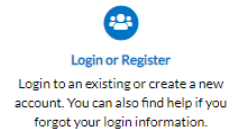


How to Apply for A Rental Property License

The application is only valid for 90 days. If the process is not completed within 90 days, then a new application will be required.

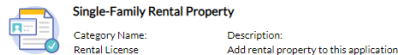
Step 1: Log in to your CSS account

1. Access the CSS website by going to: energov.cityofmesquite.com
2. Click the **Login or Register** tile located on the home page.
3. Log in into your account.



Step 2: Apply for Single Family Rental Property license

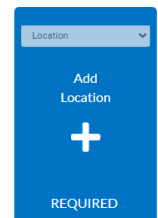
1. Click **Apply** located at the top of page.
2. Select **Single Family Rental Property**.
3. Click the blue button **Apply**.
4. On the blue box, click the drop-down.
5. Select **Single-Family Home**.
6. Click the plus sign.



Step 3: Begin Application Process

1 LOCATIONS:

1. Click the plus sign to add the rental property address **OR** click **Select** below your business.
2. In the search bar, begin typing the rental property address.
3. **The address should auto-populate.**
4. Click on the populated address. Then, click on the magnifying glass.
5. Select **Add** beside the rental property address
6. Click **Next**.



2 TYPE:

Next

1. Click **Next** if information auto populates.
 2. If it does not autopopulate, fill in the required fields.
-

3 CONTACT:

PROPERTY MANAGER:

Property Manager MUST BE LOCAL – within 40 miles of Mesquite.

Property Managers MUST have a CSS Account. DO NOT CLICK “ENTER MANUALLY.”

1. Click the blue box.
2. In the search bar: type in either name, email, or company.
3. Click the magnifying glass.
4. Search
5. Once your contact has populated, click **Add**.



PROPERTY OWNER:

You can search for your contact information or Enter contact information Manually.

1. Click the blue box.
2. In the search bar: type in either name, email, or company.
3. Click the magnifying glass.
4. Search
5. Once your contact has populated, click **Add**.

NOTE: When you **Search and Add** your contact information, it will link your CSS account to the application.

This will allow you to pay invoices, access important documents, inspection reports, etc. It will also allow you to schedule inspections through your CSS Portal.

If your CSS account is NOT linked to the application, you will NOT be able to schedule inspections on the portal.

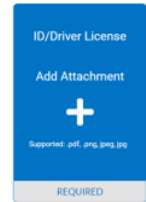
4 MORE INFO:

1. Beside **Notes/Lockbox Code**: provide entry for the inspector
 - If **VACANT** – add lockbox location and code, location of key or unlocked door.
 - If **OCCUPIED** – type OCCUPIED.
 2. **Is the Property Occupied**: select Yes or No.
 3. **If occupied, what is the tenant's name**: type in the tenant's name
 4. **If occupied, when was the tenant's move-in date?**: select the date the current tenant moved in.
 5. Click **Next**.
-

5

ATTACHMENTS:

1. Click on the blue box to upload ID/Driver's License.
Driver's license cannot contain the same address as rental property.



6

SIGNATURE:

1. Type your name in the first box.
2. Toggle the switch beside **Enable Type Signature** and type your name again **OR** draw in your signature.
3. Click **Next**.

7

CONFIRMATION:

1. The last step is to review and submit your application.
2. If everything is correct, click **Submit**.

Submit

Step 4: Application Submission

1. You will receive a confirmation message informing you the application has been submitted.
2. Please **allow up to 48 hours** for applications to be reviewed by our Rental Department.
3. Once the application has been reviewed and finalized, an invoice will be emailed to the applicant.

NOTE: Invoices CANNOT be sent prior to review of application.

Inspections CANNOT be requested/scheduled prior to review of application.

If you have any questions or concerns, please contact us at:

rco@cityofmesquite.com

972-329-8504