

## How to Register your Rental

### Step 1: Navigate to the [Rental Registration Portal](#) landing page

- **New Users:** Select [**→Start**] button to create your user login for access. If you are a returning user please jump to **Step 3**.



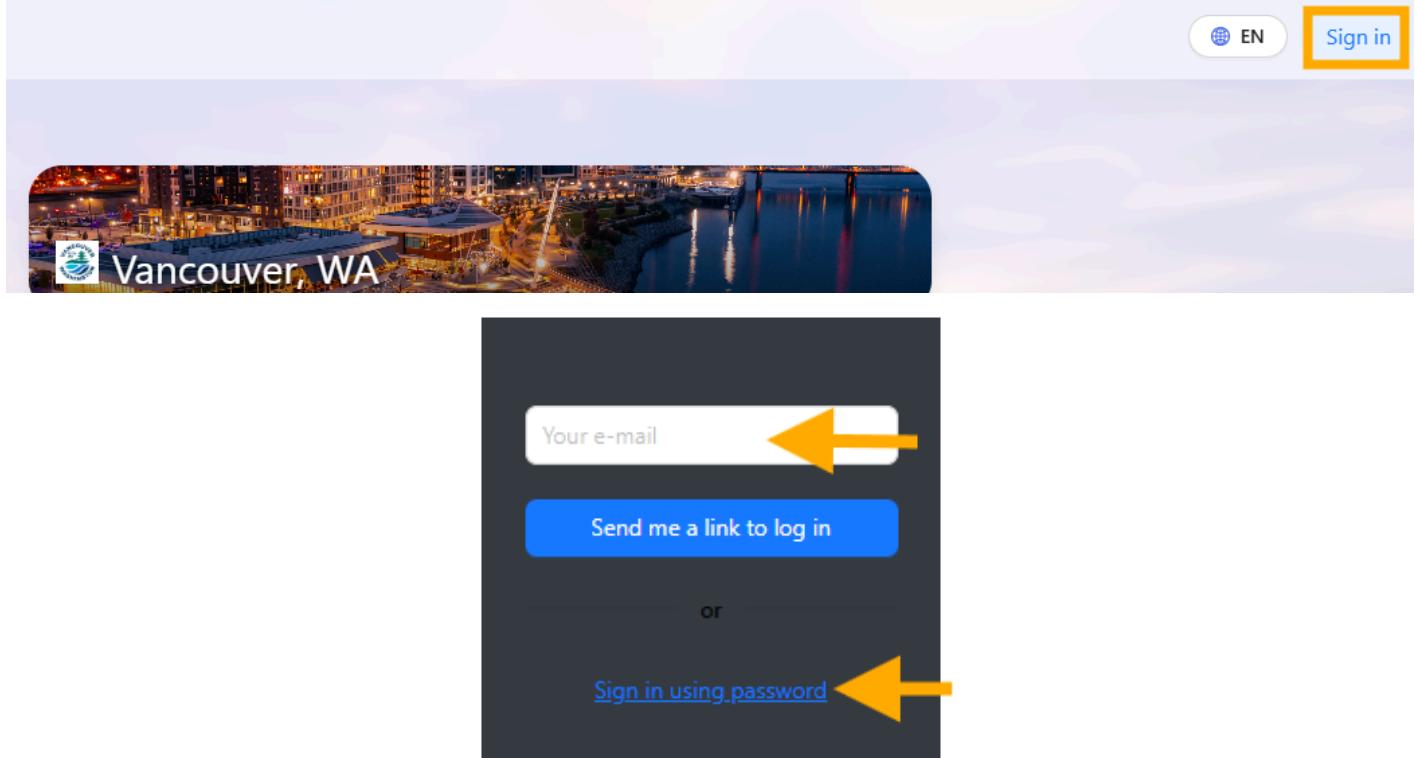
### Step 2: New Users begin your registration.

