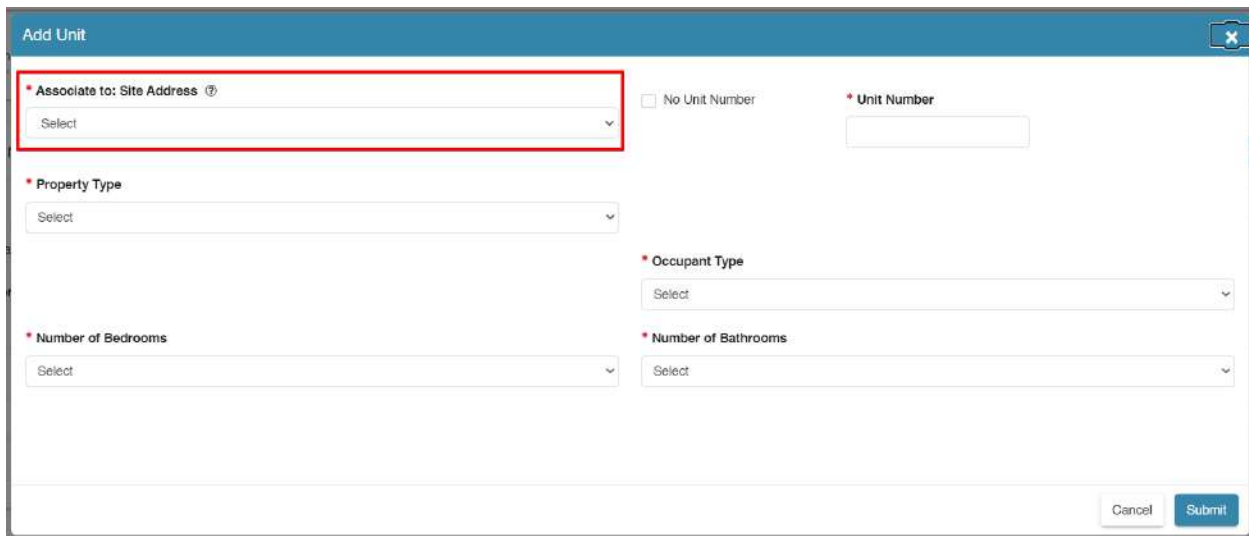
3. Next, we need to know the name of the unit. This, too, should be part of the unit's mailing address. If the unit does not have a specified name, click the 'No Unit Number' checkbox. This would indicate that the unit mailing address is the same as the site address.

4. Enter the required fields listed in the pop up to continue adding the unit to your property. Note that some field selections may require you to provide more information. The required fields will contain a red asterisk (*) next to them. The form cannot be saved until all required fields are entered. Once all the required information is entered, click on the "Submit" button.

5. The Unit Inventory table will be updated. Each unit that gets added will have its own action menu displayed in yellow. If you made any error in the entry, you could use the yellow action menu to select the 'Edit' option and correct the details. Repeat these steps to add all the units on your property.

Step 5: Submit Unit Exemption(s)

It is possible that one or more of your units may qualify for an Exemption from the program. You can reference the ordinance to see if you qualify. If you believe one (or more) of your Units should be exempt, you can follow the steps listed below to submit your request for Staff to review. If you do not have any exemptions to claim, you can skip to the next section.

*Note: not every unit field will be explained in this guide. If you have specific questions, contact the Maywood Rental Registry Program.

1. Scroll down to the Unit Inventory area. Each unit listed has a yellow action menu. Click on the action menu for the unit which you believe qualifies for an exemption.
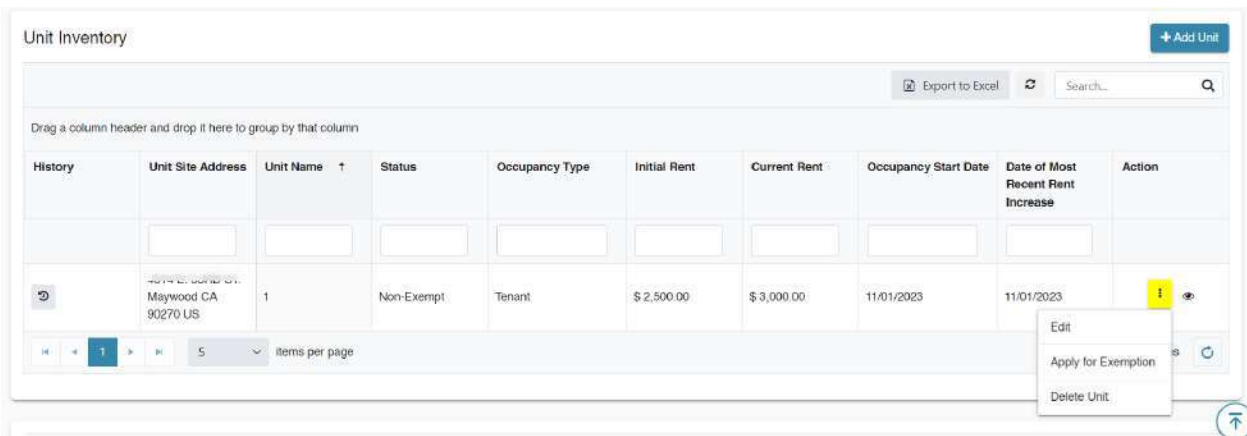
2. Select 'Apply for Exemption'.

