RENTAL REGISTRY / PROPERTY MANAGER LICENSE ONLINE LOG IN & APPLICATION INSTRUCTIONS

Berke, Mark S.

TOWN OF AMHERST 5583 Main St Williamsville, NY 14221
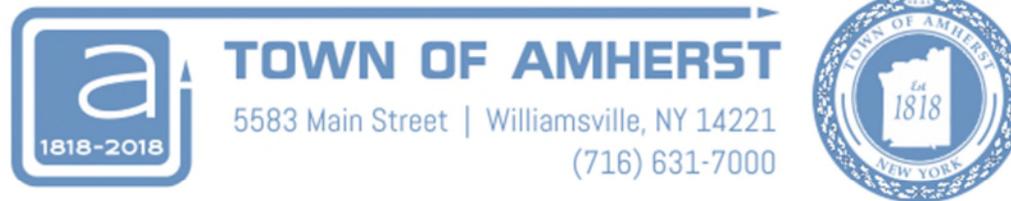
STEP 1

For instructions on how to apply ONLY skip to Step 4.

- ➢ In order to submit online applications, individuals will need to create an account with a username and password.
- ➢ To do so, click on *Create New Account* - circled in **Red**.

STEP 2

The Create New Account link will take you to the page seen here.

Fill out the information and click on the *Create Account* button at the bottom of the page. Circled here in **Red**.

STEP 3

- ➢ After clicking the *Create Account* Button you will need to activate your account.
- ➢ An email will be sent to the email address used to create the account. Either use the activation key or click the link titled *IPS account activation* activate the account.

Integrated Property System Web Portal

Thank you for creating an account.

You should receive an email shortly at j.quinn421@gmail.com containing your activation key

If you do not receive it within a couple minutes please check your junk or spam mail folder.

To re-send an email, please click here

Activation Key: [   ]   [Activate]

OR

Click the following link to active y

IPS account activation Confidenti

for the use of the individual or en

and confidential. If you are not th

it to the intended recipient, you sl

communication to any individual(:

STEP 4

➤ Once the user account has been activated, you will be automatically signed in and brought to the page seen here.

➤ To submit an application first download the application for the Rental Unit Registry and/or the Property Manager License from the Building Department Page.

➤ Once the applications have been completed and saved to your computer, select the Parcel Search link seen here circled in **Red**.

STEP 5

➢ Selecting *Parcel Search* will bring you to the page seen here.

➢ On the left side bar on the page, select *Submit an Application* icon circled here in **Blue**.

➢ You will then be prompted to enter in the address you wish to register a rental unit or assign a property manager to.

➢ Enter the address and select the *Search Parcels* button circled here in **Red**.

Note: Select "Amherst" as the city or leave set to "Any." Otherwise the address may not come up.

Lookup by Address
For records concerning a **specific property,** you can search by the property address, the owner's name or the Section, Block and Lot number (i.e. Tax Map or SBL #).

Street #: [ ] Street: [ ]
◉ By Address   City: Any ▼
○ By Owner/Business [ ]
○ By SBL [ ]
Search Parcels

Lookup Parcel or Location
Go To Transaction
Submit a Request
Submit an Application
Help

Lookup by Area
For records concerning the **public right-of-way** (e.g. streets, sidewalks, traffic lights, curbs, storm drains, utility poles, etc.), you can search by street name.

○ By Location [ ]
Search Areas

Lookup by Address
For records concerning a **specific property,** you can search by the property address, the owner's name or the Section, Block and Lot number (i.e. Tax Map or SBL #).

Street #: 5583 Street: Main St
◉ By Address   City: Amherst ▼
○ By Owner/Business [ ]
○ By SBL [ ]
Search Parcels

STEP 6

- *If the property is not a building and is single family dwelling, you will not see this step and can skip to step 7.*
- After you enter the address and select Search Parcels, you may need to confirm the address by selecting the **Submit Application** link next to the corresponding address you wish to submit the application to circled here in **Red**.

STEP 7

➢ Selecting the Submit Application link will take you to the Application Request page seen here.

➢ In the drop down menu next to **Type:** on the left side of the screen circled here in **Red**, select the type of application you are applying for and provide a brief description of your application request within the Description box for the subject property.

➢ Below is a list of the options that will be available to you. Be sure to consult with the Property Manager & Rental Unit Registration Division of the Building Department with any questions as to which application(s) you will be required to submit.