- Fill in the (\*) marked fields to create your user profile and select [**Start**].
- Continue to **Step 5**

* First Name:	<input type="text"/>	
* Last Name:	<input type="text"/>	
* E-mail:	<input type="text"/>	
Organization:	<input type="text"/>	
Phone Number:	+1	(123) 456-7890
<b>Start</b>		

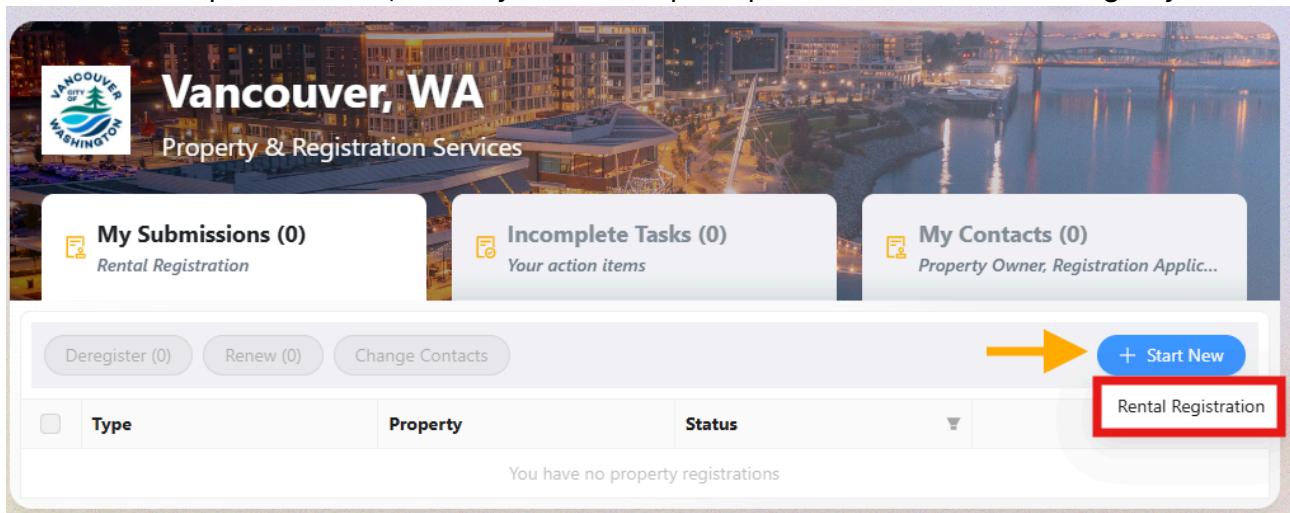
### Step 3: Return Users: Login to your Slate account

- **Returning Users:** Select **[Sign-in]** located at the very top right of the registry.
- Sign-in in one of two ways.
  1. Enter your "Email" to request a link to login.
  2. Select "Sign in using password" link to enter your "Email" and "Password" to immediately login.



### Step 4: Return Users: Start registration from your Slate account

- Select the **[+ Start New]** button.
- From the dropdown menu, select your menu option preference to enter the registry.



## Step 5: Property Selection: Search for the properties to be included in your registration.

- Search for your property address.
  1. Use your street address to locate your property in the search bar. Please note, Slate enhances your search experience with predictive features. As you type in the search bar, suggested properties that match your criteria will appear. OR
  2. Use your Parcel ID number to locate your property in the search bar.
- Select the address you want to register and click **[Next]**.
- To add more than one address refer to **"Step 5: B."**

Apply for new Rental Registration

1 Property Selection

2 Property Information

3 Unit/Building Information

4 Assign Property Owner

5 Assign Registration Applicant (If different than Property Owner)

6 Assign Property Manager

7 Review Submission

8 Payment

[② Help](#)

Note that the rental registry only applies to addresses within the city limits of Vancouver, WA. If you cannot find your address, check your spelling or [Use this mapping tool to verify your rental is inside City limits.](#)

Search by Address

Selected Properties (1)

 15020 NE SORREL DR [?](#) [Parcel #:](#) 109583712 [Unit/Building Information](#) [hide details...](#) [Edit](#) [Delete](#)

Use the "Add Unit" feature to add each of the units in your property. Name each with their unique identifier.

