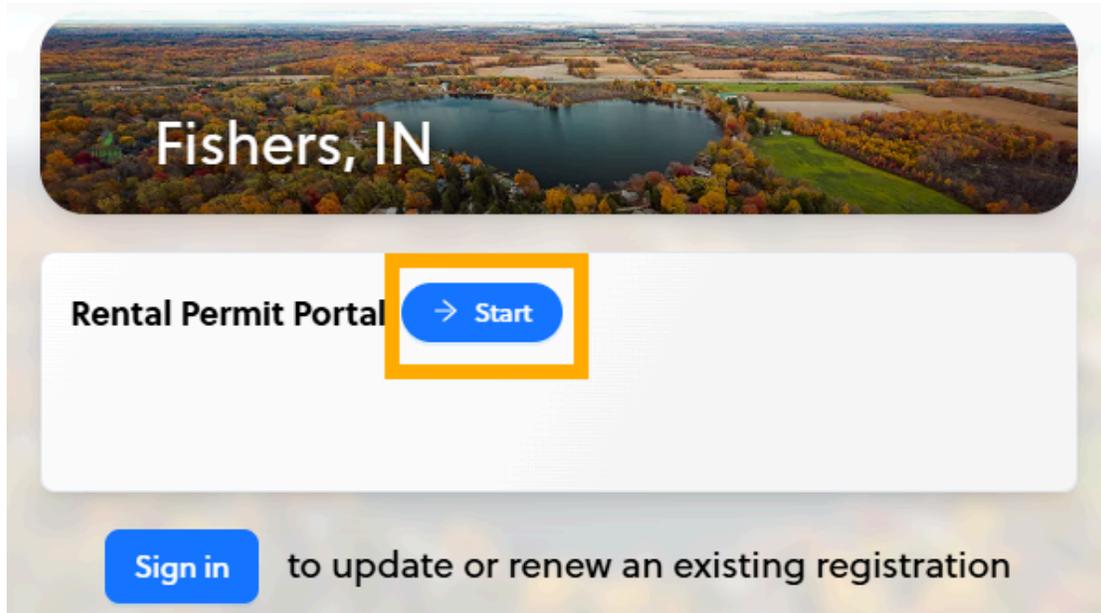


Tolemi Technical Guide

How to Register your Rental

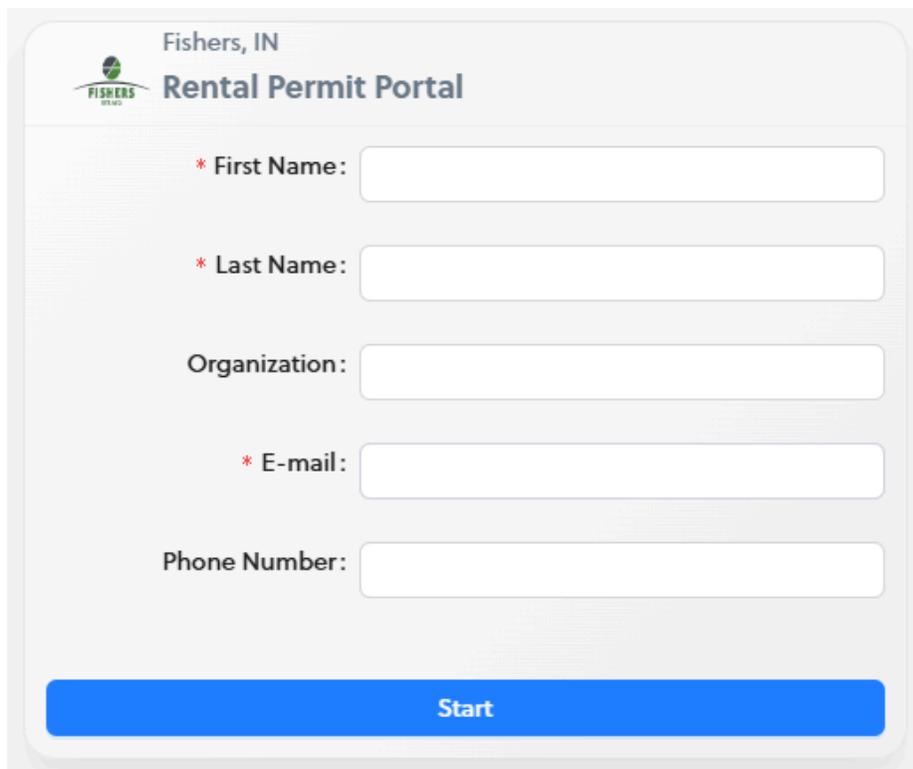
Step 1: Navigate to the Rental Permit Portal landing page

