

ONLINE REGISTRATION INSTRUCTIONS

Website: www.cityofwaterlooia.com/rentals

1. Activate Account (Skip this step if you already activated an account)

- A. To set up a user name and password, go to the website listed above and click on Start of Business Date Listings. This will open a new window containing a PDF. Locate your business name and start of business date on the spreadsheet.
- B. Go back to the rental registration website listed above and click on "online registration". This will open a new page titled City of Waterloo Permits.
- C. Click on "activate account" found under Contractor Access.
- D. Type your business name exactly as it appears on PDF and enter your start of business date found on the front of the letter. Check the box next to **"I hereby assert that I am an authorized agent of the business described above."**
- E. Create a username, password, and enter your email address. Next, click the create account button.
- F. Return to the permits home page at the web address listed above to log in to the website.

2. Register Rental Units

- A. Click on the Request Permit tab at the top of the page. Under the "permit type" field, select Rental Unit.
- B. Under the "worksite address" field, enter the physical address of the rental unit.
- C. Under the "description of work being done" field, enter the unit you are registering out of the total number of units for that address. Example: Unit 1 of 8, Unit 2 of 8, Unit 3 of 8, etc.
- D. Fill out all of the required fields on the form. An asterisk (*) indicates a required field.
- E. When finished, click the continue button at the bottom of the page.
- F. To register multiple units, click on the Request Permit button at the bottom of the page and repeat the process.

3. Payment

Credit Card Payments: A 2.75% service fee applies to all credit card payments

- A. Click on the Billing and Payment tab.
- B. Check the box next to the permits you wish to pay for.
- C. Click the "Complete Payment" button.
- D. Click on the box next to the terms and conditions statement then click on the "Pay with a Credit Card" button. (Mastercard, Visa and Discover cards accepted).
- E. Fill in your billing information and select "Make Payment" when finished.

Check and Cash Payments: No service fee

- A. Click on the Billing and Payments tab to ensure the permits you entered are listed in the system. Print the page or write down the permit numbers.
- B. **DO NOT INCLUDE THE CREDIT CARD SERVICE FEE IN YOUR CASH OR CHECK PAYMENT.**
- C. Submit check or cash payments to the City Clerk's Office on the first floor of City Hall located at 715 Mulberry Street, Waterloo, Iowa 50703. Please include the rental unit permit numbers found under the Billing and Payment tab when you submit your payment.