Name	<a href="#">+ Add Unit</a>
15020 NE SORREL DR	<a href="#">Edit</a> <a href="#">Delete</a>

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## Step 5B. Property Selection: Add more than one address to your Registry

- You can add multiple addresses on the same registry.
  1. In the search bar, type in the secondary address you are looking to add and click on it.
  2. The system will also suggest additional properties that may be tied to you as the homeowner, listed under "Suggested Properties." You can select from this list to add additional properties to your registration. If you do not want to add any of these "Suggested Properties" check the "I have reviewed the suggested properties" checkbox to enable the **[Next]** button.

1.

Apply for new Rental Registration

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3714 

**3714 S ST**  
Parcel #: 102300060

**3714 NE 45TH ST**  
Parcel #: 100122174

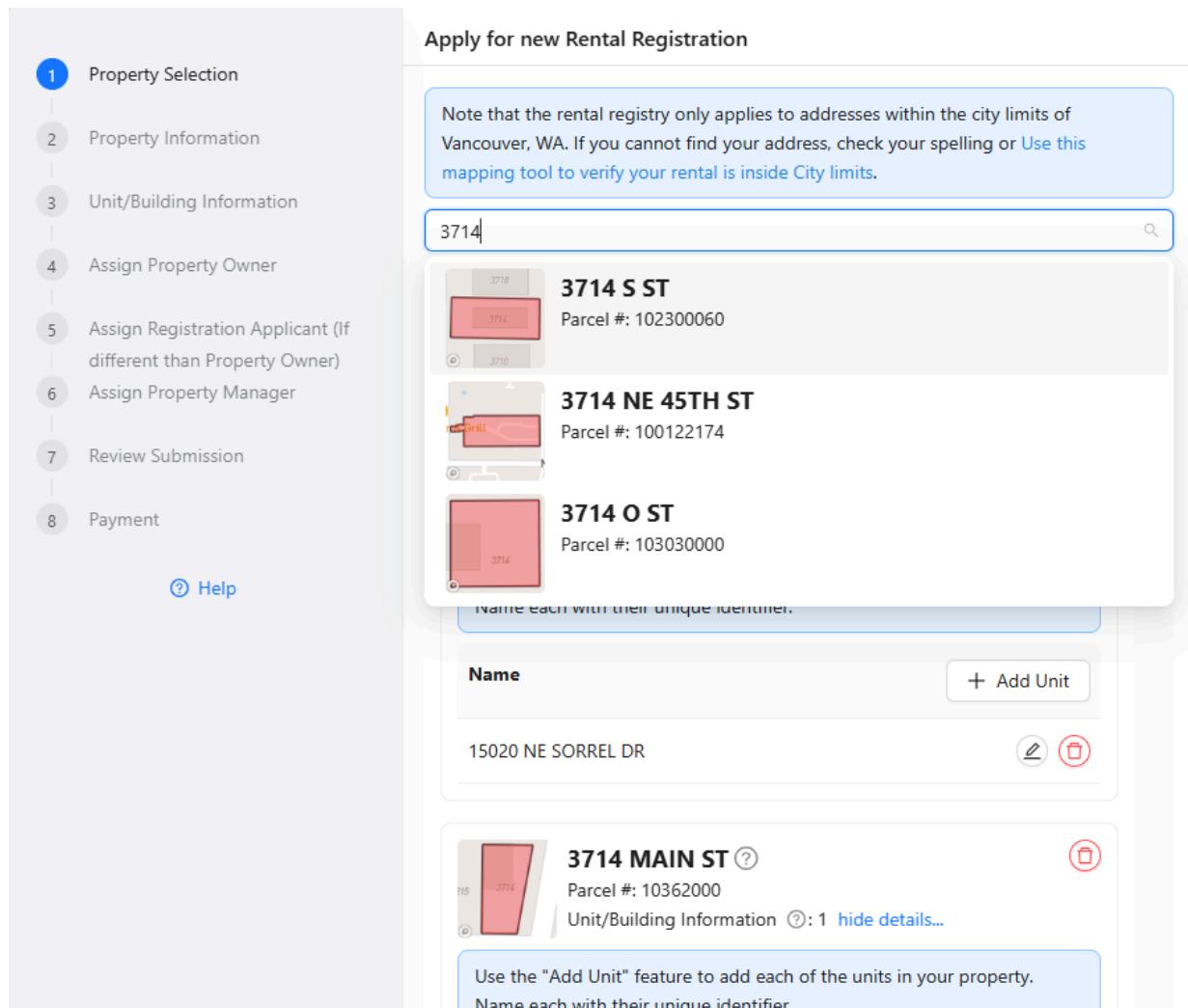
**3714 O ST**  
Parcel #: 103030000

Name each with their unique identifier.

Name	+ Add Unit
15020 NE SORREL DR	 

**3714 MAIN ST**   
Parcel #: 10362000  
Unit/Building Information  1 [hide details...](#)

Use the "Add Unit" feature to add each of the units in your property.  
Name each with their unique identifier.



2.

**Suggested Properties (2) ?**

According to public records, the following properties may share an owner with one or more of the properties you have selected to register. Please either check the box to add a property to your application, or confirm that you have reviewed the suggested properties to proceed.

**Add All** **Address**

3203 NE 65TH ST  
#99071000

3207 NE 65TH ST  
#99073000

< 1 >

I have reviewed the suggested properties

### Step 5C. Property Selection: Add, Edit, or Remove Units on a Property Address

- If your property has more than one unit, add additional units by selecting the **[+ Add Unit]** button.
- Enter the units as they appear at your address, e.g. Apt 1, or Unit 303, etc. then select the **(+)** to update.
- To edit a listed unit address select the pencil icon to adjust the name
- To remove a listed unit address or a selected property, select the trashcan icon to delete it from the list

1 Property Selection

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**Apply for new Rental Registration**

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Search by Address

Selected Properties (1)

15020 NE SORREL DR ? (trashcan)

Parcel #: 109583712

Unit/Building Information ?

**Add Unit**

Unit/Building Address +

Name + Add Unit