3. The unit exemption application form will appear. Select the Exemption reason. You may be required to provide documentation to support your claim. Failure to provide adequate documentation may result in the denial of your claim. Enter the required fields and then submit your application.

4. The Unit status will change to "Applied for Exemption" upon successful submission. You can repeat these steps as needed if you have any more exemption claims to submit for review.

Step 6: Submit Property for Registration

Before you submit your property for Registration, double check the following:

- Property Contacts are accurate (Contacts section)

- All Units are added (Unit Inventory Section)

  - o Unit Mailing Addresses are accurate.

  - o Unit Details provided are accurate.

  - o Unit Exemptions are applied for, as needed (My Cases section or the Unit's Status)

If the information looks accurate, follow the steps listed below to complete your property registration for the fiscal year.

1. Scroll to the top of the property page. Click on the blue "Action" button.

If you have any questions, contact the Maywood Rental Registry Program. Note: Images may differ slightly from the application.

2. Select the option for "Submit Rent Registration".

3. Read the text in the 'Submit Rent Registration' pop up. You will be asked to confirm that all exemptions are applied for and that you are submitting the information to the best of your knowledge under the penalty of perjury.

If you have any questions, contact the Maywood Rental Registry Program. Note: Images may differ slightly from the application.

4. Click on "Submit" to complete the registration of your property.

5. Your property status will be updated accordingly. You can click on 'My Dashboard' at the top left of the page to return to your dashboard to view/register your other properties. Repeat these steps for any other properties you may be required to register.

I have added my property to my profile, but I should be completely Exempt from the registry. What should I do?

Now that you have added your property to your profile, you need to complete the Registration process. If you believe your property is Exempt from the program, you will still need to take action to inform the Rent Program. To begin, from your dashboard, click on the property's View button to begin the registration process.

The property details page will open. The page is broken down into different sections, where each section houses different information as part of the registration process.

Step 1: Update Contact Information

The first step to claim your property exemption with the Rent Board is to add/update the property contacts. It is required that each property contains at least 1 Owner contact and at least 1 Property Manager before any applications can be submitted.

1. Scroll down to the Contacts area. You will be able to manage the property contacts from this section. If you see the red text "Primary Owner and Property Manager, Contact Information is Incomplete" as shown in the image below, you will need to add the missing contact type.
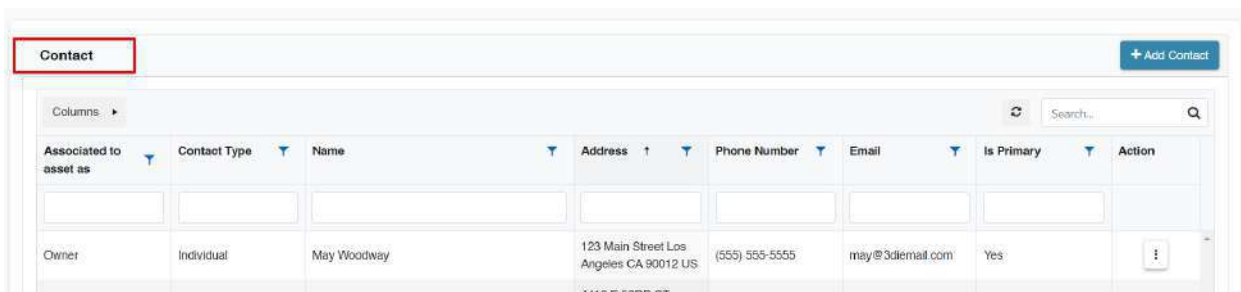
2. Click on the Add Contact button to add the missing contact type.

