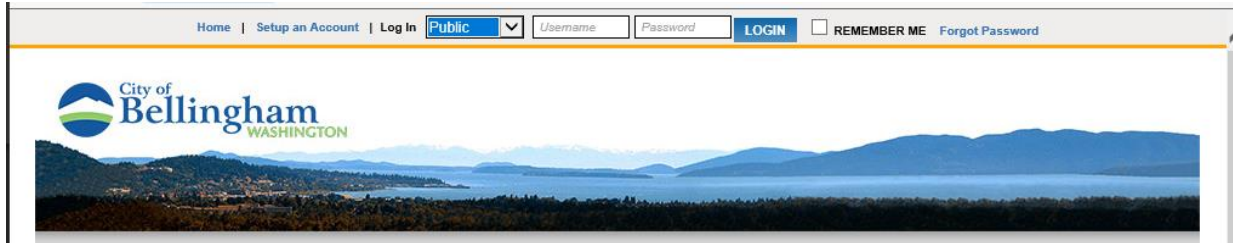


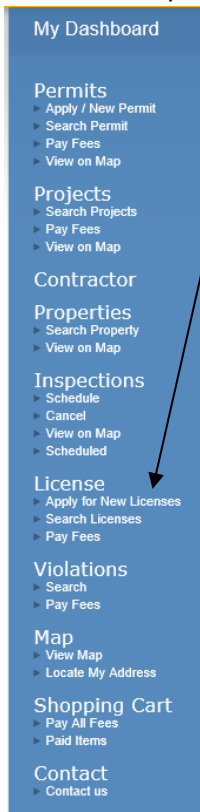


HOW TO APPLY FOR YOUR LICENSE ONLINE:

- 1) Go to permits.cob.org/etrakit
- 2) **Click Setup an Account** and follow the instructions (if you already have a *Public user account*, simply login)
 - a. Once all steps are complete and the account has been activated, **log in as a Public user**



- 3) WELCOME to your Dashboard!



- **Click** on “Apply for New Licenses” and **enter** the following information:

License Information

- Type = Rental Registration
- SubType = **Select** from drop-down menu based on number of units on the site
- Licensee Name = **Enter** name of property owner
- Unit Type = **Select** from drop-down menu
- Inspection Preference = **Choose**
 - City of Bellingham Inspector, [Approved Private Inspector](#) or N/A-Exempt if your unit qualifies for an [exemption](#)
- Exemption Status = **Select** from drop-down menu (*NOTE: Rentals that qualify for an exemption still must be registered with the City.*)

Additional Information

- Rental Address = **Enter** house # and street name
- Unit Numbers = **Enter** all unit numbers separated by commas (for multi-units) or the house number (for single-family units)
- # of Units: **Enter** total number of units being registered / rented
- Primary Contact: **Choose** from drop-down who should receive all correspondence on the license

Attachments

- If your unit qualifies for an exemption – the [Exemption Declaration Form](#) can be filled in and attached to your rental license registration request here.

Click “NEXT STEP”

License Address

- **Enter** address (without city/state) and **click** on “search”
- **Select** your address from the selections provided. (If nothing comes up, modify the information entered – maybe try only your house number and no street name.)
- **Scroll** and confirm that Owner and Applicant Information is accurate –
 - **Add** phone number and email address if blank
 - **Enter** primary contact information if different from above
- **Click** “NEXT STEP” and **review** all information on screen
- If correct, **Click** “NEXT STEP” –
 - **IMPORTANT:** A message indicating that “no fees are due at this time” will pop onto screen – the \$10.00 registration fee will be applied to your license once staff has processed the application, and an email be sent to the primary contact to advise the account is ready for payment.
- Click on “VIEW LICENSE” to link to your Dashboard