15020 NE SORREL DR (pencil) (trashcan)

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## Step 6: Property Information

- Complete all fields marked with an asterisk (\*) to enable the [Next] button.
- To move between the properties click the numbers that represent the number of properties being registered to access both property addresses and answer registration questions.
- Note: Additional questions or requirements may appear based on initial information provided

Apply for new Rental Registration

15020 NE SORREL DR  
Parcel #: 109583712

\* Rental Type:

\* Does this property have an active covenant requiring it to remain affordable to households earning 60% or less of AMI?

Yes  No

\* How many units are currently covered by the affordability covenant?

\* Please upload a copy of the active covenant.

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## Step 7: Unit/Building Information

- Complete all fields marked with an asterisk (\*) within the registration to enable the [Next] button for all units listed at the property address. You may need to scroll down to complete all questions.
- To move between units of a property, click the numbers representing the units being registered. This allows you to access each unit's address and answer the corresponding registration questions.
  1. You can confirm which unit you're working on by checking the unit/building address displayed above the questions. Use the [Previous] or [Next] buttons to toggle between units (highlighted in red).
- To move between properties, click the "Proceed to Next Property" button to complete the required questions for each additional property in your registration.
  1. The property address you are working on will appear above the questions in a blue box (highlighted in orange).

Apply for new Rental Registration

15020 NE SORREL DR  
Parcel #: 109583712  
# of Units/Buildings: 2

Unit/Building Address: **15020 NE SORREL DR**

\* Number of Bedrooms ?

Previous **1** 2 Next

Start Over

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Property Selection  
Property Information  
**3 Unit/Building Information**  
4 Assign Property Owner  
5 Assign Registration Applicant (If different than Property Owner)  
6 Assign Property Manager  
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### Step 8A. Assign Property Owner

- Select the down arrow (v) to open the drop-down menu.
- Select from the list of contacts displayed or click the [+Create New] button to add a new owner. See Step 8: B. for how to enter the new owner's information.

