

Instructions for Lead Rental Registry Online System

Go to the green tab: Add Property/Unit

Owners Detail: at bottom right click **Next**

Policy Details: Check here if you do not have a policy **check in the box**

Then bottom right click **Next**

New Registration: click the green **Add Property**

a window will pop up

fill in property number **00 (county code) next box **0000000000**(account number)

click **Search** the rest of the property info will populate.

bottom right click **Submit**

The property will now be there.

Under the word **Select** there is a circle next to the property address

click **in the circle**

Under Unit Details: click green **Add Unit**

a window will pop up

Fill in: Unit Identification **SFP** (single family property)

Vacant Yes/No **No**

Occupancy **fill in date tenants moved in** (ex mm/dd/yyyy)

Skip to bottom right: click **Submit**

Bottom right: click **Next**

This will take you to the Affirmation Page. click **I Agree**

type **First name** **Last Name**

click **Next**

You will get a summary page totaling the number of units registering and dollar amount due.

At bottom: click **Payment**

The system will redirect you (to the bank) to where you pay the fee. You will be able to use a major credit card or your checking account.

****Filling out the correct property number field:** In the first box enter the county code (see below). Tab to the next box and enter the rest of the property number as one string of numbers. Do not use spacing or hyphens. Property numbers can be found on SDAT's Real Property Data Search website: (hold down the "Ctrl" and right click)

<http://sdat.resiusa.org/RealProperty/Pages/default.aspx>

For example, the owner's property is located in Baltimore City and the address is 1800 Washington Boulevard. SDAT shows the property account identifier as:

Ward - 21 Section - 04 Block - 0731 Lot - 001A

Therefore, the property number will be entered as follows:

First box enter: **03** tab, enter in second box: **21040731001A**

For County Codes:

01 Allegany	06 Caroline	11 Frederick	16 Montgomery	21 Talbot
02 Anne Arundel	07 Carroll	12 Garrett	17 Prince Georges	22 Washington
03 Baltimore City	08 Cecil	13 Harford	18 Queen Annes	23 Wicomico
04 Baltimore Co	09 Charles	14 Howard	19 St Marys	24 Worcester
05 Calvert	10 Dorchester	15 Kent	20 Somerset	

