



Rental License Renewal Instructions on Civic Access

City Hall

Planning &
Development
Services

6 E 6th St
PO Box 708
Lawrence, KS 66044

P: 785-832-7700

lawrenceks.gov/pds

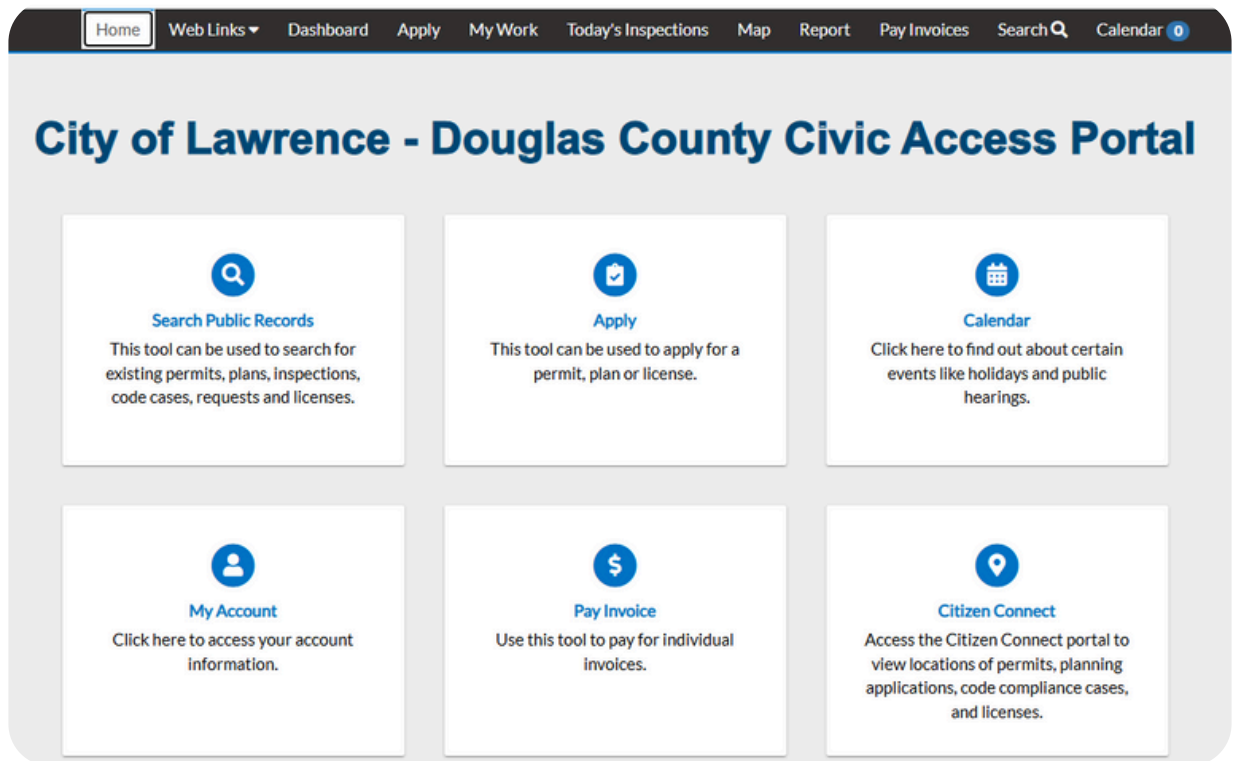
Rental License Renewal



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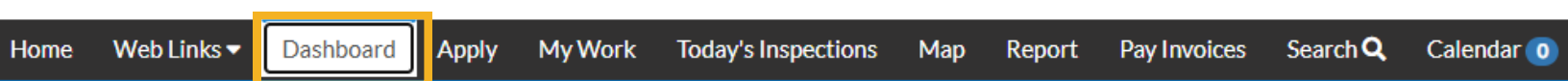
Please log into the customer portal: <https://lawrenceks-energovweb.tylerhost.net/apps/selfservice#/home>

NOTE: An account is required to renew rental licenses. If you have not created an account, please follow the how-to guide [Create a Civic Access Account](#).



2

On the top header, select Dashboard.



Rental License Renewal



- 3 Scroll down to My Licenses and then click on View My Licenses.

My Licenses

Expired

DAYS

No. LTR-000 [REDACTED]

Type Long Term Rental Pr...

Renew

View My Licenses

Draft

0

- 4 Please look for the blue Renew button; you will need to click the button for EACH license individually to generate the renewal in our system.

NOTE: Please only renew licenses beginning with LTR or STR. Do NOT renew any RLSF, RLMA, etc., licenses.

Home City of Lawrence Sites ▾ Dashboard Apply My Work Today's Inspections Map Report Pay Invoices Search🔍 Calendar📅

My Work

MY INVOICES MY PERMITS MY PLANS MY EXISTING INSPECTIONS REQUEST INSPECTIONS MY LICENSES

License Number	Renew	Name	DBA	Address	Status	Type	Applied
[REDACTED]		[REDACTED]		[REDACTED] LAWRE...	Submitted - ...	Long Term Rental Property	04/08/2025
[REDACTED]		[REDACTED]		[REDACTED] LAWRENC...	Submitted - ...	Long Term Rental Property	04/08/2025
[REDACTED]	Renew	[REDACTED]		[REDACTED] LAWRE...	Expired	Long Term Rental Property	03/01/2024
[REDACTED]	Renew	[REDACTED]		[REDACTED] LAWRE...	Issued	Long Term Rental Property	05/07/2024
[REDACTED]		[REDACTED]		[REDACTED] LAWRE...	Submitted - ...	Long Term Rental Property	04/03/2025
[REDACTED]		[REDACTED]		[REDACTED] ...	Submitted - ...	Long Term Rental Property	04/03/2025

Rental License Renewal



5 Follow the steps to submit.

Renew License - Long Term Rental Property

*REQUIRED



Step 1: Type

I. This first step does not require any information from you, just notifying it is a long term or short term rental property being renewed.

