

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 FREE online registry.

What information do I need to provide?

- The address of the rental units
- Property Owner's Name
- Owner's Mailing Address and Physical Address(es) if not mailing
- Owner's Telephone Number
- Owner's Email address

If someone other than the owner manages the property, you must also provide:

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

If the owner is a partnership or similar entity, you shall provide information for a responsible individual or officer:

- Individual's Name
- Individual's Address and Physical Address(es) if not mailing
- Individual's Telephone Number
- 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.

To register your property/ies follow the instructions on the pages below and [Click HERE](#) to access the Registry.

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

- **Apartment:** Apartment Complexes are rental-housing units containing more than four housing units (apartments) under the same owner on a parcel. If you are registering an Apartment Complex only one registration must be completed for the complex
- **Rental Property:** Rental Property is rental housing containing four or fewer rental housing units (apartments) under the same owner on a parcel. For Rental Property each unit must be registered individually, so if you are registering three units you must complete three registrations, one for each address including unit number.

Online Rental Registry User Guide

To register your property/ies follow the instructions below and [Click HERE](#) to access the Registry or go to <https://aca-louisville.accela.com/ljcmg/Default.aspx?culture=en-US>

The above link will take you to the page shown below. On this page, you have the option of signing in if you have already created an account by filling in your **User Name or Email**, **Password**, and clicking **Login** or creating an account by clicking the **Register for an Account** link.

Home APCD Building Enforcement Licenses Planning Public Works AMS

Advanced Search

Username or Email: Password: [Login >](#)

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Welcome to Metro's Business Portal! This is where business gets done with Louisville Metro government, 24/7. Register for a new advantage of all of our services. Or login and get started. You can also search below.

General Information

[Lookup Property Information](#) [Search for a Licensee](#)

If you have already created an account and are signing in, please skip to [Registering a Property](#)

If you do not have an account click, the **Enroll** button and proceed to the next page.

Creating an Account

To continue with creating a new account, you must accept the terms as they are prompted.

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.



After clicking **Continue to Registration**, a page like the one below will load. On this page, you will need to create your login information ensuring that you have entered information all the required fields, which are denoted with a red *. Once you have filled all of your login information, click the **Add New** Button below the Contact Information section.

****Note: The password must contain at least 8 total characters****

Home APCD Building Enforcement Licenses Planning Public Works AMS

Advanced Search

Account Registration Step 2:
Enter/Confirm Your Account Information * indicates a required field.

Login Information

* User Name: ? * E-mail Address:

* Password: ? * Type Password Again:

* Enter Security Question: ? * Answer: ?

Contact Information

Please select whether you are registering as an individual or as an organization (business) and enter your contact information.

Add New

Continue Registration >

After clicking **Add New**, you will be prompted with the below popup.

Select Contact Type ×

*Type:

--Select--

Continue
Discard Changes

You will have the option of selecting an **individual** or **organization contact**; please select the option that provides the best fit for your role as a rental property registrant.

On the screen shown below, you will enter your contact information, ensuring that you have entered information in all of the required fields, which are denoted with a red *****.

Contact Information ×

* First:

Middle:

* Last:

* Country:

United States

Mobile Phone:

* E-mail:

Home Phone:

Name of Business:

Work Phone:

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Action	Address Type	Address	Recipient	Status	Start Date	End Date
No records found.						

Continue
Clear
Discard Changes

If you would like to enter an additional contact address, you can do so by clicking **Add Additional Contact Address**.

You will enter your contact address information, ensuring that you have entered information in all the required fields, which are denoted with a red *. Once you are finished, click **Save and Close**. If you have another contact address, click **Save and Add Another**.

Contact Information [x]

Contact Address Information [x]

Address Type:
--Select--

Address Line 1:
[]

Address Line 2:
[]

Address Line 3:
[]

*City: [] *State: --Select-- *ZIP Code: []

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

After entering your Contact Address Information, you will return to the Contact Information page. If everything is correct, click **Continue** to proceed.

Contact Information [x]

*First: [] Middle: [] *Last: []

*Country: United States Mobile Phone: []

*E-mail: [] Home Phone: []

Name of Business: [] Work Phone: []

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Action	Address Type	Address	Recipient	Status	Start Date	End Date
No records found.						