3. The Add Contact pop up will appear. Select the **Contact Type** from the dropdown list. If your property already has an "Owner" added, then you will need to add a "Property Manager".

If you have any questions, contact the Maywood Rental Registry Program. Note: Images may differ slightly from the application.

4. Add the required information in the pop up and then Save the contact. You are required to provide the First Name, Last Name, Mailing Address, Email Address, and Phone Number.

5. The contacts table will be updated. If the "Owner" contact is missing any information in the grid (Mailing Address, Email, or Phone), click on the 3-dot Action menu as shown below to edit the contact details.

6. Select the "Edit" action.

7. The 'Edit Contact' pop up will appear. Many of the required fields may be missing (i.e., Ownership %, Phone, Email, etc.). Enter the required information and then Save the contact.

8. The contacts table will be updated. Next, click on the action menu to set primary. The primary contact will be the one who receives correspondance from the Rental Registry Program.

If you have any questions, contact the Maywood Rental Registry Program. Note: Images may differ slightly from the application.
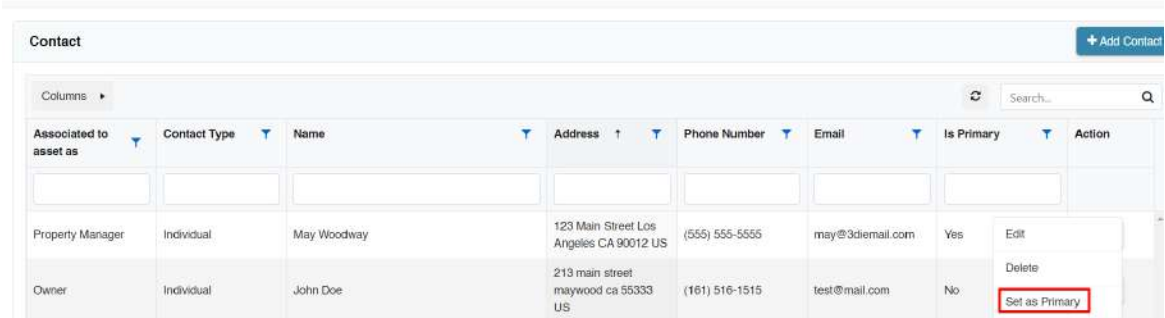
9. The Contacts table will be updated. If there are additional Property Manager(s) or Property Owner(s) associated with the property, you can add them using the "Add Contact" button.

Step 2: Determine Exemption Eligibility

There are different reasons why you believe your property may qualify for an Exemption. You can read through the Ordinance to see which, if any, exemption reasons may apply to you and your property.

Technically, if your property does qualify for an exemption and it is granted by the Rental Registry Program, you are not required to add any units to your property. However, it is not guaranteed that your property exemption will be granted. It may also not be a permanent exemption.

Some property exemptions are temporary, which means in future, you will be required to provide unit and tenancy information for the rental units on your property. If you believe that your exemption may be temporary, you can elect to add units before submitting the Exemption application for Staff review.
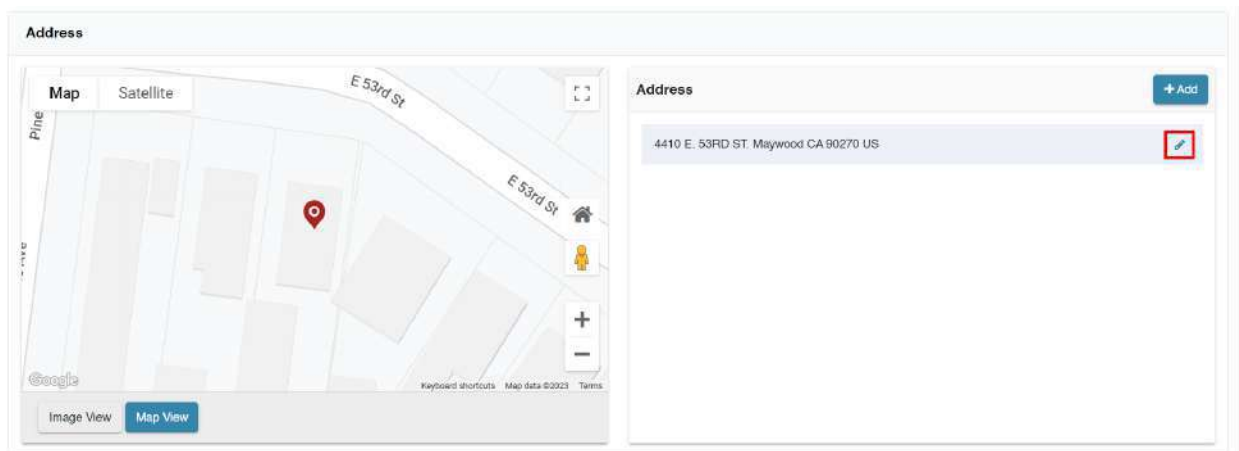
Follow the steps in this section if you would like to add units to your property before submitting a Property Exemption application. If not, you can skip ahead to Step 3.

