

# eLAPS/Accela Project

## RENTAL REGISTRATION PROCESS

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Date:	Wednesday, May 25, 2022
Topic:	Rental Property Registration Process

Certificates of Rental Registration no longer expire. The property must be re-registered (not renewed) after January 1, 2022 to receive a non-expiring Certificate of Rental Registration.

This document has been updated to reflect the changes in the 2019 Detroit City Code, Chapter 8, that affect the registration of rental property.

This document explains the process to register a City of Detroit Rental Property using the eLAPS online Accela Citizen Access (ACA) system. The Customer must have an existing eLAPS account or will be required to create an account to proceed.

### Registration Process Information

For help with registering for eLAPS, here is the link to the eLAPS Video Playlist: <https://detroitmi.gov/departments/buildings-safety-engineering-and-environmental-department/bseed-divisions/plan-review/accela-electronic-licensing-and-permits-system-elaps>

Select *Accela/eLAPS: How to Create an Account*

If already registered and prefer video instruction on this topic, using the link above, select:

*Accela/eLAPS: How to Submit a Rental Registration Application*

from the eLAPS Video Playlist.

**IMPORTANT:** A Rental Property can only be registered once. Only the property owner can register the property. Proof of property ownership (property deed registered in Wayne County) is required to complete the registration. If you are not in possession of this document, please contact the Register of Deeds:

Wayne County Register of Deeds  
International Center Building  
400 Monroe Street, 7<sup>th</sup> Floor  
Detroit, MI 48226-2925  
Phone: (313) 224-5850  
Office Hours: Appointments Recommended

#### Link:

<https://www.waynecounty.com/elected/deeds/search-services-and-copy.aspx>

The Customer will log into or register at the eLAPS Accela Citizen Access website.

This is the link: <https://aca-prod.accela.com/Detroit>

**PLEASE NOTE:**

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If you experience any issues during the Account registration process or need assistance with other technical issues, please email:

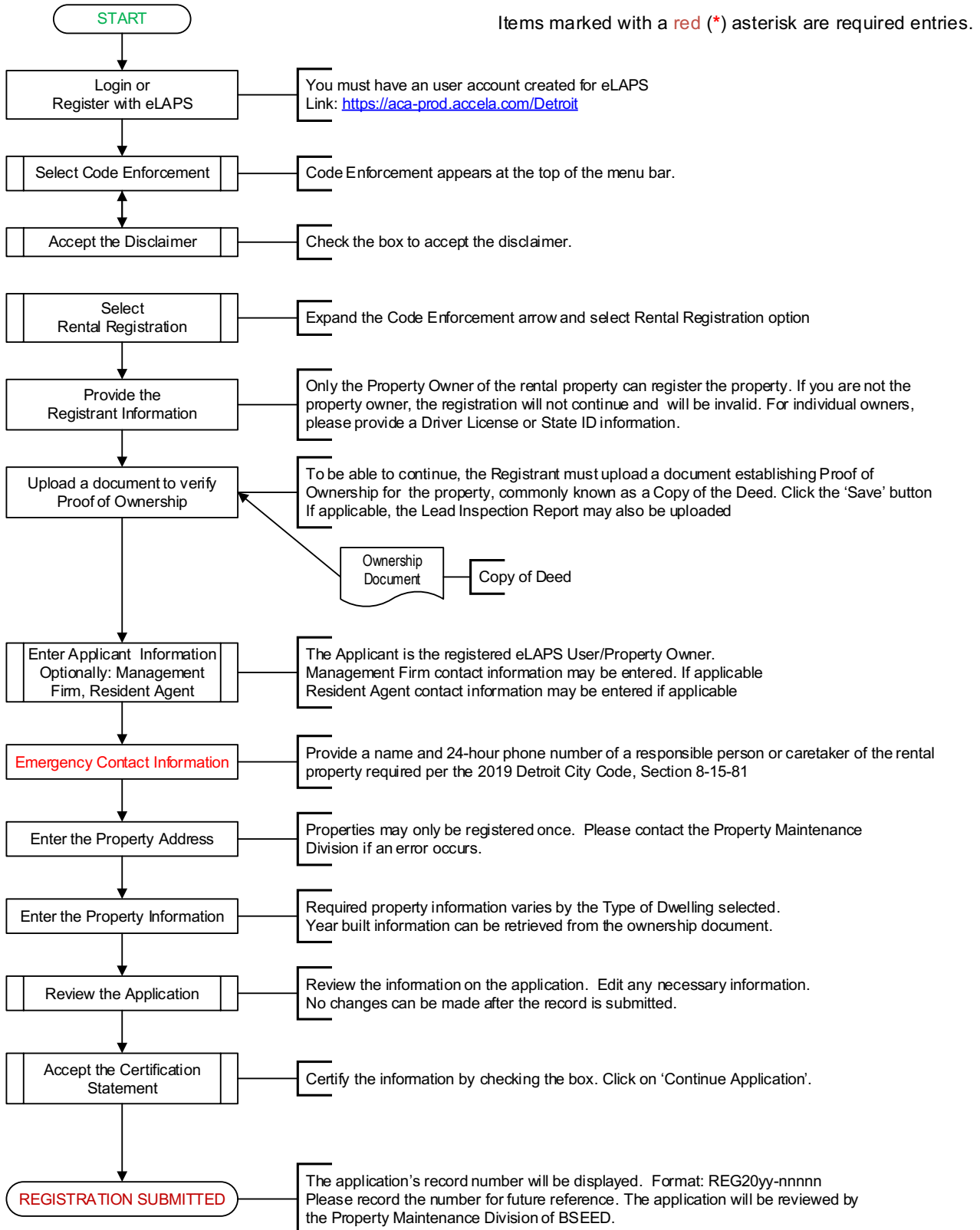
[BSEESupport@detroitmi.gov](mailto:BSEESupport@detroitmi.gov)