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

You will then be sent back to the main Account Registration screen, at which point, if everything is correct, you will click **Continue Registration** to submit your account creation.

Home APCD Building Enforcement Licenses Planning Public Works AMS

Advanced Search

Account Registration Step 2:
Enter/Confirm Your Account Information * indicates a required field.

Login Information

* User Name: ⓘ * E-mail Address:

* Password: ⓘ * Type Password Again:

* Enter Security Question: ⓘ * Answer: ⓘ

Contact Information

Please select whether you are registering as an individual or as an organization (business) and enter your contact information.

After clicking submit, you will get the confirmation page shown below.

Your account has been created successfully. You can login immediately using your User Name and Password

Your account has been successfully created.
Congratulations. You have successfully created an account with the Agency and can login immediately. If you have registered as a licensed professional, additional activation by the Agency may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

Account Information

User Name: codereguser
E-mail: CodesandRegulations@louisvilleky.gov
Password: *****
Security Question: Codes and Regs IT

Contact Information

Code Regulations: CodeandRegulations@louisvilleky.gov
Home Phone:
Work Phone:
Mobile Phone:

You can then go back to the portals login page where you will be able to log in using the username and password you just created by clicking **Login** as shown below.

Register for an Account Reports (2)

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

Search...

Home APCD Building Enforcement Licenses Planning Public Works AMS

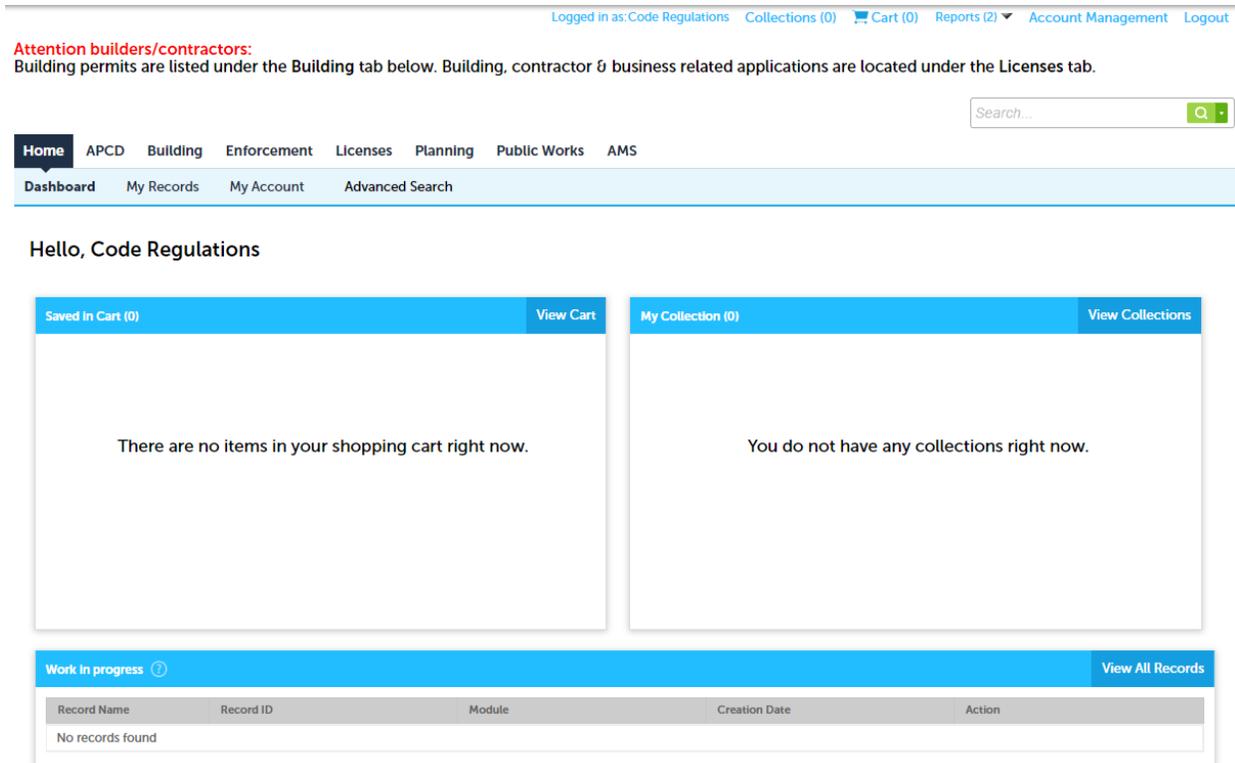
Advanced Search

Your account has been created successfully. You can login immediately using your User Name and Password