Step 2A: Property Site Address(es)

Your property will have only the primary site address (primary address for mailing) added to it. Some properties are large and may contain more than one site address. Please review the Address(es) associated with your property and follow the steps listed below if changes are required.

*Note: the site address(es) will also be used as the unit's mailing address. You will be required to select the mailing address associated with each unit. Please ensure this data is accurate.

1. Scroll to the Address area. You will be able to manage the site addresses from this section. The Address listed on the property is the primary site address. Check to see if this looks correct. If it does not look accurate, click on the Edit icon next to the address to modify it, as shown below.

2. The 'Edit Site Address' pop up will appear. Modify the necessary information and save your changes.

3. If a new site address needs to be added, click on the "Add" button.

If you have any questions, contact the Maywood Rental Registry Program. Note: Images may differ slightly from the application.

4. The 'Add Site Address' pop up will appear. Enter the required information (Address Line 1, City, Zip) and save your changes.

5. The Addresses section will be updated with the newly added site address. Repeat as needed until all the site addresses associated with your property are added.

Step 2B: Add Unit(s)

You now can add units to your property and provide details regarding the occupancies of these units. Adding units is an activity that you will only need to complete once. Once the inventory of units is established on your property, you will only need to provide updates to the occupancies and rents of those units moving forward. Follow the steps listed below to add unit(s) to your property.

*Note: not every unit field will be explained in this guide. If you have specific questions, contact the Maywood Rent Program.

1. Scroll down to the Unit Inventory area. Click on the "Add Unit" button to begin adding a unit to your property.
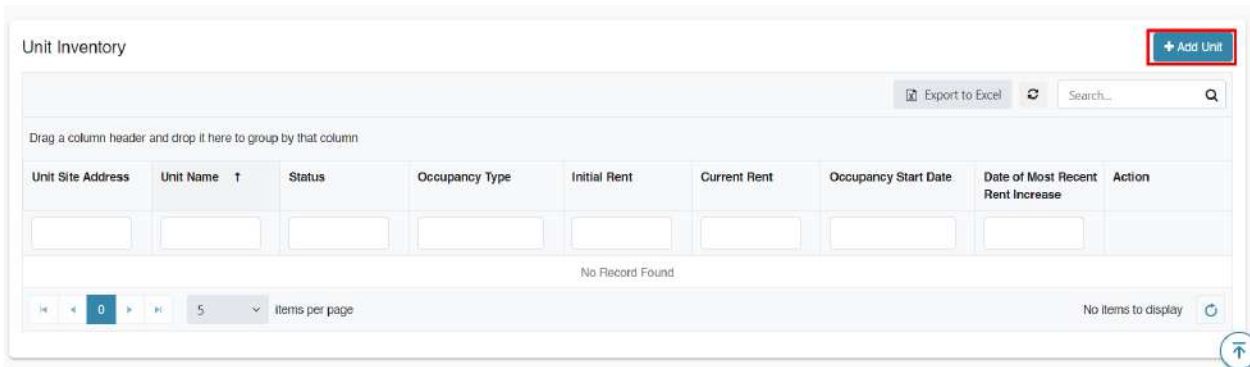
2. Select the Unit's Site Address from the dropdown as shown below. This dropdown will contain all of the added property site addresses. If you realize an address is missing, you can close this window and add it in the 'Address' section of the property page. The selected address should be part of the unit's mailing address.
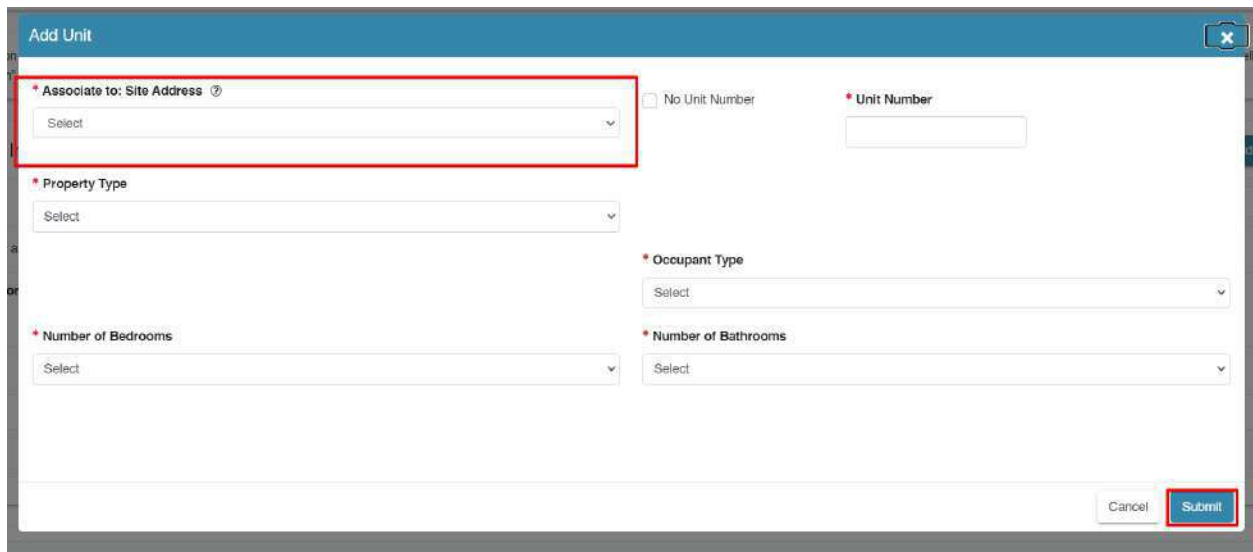
3. Next, we need to know the name of the unit. This, too, should be part of the unit's mailing address. If the unit does not have a specified name, click the 'No Unit Number' checkbox. This would indicate that the site address doubles as the unit address.

