

RENTAL OCCUPANCY Online Instructions

****If you are no longer renting your property, please notify the Health Department in writing to avoid any fees, at: Healthdepartment@town.dennis.ma.us**

You will need to create an account to get started. Please follow this link to the [Online Permitting](#) portal and use the instructions below. Or go to www.town.dennis.ma.us Citizen Action Center click '**Online Services**' → Click '**Online Permitting**'.

Login or Register- Please create a login username and password. **Save this information for future logins.**

Click **Apply**

- Under the **LICENSE** category, select **Rental Occupancy Permit**→ Click **APPLY**

(Create New Business)

- In dropdown menu, select **RENTAL PROPERTY OWNER- RESIDENTIAL**
- Click on (+) Plus symbol
- Click on (+) search and add location of rental property→ NEXT

Step 1 (Location)

- Click on (+) Plus symbol
- Search address of rental property→ ADD→ NEXT

Step 2 (Type)

- Company Name= Homeowner First and Last name
- Location= Residential
- Industry Classification- **SKIP**
- Description- Type in **Unit Number (if multi-unit) for each application** → NEXT

Step 3 (Contacts) *If applicable only*

- Click (+) to add contact for tenant or rental agent→ NEXT

Step 4 (More Info)

- Enter All Required Fields→ NEXT

Step 5 (Attachments) *Skip this step*

- You are NOT required to attach anything → NEXT

Step 6 (Signature)

- Type your name in the signature box as consent to sign application
- Enable Type Signature (toggle button)
- Type electronic signature → NEXT

Step 7 (Review and Submit)

- Click Submit

Continued on back page

PAYMENT- Once your application is reviewed, you will be invoiced for the appropriate fees. To make your payment online, please follow the link on your invoice, or select “Pay Now” from your dashboard.

If you are paying by **check**, make checks payable to “Town of Dennis” and send to:

Town of Dennis
Attn: Health Department
685 Route 134
South Dennis, MA 02660

****A COPY OF YOUR INVOICE MUST BE INCLUDED WITH YOUR PAYMENT****

DASHBOARD- Please go to your dashboard on the black toolbar to view any invoices/payments, print your permit, view permit information, and to renew your permit each year.

Please contact our office for assistance at 508-760-6158