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## RENTAL REGISTRATION PROCESS

Below is a quick pictorial review of the process. Following this diagram are more detailed instructions.

### RENTAL PROPERTY REGISTRATION PROCESS for CUSTOMERS

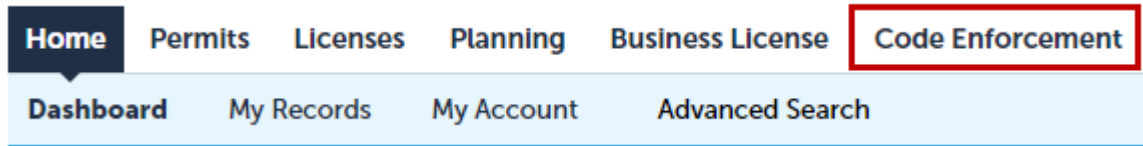


## RENTAL REGISTRATION PROCESS

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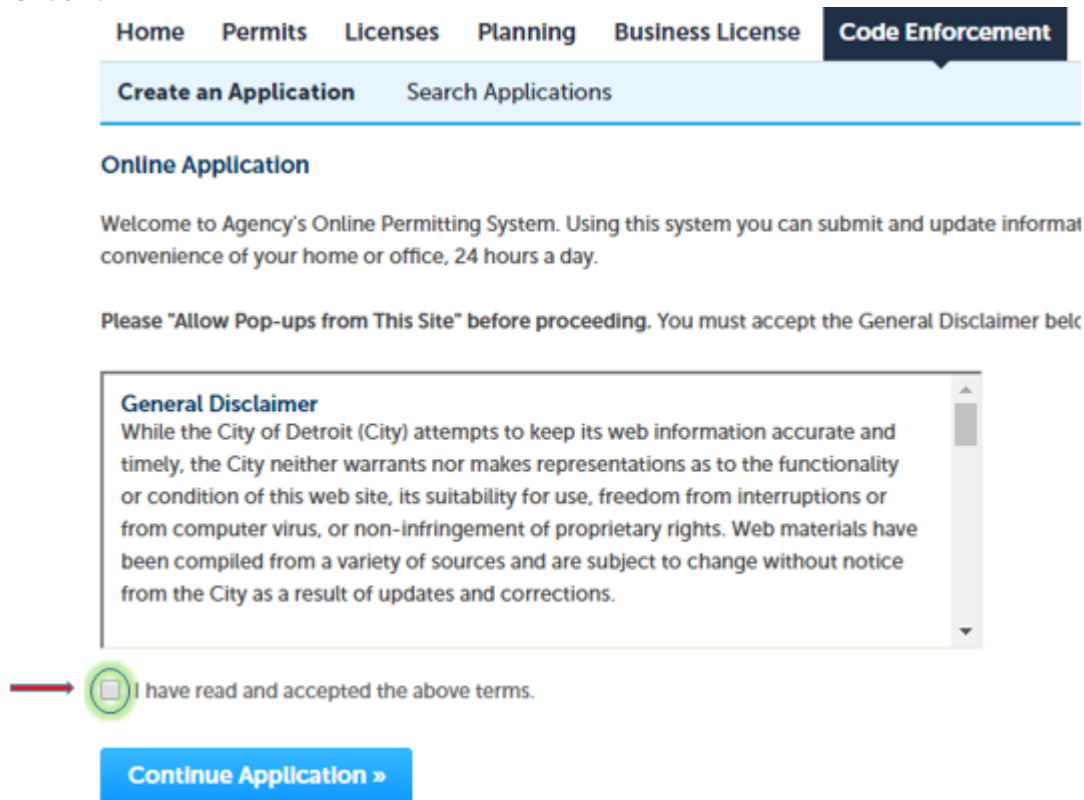
Once registered and logged in, the Customer can create a Rental Registration.

### INITIAL REGISTRATION



Click on **Code Enforcement**.

The following screen appears. The Customer must accept the terms of the disclaimer by checking the box.



Click on the '**Continue Application >>**' button.

The next screen displays to allow the Customer to select the Rental Registration application. Expand the **Code Enforcement** option by clicking on the arrow.

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## RENTAL REGISTRATION PROCESS

Home Permits Licenses Planning Business License **Code Enforcement**

Create an Application Search Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

CodeEnforcement

Select 'Rental Registration' and then click on the 'Continue Application >>' button.

Select a Record Type

Choose one of the following available record types.

Search

CodeEnforcement

- Presale Inspection
- Rental Registration
- Vacant Property Registration
- Vacant Property Registration Renewal

Continue Application >

### Step 1: Rental Property>Registrant Information

The registration continues requiring the Customer to respond to the question: Are you the Property Owner?

Rental Registration

1 Rental Property 2 Review 3 Record Issuance

Step 1: Rental Property> Registrant Information

Registrant Information

REGISTRANT

\*Are you the Property Owner?:  
 Yes  No

Please enter your Driver License or State ID : ?