4. Enter the required fields listed in the pop up to continue adding the unit to your property. Note that some field selections may require you to provide more information. The required fields will contain a red asterisk (*) next to them. The form cannot be saved until all required fields are entered. Once all the required information is entered, click on the "Submit" button.

5. The Unit Inventory table will be updated. Each unit that gets added will have its own action menu displayed in yellow. If you made any error in the entry, you could use the yellow action menu to select the 'Edit' option and correct the details. Repeat these steps to add all the units on your property.

Step 3: Submit a Property Exemption Application

It is possible that your property may qualify for an Exemption from the program. Follow the steps listed below to submit your request for Staff to review.

*Note: not every unit field will be explained in this guide. If you have specific questions, contact the Maywood Rent Program.

1. Scroll to the top of the property page. Click on the blue "Action" button.

2. Select 'Apply for Property Exemption'.

3. The property exemption application form will appear. Select the Exemption reason. You may be required to provide documentation to support your claim. Failure to provide adequate documentation may result in the denial of your claim. Enter the required fields and then submit your application.

4. To confirm that your application was submitted successfully, scroll down to the "My Cases" section. You will see the Property Exemption Case in the 'Pending Review' status. You can check back periodically to see if it is approved or denied.

If you have any questions, contact the Maywood Rental Registry Program. Note: Images may differ slightly from the application.

If your Property Exemption application is approved, your property status will read "Property Exempt" as shown below. Your registration for the current fiscal year will be complete.

What Does My Property Status Mean?

Your property status can tell you about the registration status of your property. Review the statuses and their meanings below:

Property Status	Meaning
Registration Open	The registration period is open, and you need to provide updated information about your property and submit it for registration. You may have submitted a property exemption and are waiting for staff to review; your property may be in this status until your application is processed. Check the status of your Property Exemption case to ensure it is not denied. If so, you will be required to register.
Registration Denied	Your registration was submitted, but Staff denied it due to some errors. You will need to review your inputs, make necessary edits, and re-submit the property.
Unit Discrepancy	Your property has been submitted for registration, and the number of units you have added to the property does not match with the assessor's records. Your property is flagged for Staff to review. You do not need to take action. Staff will reach out if there are any questions.
Pending Staff Review	Your property has been submitted for registration and there are exemption applications that still need to be reviewed by the Staff. You do not need to take action. Staff will reach out if there are any questions.
Registration Complete	Your property has been submitted for registration and no further action is required.

If you have any questions, contact the Maywood Rental Registry Program. Note: Images may differ slightly from the application.