

SAVING & SUBMITTING A PDF FORM APPLICATION ONLINE



TOWN OF AMHERST 5583 Main St Williamsville, NY 14221

STEP 1

- When you click the link to the application. You will first need to save the file to your computer.
- To do this click on the Save Form button **(circled here in Red)**.
- When save, you must select a place on your computer to save the file to.

Important Note: It is critically important to be sure you are saving your file in a location where you know where to find it when you want to upload it on the WebPortal.

Cert. # _____

JNIT REGISTRATION 2019

[Clear Form](#)
Save Form

WebPortal Application Page

Date: _____

Cont. # _____

PROPERTY MANAGER LICENSE 2019

WebPortal Account Login Page

[Clear Form](#)
Save Form

ed to apply for a Property Manager License.

te sections 1, 2 & 3 and provide additional information

mber, type of business and verification of License will be
tment offices.
ice per NYS Freedom of Information Requirements.)

STEP 2

- Once you have saved your application to a location on your computer where you know you can find it, fill out the required items with the accurate information.
- If you are unsure of what an item is asking, hover over the text box or button to see a description of the item and what is required.

STEP 3

- Once you have completed the proper form(s), save the document.
- To do so, go to **File** in the upper left of the screen (**circled here in Red**) and select **Save** or select the Save Form button in the upper right of the form.

Town of
**AMHERST
BUILDING
DEPARTMENT**

RENTAL UNIT RE

"Building Safety Is No Accident"
5583 Main St. Williamsville NY 14221 (p)631-7050

New Renewal

Property Address: 5583 Main st Aml

Owner Name: John Doe

Owner Address: 1100 N Forest

Owner Phone #: 716-631-7050

Owner Email: jdoe@amherst.ny

STEP 4

- Once you have saved your completed application, log into the [WebPortal Application Login Page](#).
- If you have not created an account on WebPortal, you need to do so prior to submitting your application online.
- If you need instructions on how to create an account and submit the application, follow the link here for instructions:

{LINK TO LOGIN INSTRUCTIONS HERE}
- If you have already created a login and want to know how to submit your saved application continue to step 5 on the next page.

STEP 5

- Once you have logged in using your email and password, you will see your account application history.
- To apply, select the parcel search and attach your application with the attachments seen here.
- Once the applications have been filled out properly, select the Parcel Search link seen here circled in **Red**.

The screenshot displays a web browser window with the URL <https://ips.egov.basgov.com/amherst/history.aspx>. The page header includes the user name "James Quinn" and navigation links for "Account Settings", "Application History", and "Logout". The main content area features the Town of Amherst logo and contact information: "TOWN OF AMHERST", "5583 Main Street | Williamsville, NY 14221", and "(716) 631-7000". Below this is the "Integrated Property System Web Portal" title. A navigation menu contains a link for "Parcel Search", which is circled in red. Underneath is an "Application History" section with a date range filter set from "7/23/2019" to "8/23/2019" and a "View" button. The application history table is currently empty, displaying "No transactions on record". At the bottom of the page, there is a footer with contact information for filing a phone complaint and a copyright notice for Business Automation Services, Inc. The Windows taskbar at the bottom shows the system time as 1:48 PM on 8/23/2019.

STEP 6

- Selecting **Parcel Search** will bring you to the page seen here.
- On the left side bar on the page, select **Submit an Application** icon circled here in **Blue**.
- You will then be prompted to enter in the address you wish to register a rental unit or assign a property manager to.
- Enter the address and select the **Search Parcels** button circled here in **Red**.

Note: Be sure to select “Amherst” as the city or leave it set to “Any.” Otherwise the address may not come up.

Lookup by Address
For records concerning a **specific property**, you can search by the property address, the owner's name or the Section, Block and Lot number (i.e. Tax Map or SBL #).

Street #: Street:
City:

By Address
 By Owner/Business
 By SBL

Lookup by Area
For records concerning the **public right-of-way** (e.g. streets, sidewalks, traffic lights, curbs, storm drains, utility poles, etc.), you can search by street name.

By Location

Lookup by Address
For records concerning a **specific property**, you can search by the property address, the owner's name or the Section, Block and Lot number (i.e. Tax Map or SBL #).

Street #: Street:
City:

By Address
 By Owner/Business
 By SBL

STEP 7

- *If the property is not a building and is single family dwelling, you will not see this step and can skip to step 7.*
- After you enter the address and select Search Parcels, you may need to confirm the address by selecting the **Submit Application** link next to the corresponding address you wish to submit the application to circled here in **Red**.