State where issued: ?  
--Select--

\* indicates a required field.

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## RENTAL REGISTRATION PROCESS

If the Customer is the individual owner of the property, you may enter your identification information. **It is not required.**

### REQUIRED DOCUMENTS

If you need to time to locate the necessary document, you may click on this button to save your information as a temporary record that you can resume the application from the Dashboard - Work in Progress as shown below.

**Save and resume later**

Work in progress <span>?</span>				View All Records
Record Name	Record ID	Module	Creation Date	Action
Rental Registration	21TMP-054064	CodeEnforcement	12/16/2021	<a href="#">Resume Application</a>

Again, only if the Customer is the property owner, continue with the following request to upload a copy of proof of property ownership from your computer. Click on the 'Add' button to proceed.

### Attachment

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**You must upload your Proof of Property Ownership document to complete your application.**

- For proof of ownership, upload a PDF copy of one of the following using the Type '**Copy of Deed**'
  - Recorded Deed in Wayne County
  - Proof of Ownership AND/OR Property Transfer Affidavit (PTA) with Office of the Assessor's Stamp
- Lead Reports, upload a PDF copy using the Type '**Lead Inspection Report**'
- Wall Reports: If the structure is five (5) stories or more, please upload the Wall report, using Type '**Wall Report**'


Please refer to the BSEED Rental Property website for more details. [Certificate of Compliance | City of Detroit \(detroitmi.gov\)](#)

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

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Copy of Deed

Name	Type	Size	Latest Update	Action
No records found.				

