

**City of Inglewood**  
**Long Term Rental Division**  
**Residential Registry System Instructions**

**Step 1: VISIT WEBSITE:**

<https://www.hpreistry.cityofinglewood.org/#/homepage>

(Use Google Chrome)

**Step 2: LOG INTO YOUR ACCOUNT OR CREATE AN ACCOUNT:**

Log-in with the email and password you used to create your account. If you have not created an account, go to step 3 and 4.

**Step 3: CREATE AN ACCOUNT (if applicable):**

Select “Click Here to Create an Account” and enter an email and create a password. A verification email will be sent to your personal email. You must access this email to activate your account.

**Step 4: ADD PROPERTY TO YOUR ACCOUNT (if applicable):**

Once verified, log into your account and click the blue “Add Property” button. Enter the unique APN and PIN combination provided in the Registration Letter mailed to you, to add the rental property to your account.

**Step 5: REVIEW OWNER CONTACT INFORMATION:**

Click the “Open” button for the property you would like to update/register. Click on “Contacts” above the property image to review and edit the contact information. You must select the Property Manager option, whether you have one or not; if you do not have one, check the box “Same as Owner”.

**Step 6: ENTER UNIT INFORMATION:**

Click the “Open” button for the property you would like to update/register. Click the blue “Actions” button and select “Edit” form the dropdown menu. In the pop-up window, select the applicable “Occupant Type” from the dropdown menu and enter data for each field displayed.

**Step 7: APPLY FOR PROPERTY OR UNIT EXEMPTION (if applicable):**

- If a **PROPERTY** is eligible for an exemption, click the blue “Property Actions” button and select “Apply for Property Exemption” from the dropdown menu. Enter data in each field and upload documentation to substantiate the reason for the exemption.
- If a **UNIT** is eligible for an exemption, click the blue “Actions” button and select “Apply for Exemption” from the dropdown menu. Enter the data in each field and upload documentation to substantiate the reason for the exemption.

**Step 8: FINALIZE REGISTRATION AND PRINT CERTIFICATE:**

Finalize the registration by clicking the red “Review and Submit” button and complete the submission process. Once submitted, click the blue “Property Actions” button and select “Download Registration Certificate”. This certificate must be given to all tenants and posted in a common area on the property, near the mailboxes, laundry room or public entrance.