



**Planning and Community Development Department
Rental Registration & Safety Inspection Program**

210 Lottie Street, Bellingham WA 98225

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HOW TO: Apply for a New Rental Registration

1. Create a Public login on eTRAKiT at www.cob.org/epermits. This requires a user name and password, as well as a security question and answer. Once your account is created, click Apply for New Licenses.
 - a. Select Type - Rental Registration
 - b. Select Subtype based on unit counts
 - c. Type the name of the person to who the rental property is registered.
 - d. Unit type - pick from drop down list
 - e. Inspection Preference: City of Bellingham (\$100), Private Inspector (\$45) or undecided.
 - f. Exemption Status: If none of these exemptions apply to you, click Non-exempt.
 - g. Additional Information:
 - i. # of Units - total count of rental units (not owner-occupied)
 - ii. Unit Numbers (i.e. 101, 102 or A and B)
 - iii. Primary Contact - this will be who will get all the contacts on the license.
 - h. Upload any attachments, if desired.
 - i. Click Next Step.
 - j. Lookup your address - this is *VERY IMPORTANT*. Insert the address number and street. Select your address from the selections provided. If nothing comes up, try just your address number. Complete other fields for Address contact.
 - k. Mailing address - if the same as the license address, check box.
 - l. Owner Information should auto-populate once the address is selected.
 - m. Enter Applicant Information (i.e. for a property management company)
 - n. Click Next Step - review details and go back if anything needs to be changed.
 - o. Pay fees.
 - p. A Rental Registration specialist will contact you soon and certify your registration.