- **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**



Fishers, IN
Rental Permit Portal

* First Name:

* Last Name:

Organization:

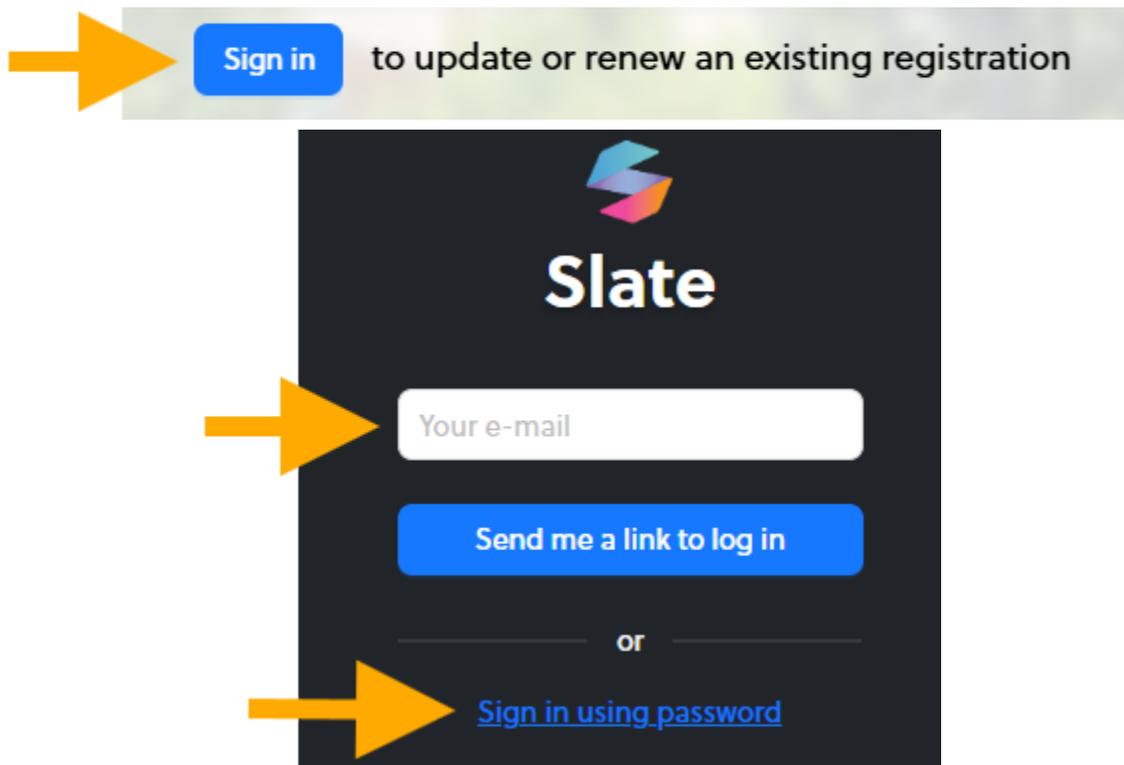
* E-mail:

Phone Number:

Start

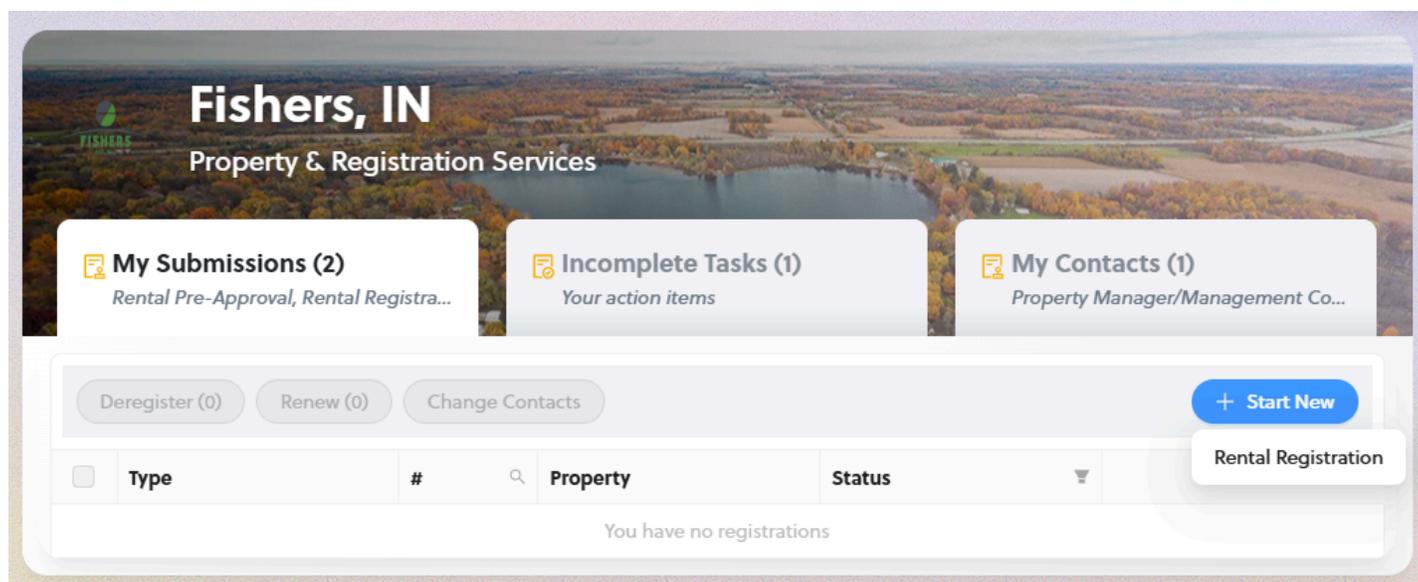
Step 3: Return Users: Login to your Slate account