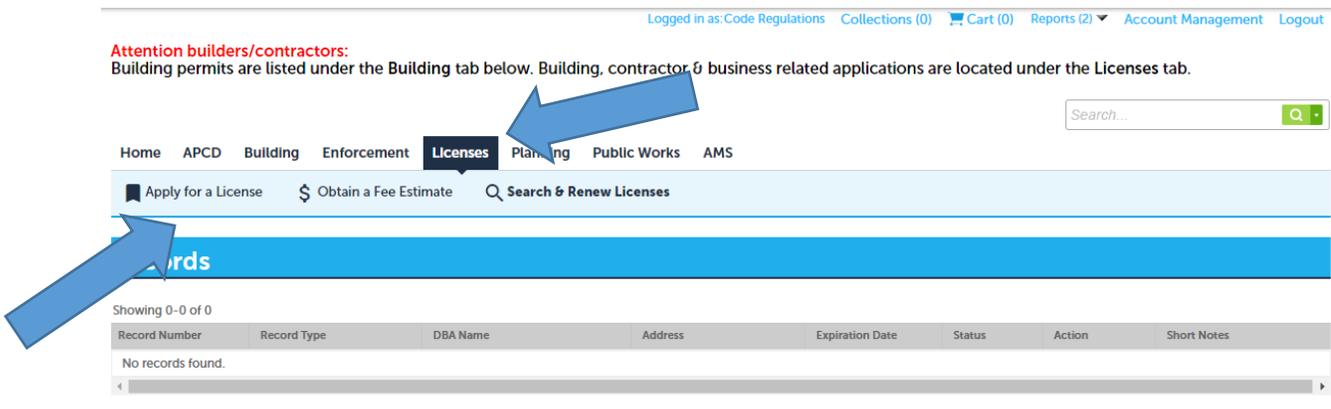
Your account has been successfully created.
Congratulations. You have successfully created an account with the Agency and can login immediately. If you have registered as a licensed professional, additional activation by the Agency may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

Registering a Rental Property

Once you have signed in you will see a page like the one below.



To register your rental property, click **Licenses**, located in the menu section of the screen. Then, click on **Apply for a License** below the menu section to proceed.



Once you click on Apply for a License, a new page will load beginning the application process. Accept the terms to continue and click **Continue Application**.

Logged in as: Code Regulations Collections (0) Cart (0) Reports (2) Account Management Logout

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

Search...

Home APCD Building Enforcement Licenses Planning Public Works AMS

Apply for a License Obtain a Fee Estimate Search & Renew Licenses

Online License Application

Welcome to our Online Licensing System. Using this system you can submit information, pay fees, and track the status of your application all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

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I have read and accepted the above terms.

[Continue Application »](#)

** By default, when you enter the Licenses screen you are sent to the Search Applications page. This section allows you to search all business license records or filter your own business license records only. **

Search for Business License Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

General Search

Enter your Business License search criteria below. Use the Start Date and End Date fields to enter parameters for the date the license was first issued.

Search my records only
 Search All Records

License Number: License Type:

Project Name:

Start Date: End Date:

Street No.: Direction: Street Name: Street Type:

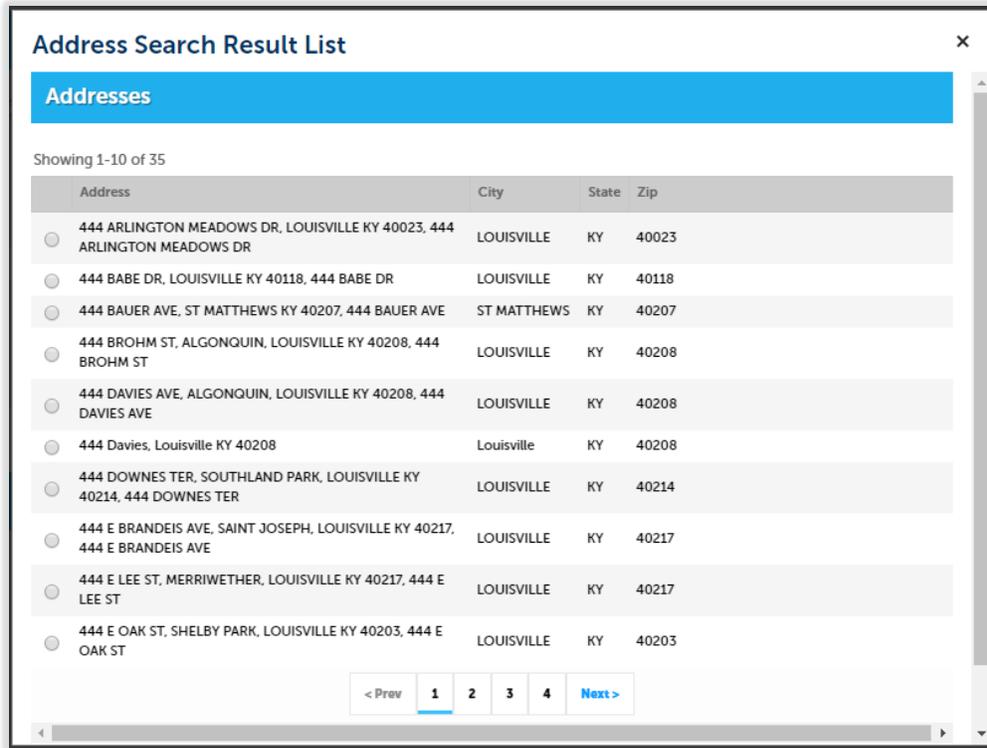
City: State: Zip:

[Search](#) [Clear](#)

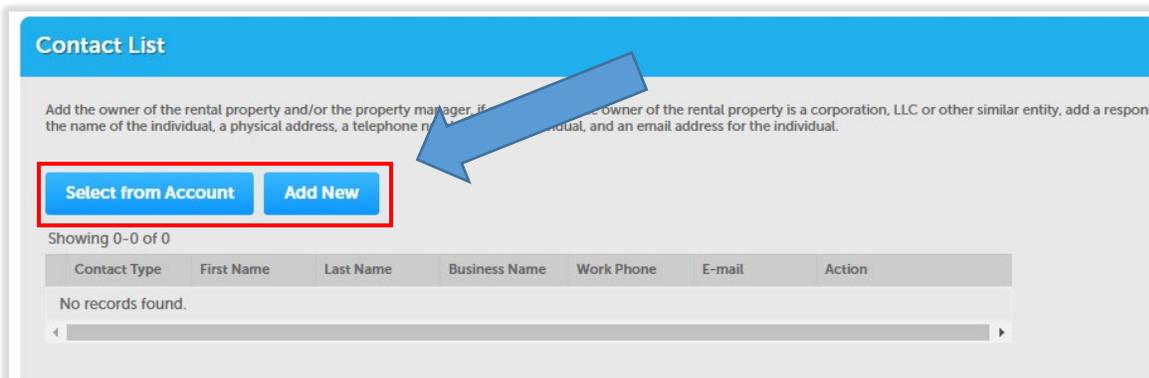
After accepting the terms, the below page will load. Select **Rental Registration** from the list; then, select the **Long Term Rental Registration** option below.

On the below page identify the location of the rental property you are registering. It is recommended that you start by using only the street **Number** and the first few letters or numbers of the **Street Name** with a ‘%’ sign at the end as it is the easiest way to search for an address. The ‘%’ acts as a wild card in case you are unsure of the exact spelling and formatting of the address. After entering the Number and Street Name click the **Search** button.

If there are multiple matches after the search is complete, a list of addresses will then display on a popup screen from which you can select the correct address; otherwise, the Address, Parcel, and Owner sections will be auto populated. Click “Continue Application” to continue to the next page.