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

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## RENTAL REGISTRATION PROCESS

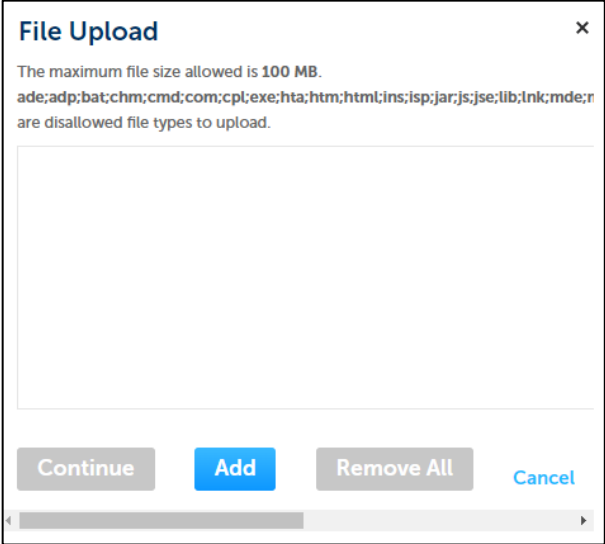
This screen appears to allow you to retrieve the document from your computer.

Click on the 'Add' button.

The system will open your File Explorer to assist you in finding the correct document.

After you have selected the document, it needs a little more information.

Click on the 'Continue' button after the document has uploaded and the button turns blue.

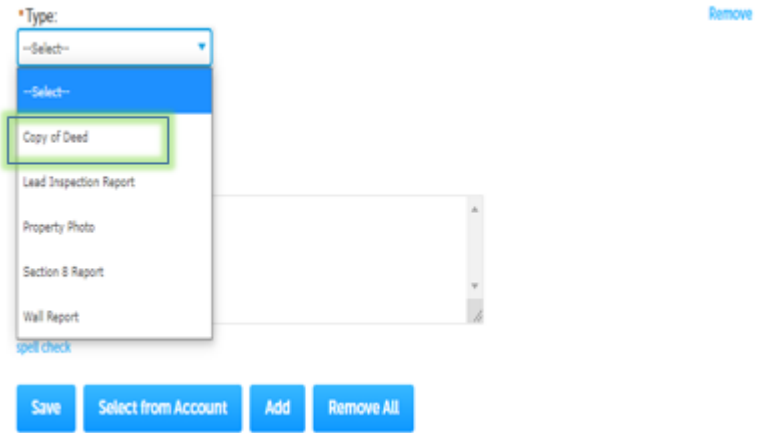


Please select the appropriate document **Type** from the dropdown list as shown.

The example shows 'Copy of Deed' which is a required document type for any proof of property ownership.

Also, enter a description of the document uploaded.

Click on the 'Save' button.



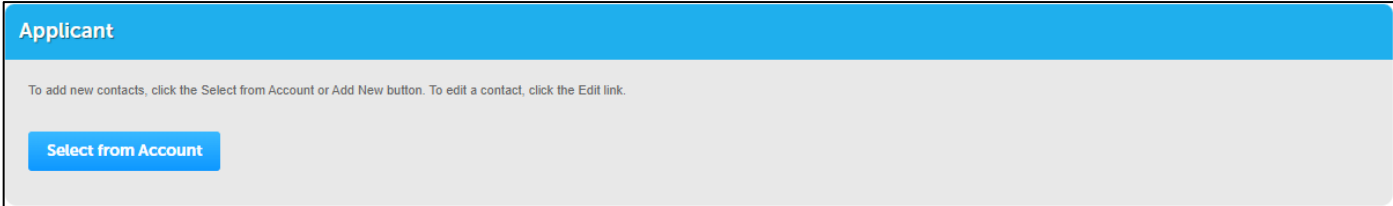
If you have any report regarding lead, it may be uploaded at this time. The document **Type** is 'Lead Inspection Report' in the dropdown list. Follow the same instructions as above.