- **Returning Users:** Select [Sign-in] located at the very bottom 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 or file a complaint.



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.
 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

Note that this is only for addresses in Fishers, IN

Search by Address

Selected Properties (1)

0 Brooks School Ave ?
Parcel #: 131510000026303
Unit/Building Information ⓘ: 1 [hide details...](#)

Remove any unit/building addresses that are not on the property, and add any additional below.

Name + Add Unit

0 Brooks School Ave

Back Next

Step 5: B. 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 these suggested properties” checkbox to enable the **[Next]** button.

Apply for new Rental Registration

Note that this is only for addresses in Fishers, IN

12700 brooks school a

12700 Brooks School Ave
Parcel #: 1311270000011402

Address: 12700 Brooks School Rd, Fishers, IN 46037 US
Parcel Address ⓘ: **12700 Brooks School Rd**
Parcel #: 1311270000011302

add any additional below.

Name + Add Unit

0 Brooks School Ave

Back Next

- 1 Property Selection
 - 2 Property Information
 - 3 Assign Property owner(s) or agent(s) authorized to act on behalf of the owner(s)
 - 4 Assign Property Manager/Management Company
 - 5 Review Submission
- [? Help](#)

Apply for new Rental Registration

Note that this is only for addresses in Fishers, IN

Select a maximum of 1 property

Selected Properties (2)



0 Brooks School Ave ? 🗑️
Parcel #: 1315100000026303
Unit/Building Information ?: 1 [hide details...](#)

Remove any unit/building addresses that are not on the property, and add any additional below.

Name + Add Unit

0 Brooks School Ave  🗑️

Suggested Properties (1) ?

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**

12700 Brooks School Rd
#1311270000011302

< 1 >

I have reviewed the suggested properties

Back Next



Step 5: C. 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 select the trashcan icon to delete it from the list

Apply for new Rental Registration

Note that this is only for addresses in Fishers, IN

Search by Address

Selected Properties (1)

0 Brooks School Ave
Parcel #: 1315100000026303
Unit/Building Information: 1 [hide details...](#)

Remove any unit/building addresses that are not on the property, and add any additional below.

Name + Add Unit

0 Brooks School Ave  

Back Next

Step 6: Property Information

- Complete all astrisked (*) marked fields to enable the [Next] button.

Apply for new Rental Registration

0 Brooks School Ave
Parcel #: 1315100000026303

Insurance Company Name (Optional)

I confirm that a Homestead Property Tax Deduction is not being claimed on this property while it is in use as a rental unit.

Yes No

I confirm that the owner of the single-family home or townhome at this address has not been cited for violation of any requirement imposed by Title XV of the Fishers Municipal Code

Yes No

I confirm that the owner of the single-family home or townhome at this address is current on all City of Fishers utility invoices (sanitary sewer, trash, and stormwater)

Yes No

I confirm that the owner of the single-family home or townhome at this address has not been the subject of more than seven (7) calls for service, as defined by §100.02 of the Fishers Municipal Code

Yes No

Please type your full name below as a digital signature attesting to the following: I affirm under penalties of perjury that the information contained herein is true and correct.

Start Over Back Next

Step 7: A. Assign Property Owner

- Select downward caret (v) to open the dropdown menu
- Select from the list of Property Owners or the [+Create New] button to add a new Property Owner. See “Step 7: B.” for how to enter new Property Owner information.

