How To Register Your Property Online

City of Omaha Planning Department
Register For An Online Account

Click on one of the three links to register for an online account. If you already have an account, skip to page 6.

You will be taken to the General Disclaimer, please check the box once you have read and accepted the terms, click Continue Registration.
Creating Your Login

1. Create a User Name
2. Add your E-mail Address
3. Create a Password
4. Confirm Password
5. Create a Security Question and Answer
6. Click Add New To Add Your Contact Information
1. First Name
2. Last Name
3. E-mail Address
4. Contact Address (not rental address), City, State, Zip Code
5. Contact Phone #
6. Click Continue
7. Once you have click Continue, a pop-up will appear, click on Continue to have your contact information added to the account.
Confirmations

Your contact will be added successfully, click on Continue Registration.

Your account has been successfully created!
Login

Enter your Username and Password, then click Login.
Register Your Property

Click on Register Your Property Here! to start the registration for your property.
Register Your Property cont...

You will be taken to the General Disclaimer, please check the box once you have read and accepted the terms, click *Continue Registration*.

Please reference [www.dogis.org](http://www.dogis.org) to see what the parcel address of your Rental property is, if there are multiple addresses on the parcel. Please Follow the instructions given on the Address section.
Register Your Property cont...

1. Add Applicant Information
2. Add Property Manager Information
3. Add Responsible Party Information (if applicable)
4. Add Additional Contact Information (if applicable)

- If you click on Select from Account, this will allow you to use the information from when you created your account.
- If you click on Add New, this will allow you to add a new contact for that particular section.
Register Your Property cont...

1. Select the *Rental Type* from the drop-down list.
2. Add a *Complex Name*, if applicable.
3. Add the *Total Number of Units on the Parcel*.
Register Your Property cont...

Click *Add a Row* to add different addresses that are located on the parcel.

Add the different addresses, then enter how many units are on that one address, Click *Submit*.
Register Your Property cont...

This will add an address to the registration. You can edit/delete the address by clicking on the *Actions* link at the end of the row and selecting either *Edit* or *Delete*.

Continue the prior steps until you have your total amount of units for the parcel in the list. *(example: 11 units was put in the total amount of units for the parcel, you should have 11 total units in the list)*

Click *Continue Application*
Register Your Property cont...

You will be taken to the Review page, this is where you can make sure that all the information is correct. Once all of the information has been reviewed, please click on Continue Application to submit your registration.
Register Your Property cont…

1. Successfully submitted your registration
2. Click on Print/View Record to get your information that is required to be given to you upon registering your property.
3. Rental Registration reference number
4. View the Rental Registration
5. If you have more properties using a lot of the same information, click Copy Record to save time. This will allow you to copy information from this record and have it pre-filled in your next registration.
Rental Registration Information

- The registration is free.
- If you have no existing housing violations with the City of Omaha, inspections will not begin until 2022.
- Inspections will only occur once every 10 years if violations are corrected in the allotted time frame.
- If you have existing housing violations with the City of Omaha, inspections may begin as soon as 2020.

For more information, please visit our site for Rental Registration.

Click Here to view the ordinance.