

REGISTERING RENTAL PROPERTY(IES) VIA THE ONLINE PORTAL

- Visit www.hursttx.gov/css - to register your property.
- Login into your existing account or Register for a new account by clicking “**Log in or Register**”.
Need Help creating an account, see the documents labeled “How to Register for a CSS account” located on the rental information page or call 817-788-7088.
- After logging into your existing account or registering your new account - click “**Apply**”
- Scroll down or search for the permit - “**Rental Management**”
 1. **Locations:** Add the Rental Property Address -Click Next
 2. **Permit Details:** Ensure “Rental Management” **is** the permit type -Click Next
 3. **Contacts:** You will automatically be listed as the Applicant.
If you are also the owner, click the “Add Owner” and search your name.
If you are not the owner, please add the owner information and also select your contact type -Click Next
 4. **More Info:**
 - Add number of occupants, if none type 0
 - Add Property Owner’s Driver’s License Number
 - Tenant Details- Click the **+Add Row** button to add tenant information. If property is vacant, type “Vacant” in the name details.

Tenant Details				
At least one row of information is required. Click +Add Row to begin.				
+ Add Row				
	First Name	Last Name	Contact Number	Actively Residing Here

- Local Contact Person – If owner is out of state, provide local contact person
 - Need Inspection- If property is vacant for over a year, check this box -Click Next
5. **Attachments:** - Billing Contact ID required to be uploaded -Click next
 6. **Signature:** - Type name to consent and then sign the application -Click Next
 7. **Review and Submit:** Review Application to ensure everything is correct -Click Submit.

Once you submit:

- **City staff will review your application & invoice you the rental registration fee.**
- **Once paid, staff will complete the registration.**
- **Request an inspection through the Inspections tab of your rental registration on CSS. If you need assistance, please call 817-788-7088.**