Apply for new Rental Registration

Property Owner

Property	Property Owner
15020 NE SORREL DR Parcel #: 109583712	Select... Me <b>Aisha Murrell</b> + Create New

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Property Selection  
Property Information  
Unit/Building Information  
**4 Assign Property Owner**  
5 Assign Registration Applicant (If different than Property Owner)  
6 Assign Property Manager  
7 Review Submission  
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## Step 8B. Create New Property Owner

- Choose an owner type: Individual or Organization.
- Complete all fields marked with an asterisk (\*).
- Verify the property or properties the owner is tied by clicking the checkbox to the left of the address then select the **[Add and assign to (#) property]** button.

**Add Property Owner**

Type

Individual  Organization

\* First Name

\* Last Name

\* Contact E-mail

**Phone Numbers**

\* Primary  
 +1 (123) 456-7890

**Addresses**

Type

\* Address  
 Find an address...

Apt/Ste/#

City   Zip

**Additional Information**

Select properties assigned to this Property Owner

Address  
 15020 NE SORREL DR

## Step 9: Assign Registration Applicant

- Repeat the steps from Step 8.A and or Step 8.B to add a Registrant Applicant to your registration
- Click [Next] when finished

Apply for new Rental Registration

Registration Applicant (If different than Property Owner)

Optional.

If you are not the property owner and are registering on their behalf, please enter your details as the "Registration Applicant"

Property	Registration Applicant (If different than Property Owner)
<b>15020 NE SORREL</b> <b>DR</b> Parcel #: 109583712	Select...

② Help

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Property Selection

Property Information

Unit/Building Information

Assign Property Owner

**5** Assign Registration Applicant (If different than Property Owner)

6 Assign Property Manager

7 Review Submission

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## Step 10: Assign Property Manager

- Repeat the steps from Step 8.A and or Step 8.B to add a Property Manager to your registration
- Click [Next] when finished

Apply for new Rental Registration

Property Manager

The person or entity the tenant is to contact when requesting repairs be made to their rental housing unit.

This contact **must be locally based** and able to attend the property in person.

Property	Property Manager
<b>15020 NE SORREL</b> <b>DR</b> Parcel #: 109583712	Select...

② Help

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Property Selection

Property Information

Unit/Building Information

Assign Property Owner

Assign Registration Applicant (If different than Property Owner)

**6** Assign Property Manager

Review Submission

Payment

## Step 12: Review Submission

- Review your entered details for accuracy.
- Click the checkbox below the attestation paragraph to enable the [Next] button.
- Select [Next] when finished to process your registration.

Apply for new Rental Registration

15020 NE SORREL DR  
Parcel #: 109583712

+ Property questions

Property Owner	Aisha Murrell
Registration Applicant (If different than Property Owner)	Aisha Murrell
Property Manager	Aisha Murrell