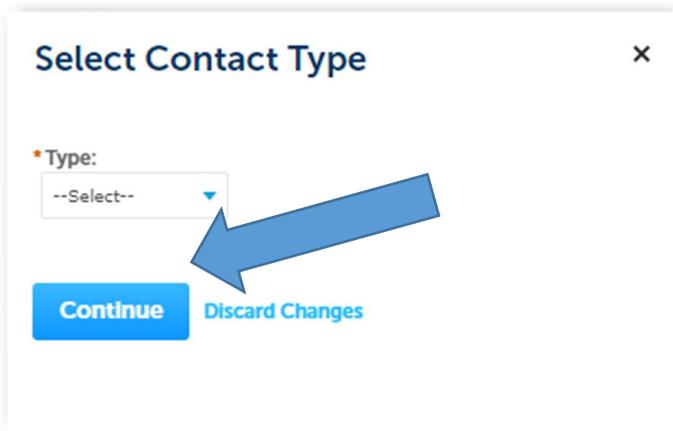


On the newly loaded page, click **Select from Account** to get contact information from the account associated with your registration or its associated owner. Otherwise click **Add New** to create a new contact.



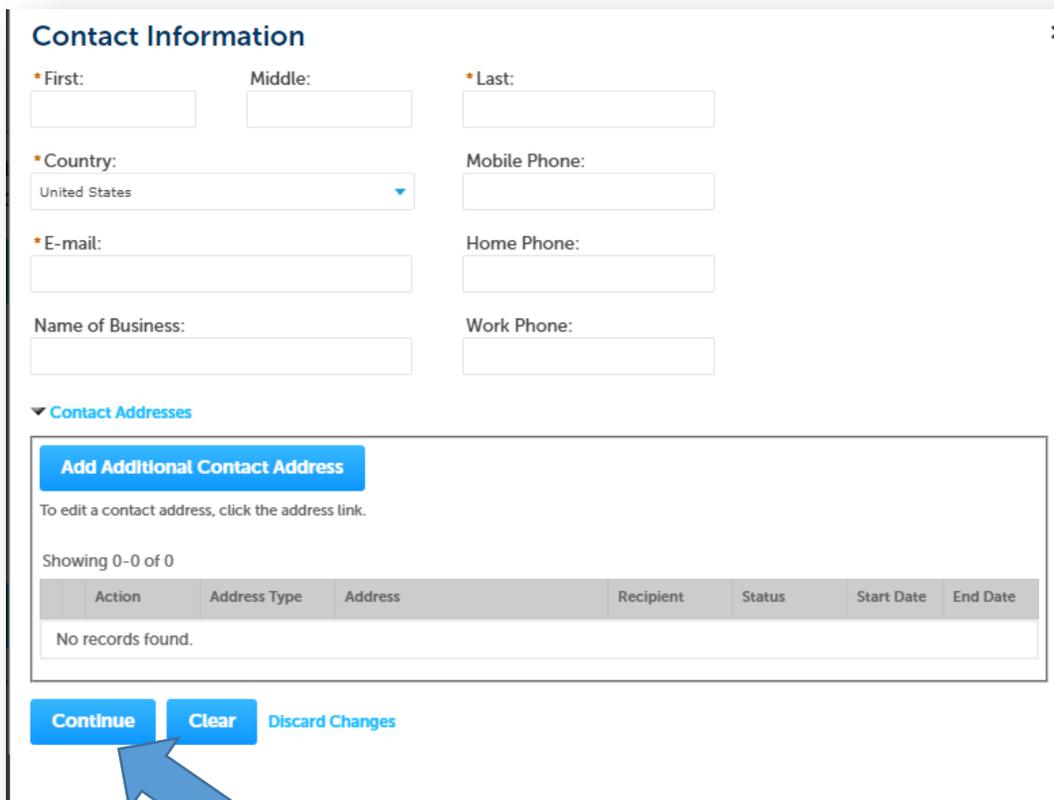
** If you have any additional contacts such as a property manager, an additional owner, or the owner information is different from the information provided on the account registration you can also add them here by clicking Add New. **

After clicking Select from Account, select the **Type** from the options in the dropdown, and click **Continue**.



The screenshot shows a dialog box titled "Select Contact Type" with a close button (X) in the top right corner. Below the title is a label "* Type:" followed by a dropdown menu currently displaying "--Select--". A blue arrow points from the right towards the dropdown menu. At the bottom of the dialog are two buttons: "Continue" (highlighted in blue) and "Discard Changes".

If you choose to add a new contact or have no contact information entered for your account, you will then continue to enter the information on the page show below, ensuring that you have entered information in all the required fields, which are denoted with a red *, and click **Continue**.