LICENSE DETAILS

License Type

Long Term Rental Property

Description

Next

Rental License Renewal



Long-Term Renewal Only:

Step 2: More Info

I. Enter the number of units at this location by placing the appropriate number in each required field.

If this location is Section 8, please indicate that by entering the number of Section 8 units in Number of No Fee Units.

NOTE: If this location is not Section 8, you will type in "0" for that spot.

Please also note if anything has changed from the previous year by selecting the down arrow symbol. ▼

MORE INFO

Please contact our rental admin staff at rentallicensing@lawrenceks.org if there have been any changes in your rental portfolio, including but not limited to, owner and/or agent, address, number of units and buying/selling properties.

*Number of Units for this location

*Number of No Fee Units for this location

Have the number of units changed in the prior year

Yes

No

Rental License Renewal



Step 3: Attachments

I. It is not required to attach anything for this license renewal. **Select Next.**



Step 4: Review and Submit

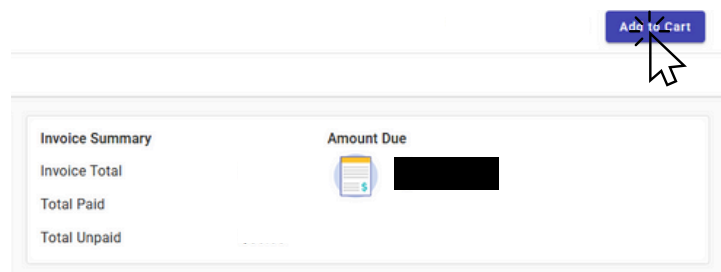
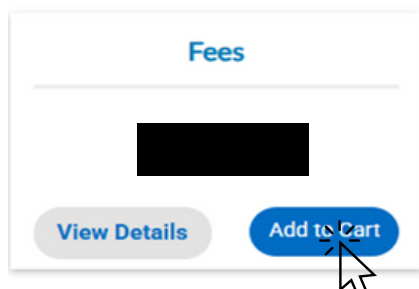
I. Review the license renewal and hit submit.

Renew License - Long Term Rental Property

*REQUIRED



6 Please select Add to Cart.



Rental License Renewal



If you only have one rental property, select the Go to Cart option.

If you have multiple rental properties, select Continue/Return/Close.

Add cart result

1 item(s) added to cart

[Continue](#) [Go To Cart](#)

Find more items to pay

[Return to LawrenceKSTest](#)

[Close](#) [Go to cart](#)

Multiple Rental Properties

Please follow steps 2-6 to generate the renewals on your other rentals. You can make payment for all of your properties at once if the invoices are added to your cart before you hit Check Out.

Rental License Renewal



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Your cart will look similar to this image, click Check out.

The screenshot shows a shopping cart interface. On the left, under "Review your cart items", there are two items, each represented by a document icon with a dollar sign, a blacked-out description, and a price. Each item has "View details" and "Remove" links. On the right, the "Cart summary" section shows a "Subtotal" with a blacked-out amount, a note that "Additional fees may be applied at checkout", a prominent blue "Check out" button with a mouse cursor clicking it, a link to "Find more items to pay", and a link to "Return to LawrenceKSTest".

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Payments can be made with a debit/credit card or with eCheck. Select a payment method and enter the information. Then Continue.

The screenshot shows a payment information entry form. The "Enter your payment information" section has a heading "How are you going to pay?" with two radio button options: "Enter new credit card" (selected) and "Enter new eCheck". Below this is a heading "Where should we send your receipt?" with a text input field containing "Email for receipt*". A note states "You will not be charged until you review your payment on the next step". At the bottom are "Back" and "Continue" buttons, with a mouse cursor clicking the "Continue" button. On the right, the "Summary" section shows a "Subtotal" with a blacked-out amount and a note: "An additional fee may be charged based on your method of payment".

Rental License Renewal



Select Submit payment.

Complete your payment

Review your payment method

Summary of charges

By clicking **Submit payment**, you agree to the following [privacy policy](#) and [terms of use](#).

Back

Submit payment

Allow up to 48 hours for this transaction to appear on your account statement.

Please check your email for the payment receipt.

Rental License Renewal



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The status of your rental license renewal(s) can be found by going back to the home page and selecting My Work and then My Licenses.

A screenshot of the City of Lawrence website's navigation bar and 'My Work' section. The navigation bar includes links for Home, City of Lawrence Sites, Dashboard, Apply, My Work, Today's Inspections, Map, and Rep. The 'My Work' section has sub-links for MY INVOICES, MY PERMITS, MY PLANS, and MY LICENSES, which is highlighted with a yellow box. Below this is a search bar and a table of licenses.

License Number	Renew	Name	DBA	Address	Status
LTR-					Issued

Please make sure all licenses starting with LTR and STR do not have the Renew button by them.

After submitting the payment, staff will review your application. If there are no outstanding items, an email will be sent with the issued license.

If an inspection is due, staff will invoice the Rental Inspection Fee. You will receive an email notification that an open invoice is ready to be paid.

Once paid, please contact our Planning & Development Services office at (785)832-7700 option 6 to set up the rental inspection date/time.