Please make note of the year built from the ownership document which will be necessary to complete the application.

Next will be the section to identify who is submitting the application.

### APPLICANT

The applicant is considered the registered account user/property owner creating this application. So, click on the 'Select from Account' button to retrieve the information that was entered for the eLAPS account that is being used.



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## RENTAL REGISTRATION PROCESS

**Step 1: Registration Form>Contacts** continues in this process.

The screen is shown on the next page. There are instructions for the Customer to update **Contacts** as necessary for this registration.

**Please note:** Addresses for contacts must have a valid street address; **no** Post Office (P.O.) Boxes are allowed.

Add Contacts based on the following instructions.

The **Management Firm** section is not required unless the Property Owner has an individual or company managing the rental property. To add the Contact information for the Management Firm, click on the **'Add New'** button.

Rental Registration

1 Rental Property

2 Review

3 Record Issuance

**Step 1: Rental Property>Contacts**

**P. O. Boxes cannot be used.**

\* indicates a required field.

### Management Firm

This section is optional and can be skipped if there is no Management Firm associated with this property.

Select from Account

Add New

The **Resident Agent** section is not required unless the Property Owner has an individual designated as the Resident Agent for the rental property. To add the Contact information for the Resident Agent, click on the **'Add New'** button.

### Resident Agent

This section is optional and can be skipped if there is no Resident Agent associated with this property.

Select from Account

Add New

### Emergency Contact information

According to the 2019 Detroit City Code, Section 8-15-81, a 24-hour emergency number to contact a responsible person or caretaker of the rental property is required.

### EMERGENCY CONTACT INFORMATION

#### EMERGENCY CONTACT

\* Contact's Name:

\* 24 Hour Emergency Contact Phone Number:

After entering the contact(s), click on the **'Continue Application>>'** button to continue the registration.



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## RENTAL REGISTRATION PROCESS

Next will be the section to enter the **Address** of the rental property.

### Rental Registration

1 Rental Property      2 Review      3 Record Issuance

#### Step 1: Rental Property > Property Address

Show Map

\* indicates a required field.

### Address

Please only enter Street Number and Street Name then click "Search" button.  
If address not found, click "Clear" button and try again.

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

Unit Type: --Select-- Unit No.:

City:  State:  \*Zip:

Search Clear

Enter **ONLY** the **Street Number** and/or the **Street Name**.

If the Street name can be spelled different ways such as LaSalle or La Salle, it is better to search using just on the Street Number.

The system will return a list of streets that have that number and it will allow you to select the correct address.

Click on the 'Search' button.

Address

Please only enter Street Number and Street Name then click "Search" button.  
If address not found, click "Clear" button and try again.

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

Unit Type: --Select-- Unit No.:

City:  State:  \*Zip:

Search Clear

The system will create a dark pop-up indicating it is searching for the Address. The system will automatically populate the required fields in the Address section.

**Please note:** If the section does not populate, the address may have incomplete information in the system. The Customer will not able to get past this section with an invalid address. If this occurs, the Customer must contact the Property Maintenance Division of Buildings, Safety Engineering and Environmental Department at (313) 628-2451.

It is also possible to see an Error Message on this screen. This will happen whenever the system identifies an address that has a prior registration. If this occurs, the Customer must contact the Property Maintenance Division of Buildings, Safety Engineering and Environmental Department at (313) 628-2451.

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## RENTAL REGISTRATION PROCESS

When the Address search is successful, the system will populate the Parcel and Owner information for those sections.



**An error has occurred.**

ERROR: This property has already been registered with the City of Detroit. Please contact the Property Maintenance Division of the Buildings, Safety Engineering and Environmental Department at (313) 628-2451.

Click on the 'Continue Application >>' button.

**Rental Property Address**

Please only enter Street Number and Street Name then click "Search" button.  
If address not found, click "Clear" button and try again.