The screenshot shows a "Contact Information" form with a close button (X) in the top right corner. The form contains several input fields, some marked with a red asterisk (*):

- * First: [text input]
- Middle: [text input]
- * Last: [text input]
- * Country: [dropdown menu showing "United States"]
- Mobile Phone: [text input]
- * E-mail: [text input]
- Home Phone: [text input]
- Name of Business: [text input]
- Work Phone: [text input]

Below these fields is a section titled "Contact Addresses" with a dropdown arrow. It contains a blue button "Add Additional Contact Address", the text "To edit a contact address, click the address link.", and "Showing 0-0 of 0". Below this is a table with the following columns: Action, Address Type, Address, Recipient, Status, Start Date, End Date. The table content is "No records found." At the bottom of the form are three buttons: "Continue" (highlighted in blue), "Clear", and "Discard Changes". A blue arrow points from the bottom towards the "Continue" button.

After successfully adding your contact information, click **Continue Application**.

Long Term Rental Registration

1 Location & People 2 Review 3 Record Issuance

Step 1: Location & People > Contact Information

* indicates a required field.

Contact List

Add the owner of the rental property and/or the property manager, if applicable. If the owner of the rental property is a corporation, LLC or other similar entity, add a responsible individual or officer. Each contact shall include the name of the individual, a physical address, a telephone number for the individual, and an email address for the individual.

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

Showing 1-1 of 1

Contact Type	First Name	Last Name	Business Name	Work Phone	E-mail	Action
Responsible Official	CORIE	COLLINS			CODEANDREGULATIONS@LOUISVILLEKY.GOV	Edit Delete

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

After clicking Continue Application, you will be sent to the page shown below. Be sure to enter/select the required information or fields, which are denoted with a red *. Click **Continue Application** to proceed.

Step 1: Location & People > Property Information

* indicates a required field.

Custom Fields

UNIT INFORMATION
If you are registering a Rental Property (4 or fewer units on a parcel), then each unit must be registered individually and this registration is valid for only the unit address provided.

* License Category:

How many units are on the parcel?:

I certify that I do not have a property manager or I do have a property manager and I have added them to the contacts within my application.

I certify that I am a sole proprietor or the property owner is a business and I have added a responsible official to the contacts within my application.

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

In the License Category field, you will have two choices.

- **Apartment Complex:** Select Apartment if you are registering an Apartment Complex. Apartment Complexes are rental-housing units containing five or more housing units (apartments) under the same owner on a parcel. If you are registering an Apartment Complex only one registration must be completed for the complex
- **Rental Property:** Select Rental Property if you are registering rental housing containing four or fewer rental housing units (apartments) under the same owner on a parcel. For Rental Property each unit must be registered individually, so if you are registering three units you must complete three registrations, one for each address including unit number.

After clicking Continue Application, the review page will load. Carefully review all information entered for accuracy and completeness and click **Continue Application** to submit your rental registry.

Step 2: Review

Save and resume later

Continue Application »

Please review all information below. Click the "edit" buttons to make changes to sections or "Continue Application" to move on. You must check the box to agree to the certification at the bottom of the page before you can continue.

Record Type

Long Term Rental Registration

Address

Edit

444 S 5TH ST
40202

Parcel

Edit

Parcel Number: 014K00090000

Owner

Edit

CITY OF LOUISVILLE PUBLIC PROPERTIES
527 W JEFFERSON ST STE 4
00
LOUISVILLE KY 402022819

Contact List

Edit

Showing 1-1 of 1

Contacts Type	First Name	Last Name	Business Name	Work Phone	E-mail	Action
Responsible Official	CODE	REGULATIONS			CODE@REGULATIONS@LOUISVILLEKY.GOV	Edit

Custom Fields

UNIT INFORMATION

License Category: Apartment Complex (5 or more units) Edit

How many units are on the parcel?:

I certify that I do not have a property manager or I do have a property manager and I have added them to the contacts within my application.: Yes

I certify that I am a sole proprietor or the property owner is a business and I have added a responsible official to the contacts within my application.: Yes

Save and resume later

Continue Application »



After applying you will receive the following confirmation page. You will then have the option to **Print/View Summary** In the summary, if your Status is "ISSUED" your application is complete.

Receipt



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

Print/View Summary

444 S 5TH ST, 40202

LIC-LTR-19-00014

View Summary

Print/View Summary