Unit	Number of Bedrooms
15020 NE SORREL DR	1
15020 NE SORREL DR 2	1

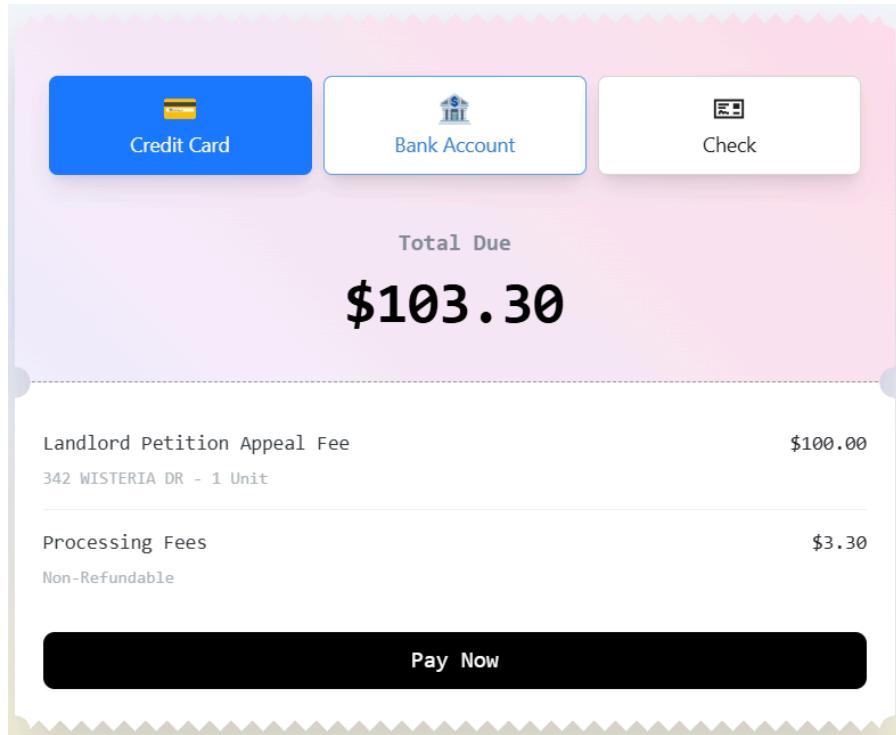
I declare that all information provided in this rental registry is true and complete, and that all housing units being rented or available for rent are listed in this application and meet, or will meet before being rented, the standards for habitability under RCW 59.18.060.

I have read and agree to the above

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### Step 13: Payment Method - Credit Cards

- Credit card payments are subject to a processing fee, which will be calculated in the outstanding balance when this payment method is selected.
- To proceed, click the "**Pay Now**" button to enter your payment details and complete the transaction.



If you have any technical questions, feel free to reach out to the Tolemi Support Team at [support@tolemi.com](mailto:support@tolemi.com) for additional technical assistance.

## How to Print a Rental License in Slate

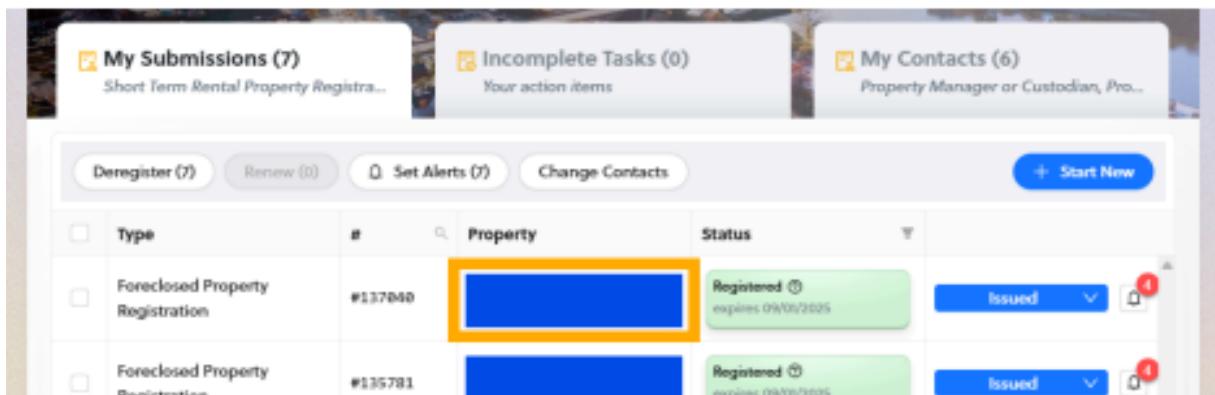
### Step 1. Log in to your Slate Account

- Begin by logging into your Slate account.