The screenshot displays a web interface for 'Apply for new Rental Registration'. On the left is a vertical navigation menu with five steps: 1. Property Selection (checked), 2. Property Information (checked), 3. Assign Property owner(s) or agent(s) authorized to act on behalf of the owner(s) (highlighted with a blue circle), 4. Assign Property Manager/Management Company, and 5. Review Submission. A 'Help' icon is located below the menu. The main content area is titled 'Apply for new Rental Registration' and contains the heading 'Property owner(s) or agent(s) authorized to act on behalf of the owner(s)'. Below this heading is a text prompt: 'Please provide the name, street address, phone number and email address of the property owner(s), or the agent(s) authorized to act on behalf of the owner(s) in regard to the home rental unit, including service of process.' The form is divided into two columns. The left column is labeled 'Property' and contains a blue box with the address '0 Brooks School Ave' and 'Parcel #: 1315100000026303'. Below this is a red 'Start Over' button. The right column is labeled 'Property owner(s) or agent(s) authorized to act on behalf of the owner(s)'. It features a dropdown menu with 'Select...' and a downward arrow (highlighted with a yellow box). Below the dropdown are two options: 'Me' and 'Fishers'. At the bottom of the right column is a blue '+ Create New' button, which is pointed to by a yellow arrow.

Step 7: B. Create New Property Owner

- Choose an owner type: Individual or Organization
- Complete all fields marked with an asterisk (*).
- Check which properties the owner is tied to and select the [Add and assign to (#) property] button.

Add Property owner(s) or agent(s) authorized to act on behalf of the owner(s) ✕

Type

Individual Organization

* First Name

* Last Name

* Contact E-mail

 Phone Numbers

* Primary

+ Add a Phone Number

 Addresses

Type

* Address

Apt/Ste/#

City

Zip

+ Add an Address

 Additional Information

Select properties assigned to this Property owner(s) or agent(s) authorized to act on behalf of the owner(s)

Address

0 Brooks School Ave

Add and assign to 1 property

Step 8: A. Assign Responsible Agent for Property Management

- Select downward caret (v) to open the dropdown menu
- Select a listed Property Owners or the [+Create New] button to add a new Property Owner

The screenshot displays a web interface for 'Apply for new Rental Registration'. On the left, a vertical navigation menu shows five steps: 'Property Selection', 'Property Information', 'Assign Property owner(s) or agent(s) authorized to act on behalf of the owner(s)', 'Assign Property Manager/Management Company' (highlighted with a blue circle and '4'), and 'Review Submission' (with a '5'). A 'Help' icon is at the bottom of the menu. The main content area is titled 'Apply for new Rental Registration' and 'Property Manager/Management Company'. It features two columns: 'Property' and 'Property Manager/Management Company'. The 'Property' column shows '0 Brooks School Ave' with 'Parcel #: 1315100000026303'. The 'Property Manager/Management Company' column has a dropdown menu with 'Select...' and a downward caret (v) highlighted by a yellow box. Below the dropdown, the options 'Me' and 'Fishers' are visible. At the bottom of the form, there is a red 'Start Over' button and a blue '+ Create New' button, with a yellow arrow pointing to the latter.

Step 8: B. Create New Property Owner

- Choose an owner type: Individual or Organization.
- Complete all fields marked with an asterisk (*).
- Check which properties the owner is tied to and select the [Add and assign to (#) property] button.

Add Property Manager/Management Company



Type

Individual Organization

* First Name

* Last Name

* Contact E-mail

Phone Numbers

* Primary

+ Add a Phone Number

Addresses

Type

* Address

Find an address...

Apt/Ste/#

City

v

Zip

+ Add an Address

Additional Information

Select properties assigned to this Property Manager/Management Company

- Address
- 0 Brooks School Ave

Add and assign to 1 property

Step 9: Review Submission

- Review your entered details for accuracy.
- Select **[Submit]** when finished to process your registration.

Apply for new Rental Registration

0 Brooks School Ave
Parcel #: 1315100000026303
+ Property questions

Property owner(s) or agent(s) authorized to act on behalf of the owner(s)

Property Manager/Management Company

Unit

0 Brooks School Ave

[Start Over](#) [Back](#) [Submit](#)

- ✓ Property Selection
- ✓ Property Information
- ✓ Assign Property owner(s) or agent(s) authorized to act on behalf of the owner(s)
- ✓ Assign Property Manager/Management Company
- 5** Review Submission

[Help](#)

If you have any questions, feel free to reach out to the Tolemi Support Team at support@tolemi.com for additional assistance.