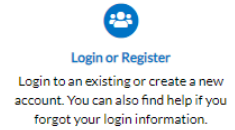


How to Apply for A Multi-Family Rental Property License

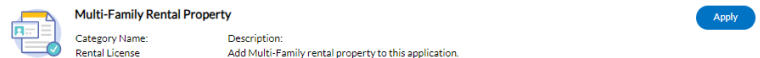
Step 1: Log in to your CSS account

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 Multi-Family Rental Property license

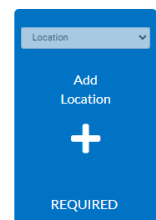
1. Click **Apply** located at the top of page.
2. Select **Multi-Family Rental Property**.
3. Click the blue button Apply.
4. On the blue box, click the drop-down.
5. Select **Multi-Family**.
6. Click the plus sign.



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 apartment 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:

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

Next

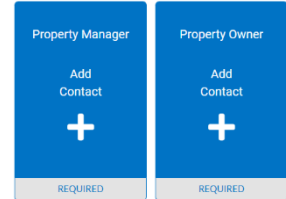
3 CONTACT:

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**.

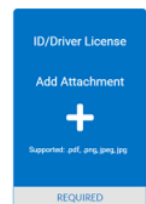
NOTE: When you **Search and Add** your contact information, it will link your CSS account to the application. This will allow you to pay invoices, access important documents, inspection reports, etc.

4 MORE INFO:

1. Beside **Apartment/Hotel Name**: type in the apartment name.
2. **Registered Agent**: if there is a registered agent, type in their name
3. **Number of Units**: enter the total amount of units in the apartment complex
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.

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

rco@cityofmesquite.com

972-329-8504