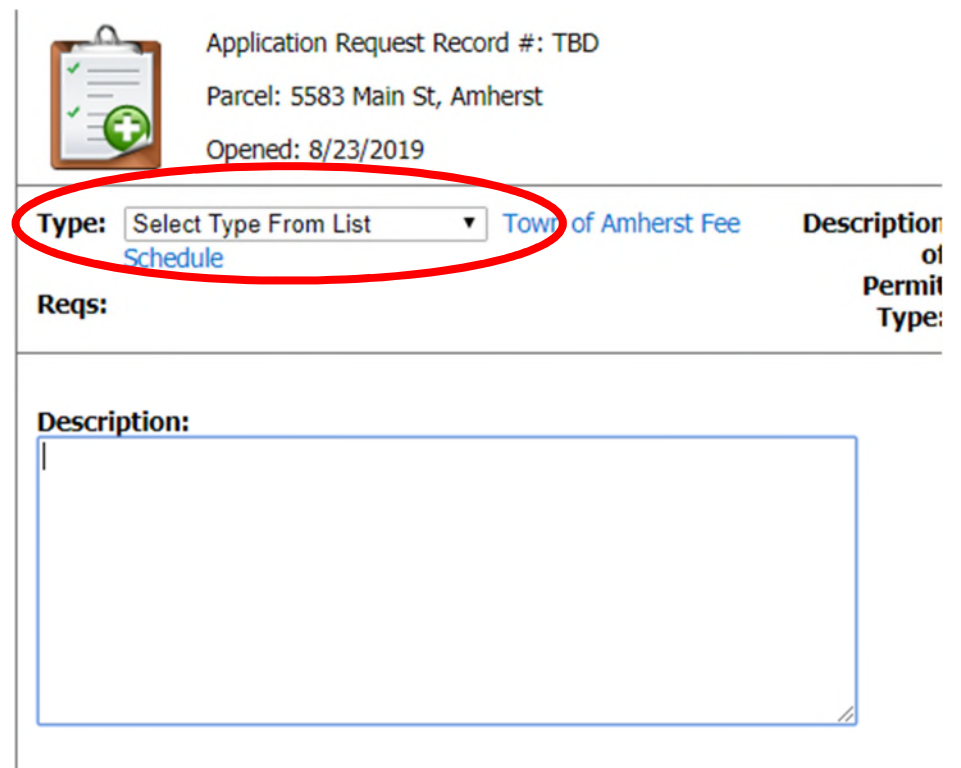
n Web Portal

t Town Hall, Town of Amherst	Submit Application
RUCK INSPECTIONS	Submit Application

STEP 8

- Selecting the Submit Application link will take you to the Application Request page seen here.
- In the drop down menu next to **Type:** on the left side of the screen circled here in **Red**, select the type of application you are applying for and fill in the Description box a description of the situation involving the rental or property manager as best as possible.
- Below is a list of the options that will be available to you. Be sure to consult with the Building Department to determine which application(s) you will be required to submit.

- Longterm - Owner Occupied
- Longterm – Non owner Occupied
- Prop Mngr (New)
- Prop Mngr (New-multi)
- Prop Mngr (Renew)
- Prop Mngr (Renew-multi)
- Short Term - Owner Occupied
- Short Term – Non owner Occupied



Application Request Record #: TBD
Parcel: 5583 Main St, Amherst
Opened: 8/23/2019

Type: [Town of Amherst Fee Schedule](#) **Description of Permit Type:**

Reqs:

Description:

STEP 9

- After you have selected the proper application type, you will need to select the most accurate relation you have to the parcel and the application. For example, if you are the owner, select owner.
- Locate your saved application on your computer by selecting the **Choose File** button circled here in **Red** and select the application file on your computer.

In relation to this parcel, I am a(n):

Valuation: (not required) \$

Permit Receipt Method:

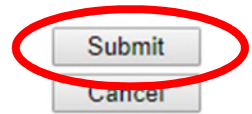
Uploaded Attachments (Choose up to 3 at a time)
Max cumulative file size = 8 MB

- Upload any applicable attachments below

<input type="button" value="Choose File"/>	No file chosen	Remove
<input type="button" value="Choose File"/>	No file chosen	Remove
<input type="button" value="Choose File"/>	No file chosen	Remove

STEP 10

- Select the Submit button circled here in **Red**.
- After clicking submit, you will be directed to the page seen below. You can print a copy of your transaction by selecting the link titled ***Click here to view a printable copy*** circled below in **Blue**.



his parcel,

Owner ▼

Integrated Property System Web Portal

Thank you for submitting an application. This does not mean you are permitted to start work. This starts the review and you will be contacted by the Building Department if your application has been accepted or rejected. The Building Department may accept your application but need more materials. For any questions, please call the Building Department at 716-631-7080

[Click here to view a printable copy](#)