Country: United States

\* Street No.: [input] Direction: --Select--


\* Street Name: [input] Street Type: --Select--

Unit Type: --Select-- Unit No.: [input]

City: [input] State: [input] \* Zip: [input]

\* Parcel Number: [input]

Search Clear

Save and resume later  Continue Application >

### Step 1: Rental Property>Property Information

The Customer must enter information into the required fields. Please provide the information as accurately as possible.

eLAPS/Accela Project  
RENTAL REGISTRATION PROCESS

**Rental Registration**

1 Rental Property 2 Review 3 Record Issuance

**Step 1: Rental Property > Property Information** \* indicates a required field.

**Property Information**

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**GENERAL**

<p>* Type of Dwelling: <input type="text" value="--Select--"/></p> <p>* Enter the Year Built: <input type="text"/></p> <p>* Number of Stories: <input type="text"/></p> <p>* Total Number of Units: <input type="text"/></p> <p>* Total Building Sq Ft.: <input type="text"/></p> <p>* Any Units Owner Occupied?: <input type="radio"/> Yes <input type="radio"/> No</p>	<p>* Total Number of Units Rented: <input type="text"/></p> <p>Number of Sleeping Units (bedrooms): <input type="text"/></p> <p>* Enter the Number of Commercial Units: <a href="#">?</a> <input type="text"/></p> <p>* Is this Section 8 Housing? : <input type="radio"/> Yes <input type="radio"/> No</p> <p>Section 8 Units: <input type="text"/></p>
--	--

Continue Application »

Save and resume later

Click on the 'Continue Application>>' button.

**Step 2: Review**

The Review step is the last opportunity to edit and/or add any information. No changes can be made to the information after the application is submitted. If changes are necessary, please contact the Property Maintenance Division. Please provide your Record number.

This page gives the Customer an opportunity to review and/or edit the entries that were made on the application. Select 'Edit' on the right-hand side of the section to change any information. The system will return to the screen that was selected.

If all the information is correct, please check the box at the bottom of the screen to certify the information is accurate and electronically sign the application.

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## RENTAL REGISTRATION PROCESS

### Rental Registration



#### 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.

#### Record Type

Rental Registration

#### Registrant Information

##### REGISTRANT

Edit

Are you the Property Owner?:

Yes

#### Attachment

Edit

The maximum file size allowed is 100 MB.

adz,adp,bae,chr,cmd,com,cpl,exe,hva,hem,heml,ins,isp,jar,js,jsa,lib,lnk,mde,mh,mihtml,msc,msp,msx,php,plf,scr,scs,shb,sys,vb,vbe,vbs,vad,wsc,w

are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Copy of Deed

Name	Type	Size	Last Update	Action
Copy of Deed				

#### Rental Property Address

Edit

461 KITCHENER  
DETROIT MI 48215  
Parcel Number: 21048068.

#### Applicant

Edit

Individual  
Joan Masera  
Primary Phone: 888 555-1212  
Mobile Phone: 800 555-1212  
E-mail: boluzj@detroitmi.gov

#### Management Firm

Edit

#### Property Information

##### GENERAL

Edit

Type of Dwelling: Condo  
Year Built: 1980  
Number of Stories: 3  
Total Number of Units: 1  
Any Units Owner Occupied?: No  
Total Number of Units Rented:  
Number of Sleeping Units (bedrooms):  
Number of Commercial Units:  
Section 8 Housing: No  
Section 8 Units:

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application. In compliance with registration requirements of the City of Detroit Property Maintenance Code, I hereby certify that the foregoing is true and a complete statement of the information requested. The City of Detroit reserves the right to rescind or cancel a request or registration if it finds that information submitted to obtain that request or registration was false or incorrect. There will be no refund for rescinded or canceled requests or registrations.

By checking this box, I agree to the above certification.

Date:

Save and resume later

Continue Application »

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## RENTAL REGISTRATION PROCESS

Click on the 'Continue Application>>' button to complete the application.

1 Selected 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.

DETROIT MI 48215

REG2020-00001 [Copy Record](#)

***Congratulations! The application has been submitted successfully.***

The screen above will provide the record number, in the format of REG20yy-nnnnn, associated with this registration. Please save the number for future reference. The application will be reviewed by the Property Maintenance Division within the Buildings, Safety Engineering and Environmental Department. The Customer will receive a notification via email when the application process has been completed and a Certificate of Rental Registration has been issued. The Certificate of Registration will appear in the 'Attachments' associated with the record.