- Longterm - Owner Occupied
- Longterm – Non owner Occupied
- Prop Mngr (New)
- Prop Mngr (New-multi)
- Prop Mngr (Renew)
- Prop Mngr (Renew-multi)
- Short Term - Owner Occupied
- Short Term – Non owner Occupied
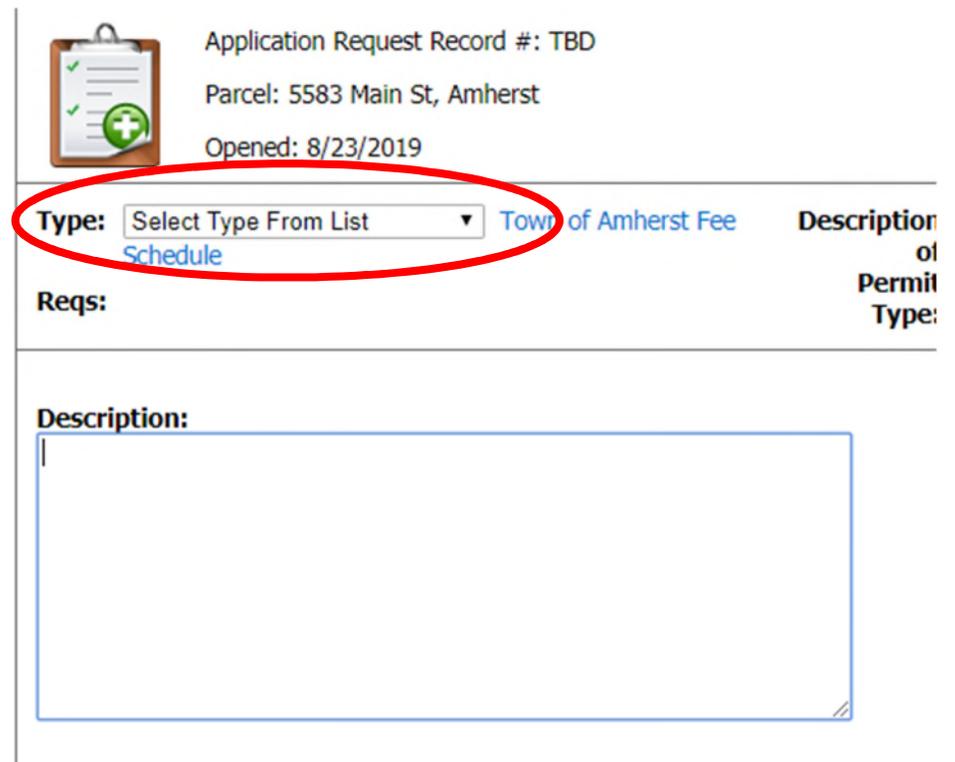
Application Request Record #: TBD

Parcel: 5583 Main St, Amherst

Opened: 8/23/2019

Type: Select Type From List ▾ Town of Amherst Fee Schedule

Description of Permit Type:

Reqs:

Description:

➢ After you have selected the proper application type, you will need to select the most accurate relation you have to the parcel and the application. For example, if you are the owner, select owner.

➢ Once you have your application completed and saved to your computer, locate it by selecting the **Choose File** button circled here in **Red** and select the application on your computer.

In relation to this parcel, I am a(n):   Owner ▼

Valuation: (not required) $ [   ]

Permit Reciept Method: By Email ▼

Uploaded Attachments   (Choose up to 3 at a time)
Max cumulative file size = 8 MB

• Upload any applicable attachments below

[Choose File] No file chosen   Remove
[Choose File] No file chosen   Remove
[Choose File] No file chosen   Remove

[Add More Attachments]

Submit

➤ Once your completed application is attached, select
the Submit button circled here in **Red.**

➤ After clicking submit, you will be directed to the
page seen below. You can print a copy of your
transaction by selecting the link titled *Click here to
view a printable copy* circled below in **Blue.**

his parcel,

Owner

required) $

Integrated Property System Web Portal

Thank you for submitting an application. This does not mean you are permitted to start work. This starts the review and you will be contacted by
the Building Department if your application has been accepted or rejected. The Building Department may accept your application but need more
materials. For any questions, please call the Building Department at 716-631-7080

Click here to view a printable copy