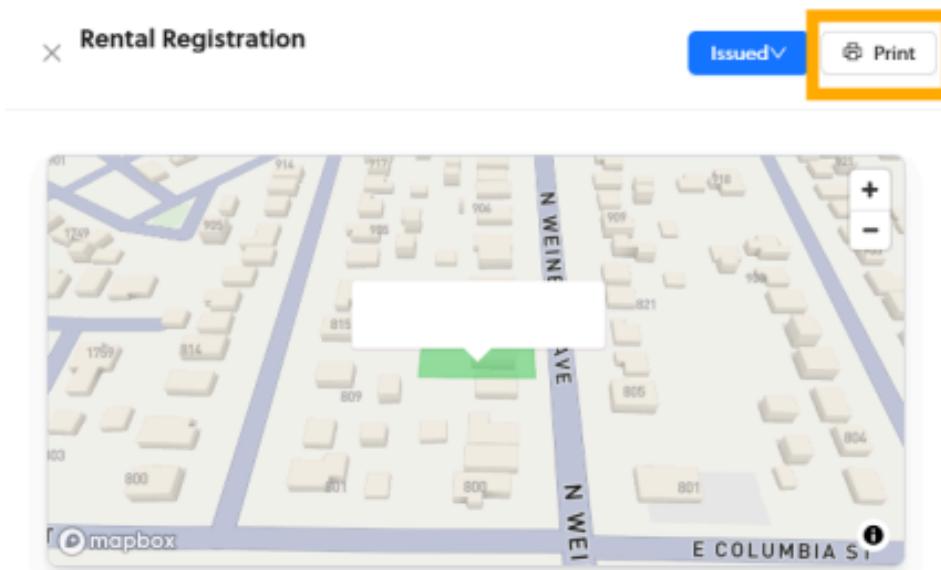
### Step 2. Navigate to the Property Address

- Click on the blue address bar for the address you want to print a receipt. This will open the property panel window for your selected address.



### Step 3. Property Panel Window

- Within the property panel select the white print icon button in the upper right hand corner



## Step 4. Rental License

- Right click on the screen to open the menu. From here, you can download, save and/or print your "Rental License" for your records.

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### NOTICE OF COMPLIANCE WITH RENTAL HOUSING REGISTRATION REQUIREMENTS

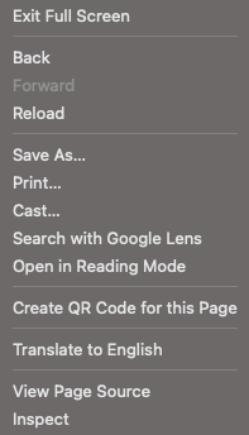
This Notice and Certificate is issued as evidence that on the date below, the applicant or owner has agreed to conform with the requirements of the Residential Rental Registration License as outlined in Vancouver Municipal Code (VMC) [5.08.060](#). The applicant also agrees to comply with all other applicable codes and standards adopted by [VMC Chapter 5.08](#).

Use and occupancy of the facility for the purpose(s) stated here therefore and hereby authorized and approved as follows:

APPROVAL DATE: December 29, 2025

RENTAL HOUSING ADDRESS:	Vancouver, Washington 98664
RENTAL LICENSE NO:	
PROPERTY OWNER & ADDRESS:	

1. This rental housing is registered with the City of Vancouver under [VMC Chapter 5.08](#).
2. I will comply with all relevant rental housing provisions listed in the Revised Code of Washington [Chapter 59.18](#) Residential Landlord-Tenant Act.
3. I attest the rental housing identified in this certificate meets the standards required in [VMC 5.08](#).
4. I will provide each new tenant, at the start of tenancy, with written information regarding rental registration as well as tenant rights and resources in accordance with [VMC 5.08.070](#).
5. I have reviewed the City's rental registration program materials in their entirety and understand my responsibilities as a rental housing provider.
6. I understand that the City may establish inspection requirements and that I will comply with any such inspections once implemented.
7. I understand that failure to comply with applicable requirements may result in enforcement process identified in [VMC 22](#), including a Correction Notice, Notice of Civil Violation and Order, or Order to Revoke Permit.
8. I understand that registration must be renewed annually by February 15 to maintain compliance.



If you have any questions or need further assistance, please contact the Tolemi Support Team at [support@tolemi.com](mailto:support@tolemi.com).