### Checking the Status of the Application

On the Home Page, the newly created record will appear under My Records/Code Enforcement.

Code Enforcement

Showing 1-9 of 9 | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Address	Status	Action	Short Notes
<input type="checkbox"/>	12/17/2019	REG2019-00002	Rental Registration		300 LENOX, DETROIT MI 48215			

By clicking on the record number, application information will appear.

Record REG2020-00001: [Add to cart](#)  
[Add to collection](#)

Rental Registration

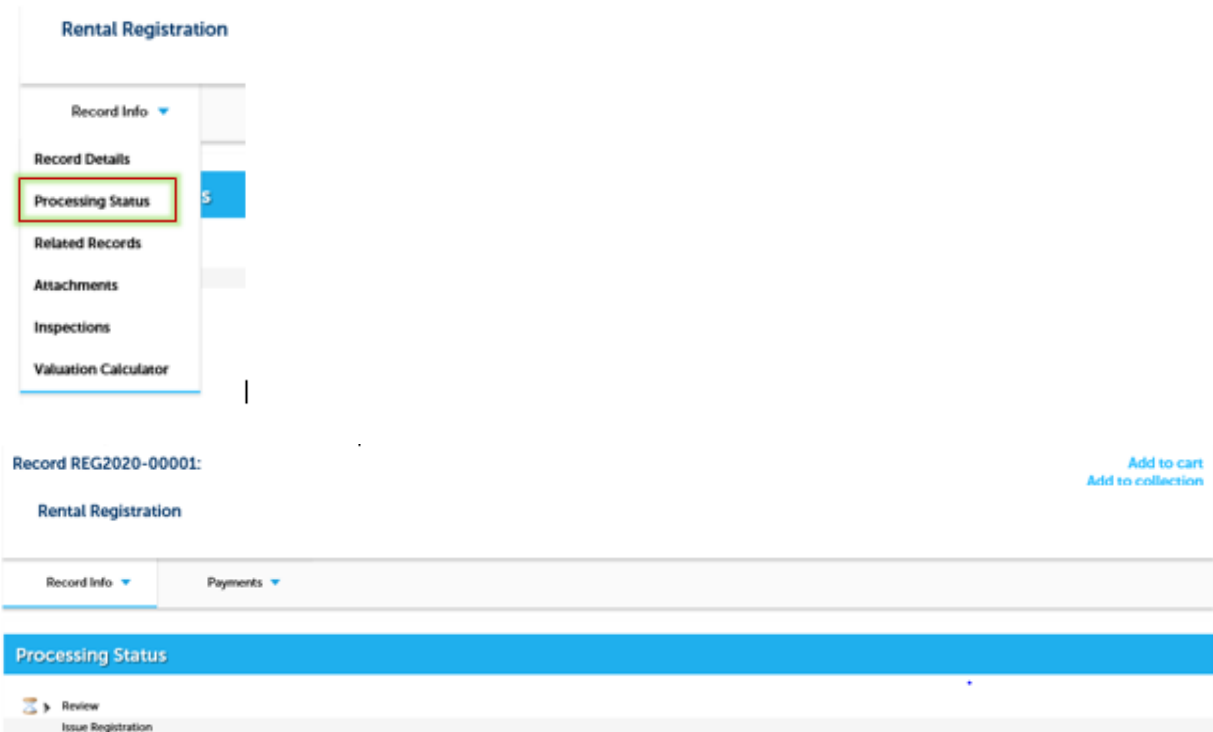
Record Info Payments

Work Location

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By expanding the 'Record Info' tab, you can select 'Processing Status' to check on the application.



In the **Attachments** section, any documents associated with this application will be stored. It will have a copy of the proof of ownership that was uploaded during the application process. After the application is processed, the Certificate of Rental Registration will also be found in this section. A lead report can also be uploaded in this section.

