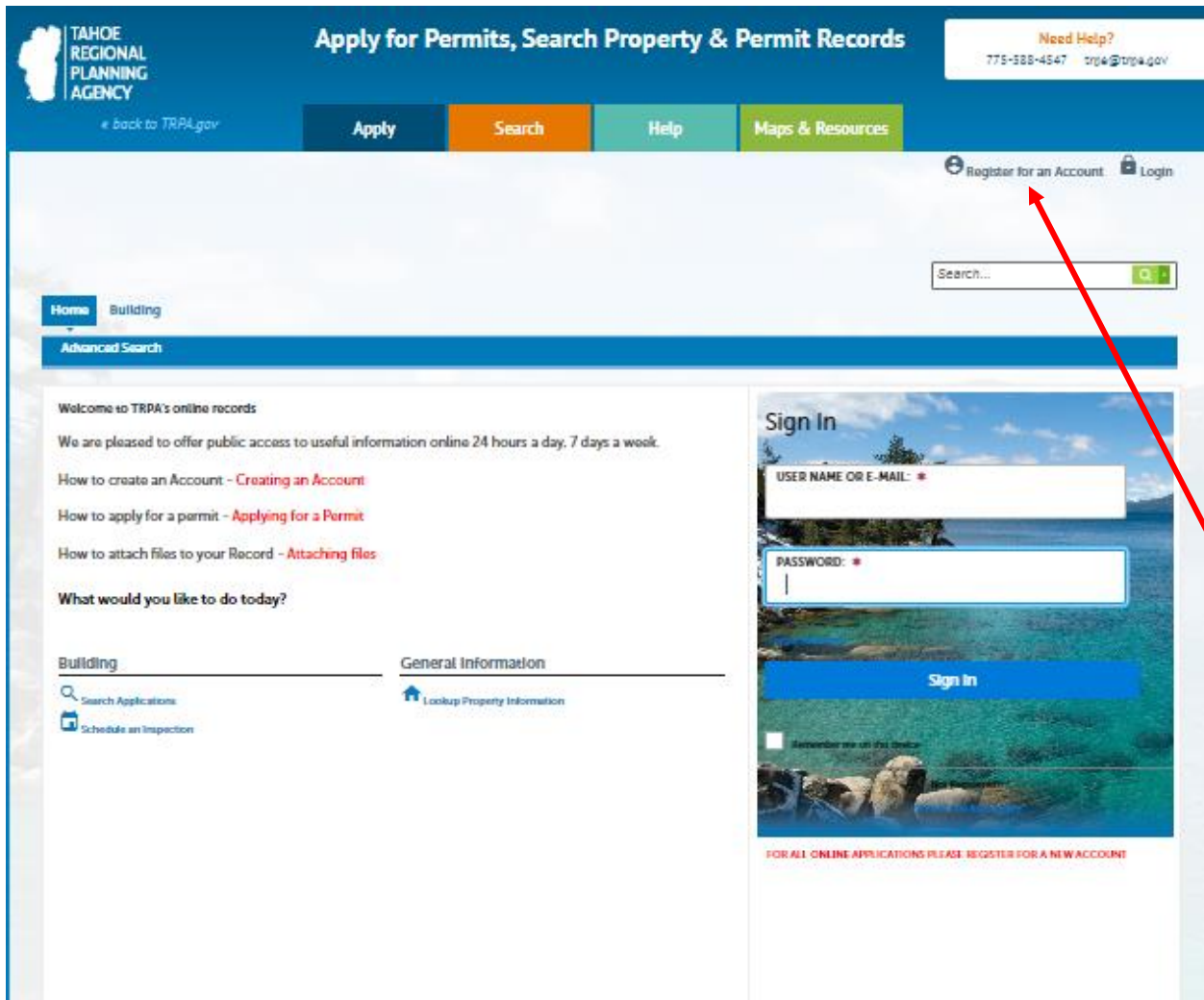


Instructions for completing the “Deed-Restriction Compliance Form” in the Citizen’s Access Database

1. In your internet browser, go to: <https://aca-prod.accela.com/TRPA/Default.aspx>
2. If you do not already have an account, create an account by clicking on “Register for an Account” in the “Sign In” section:

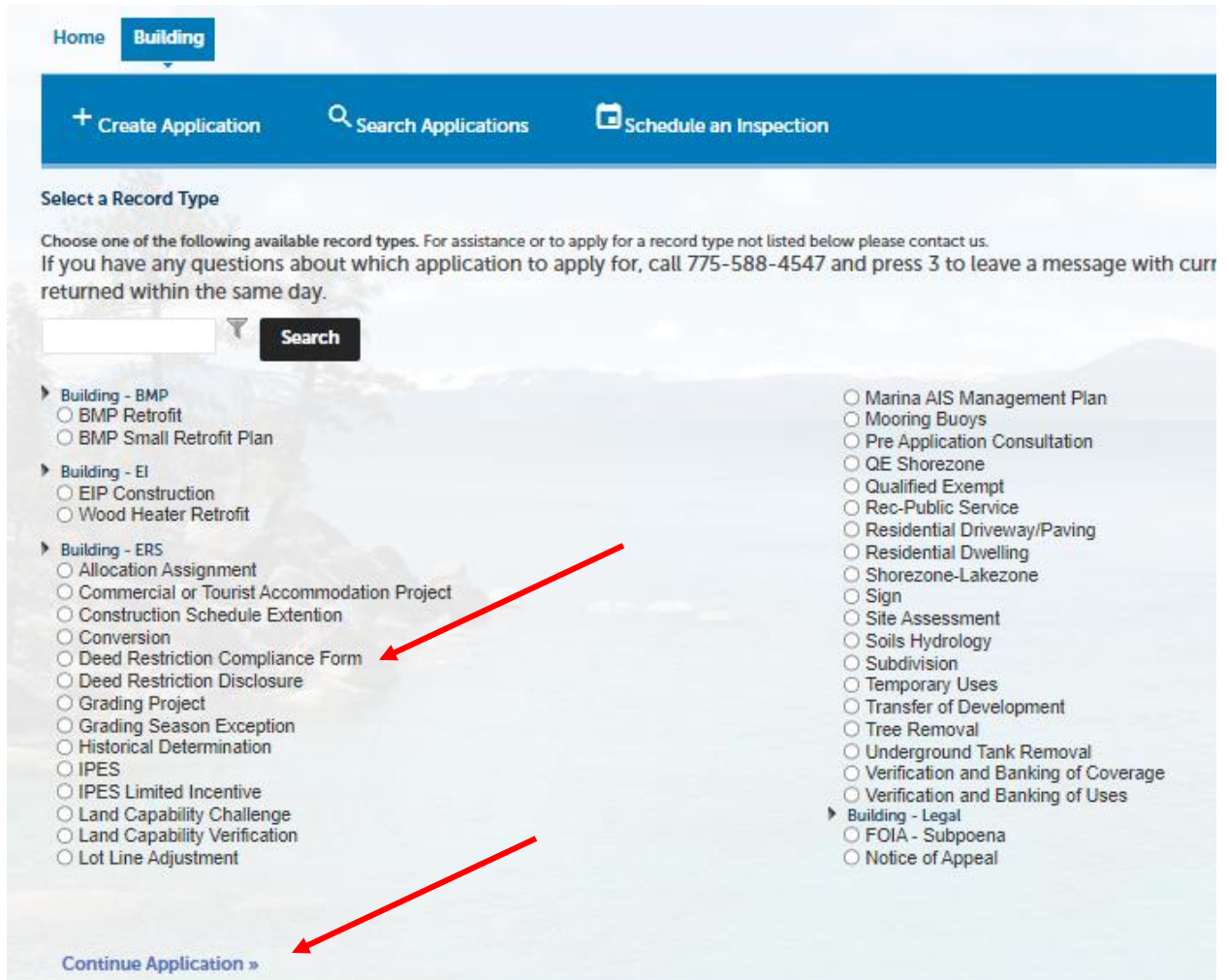


The screenshot shows the Tahoe Regional Planning Agency website. At the top, there is a navigation bar with the agency logo, the title "Apply for Permits, Search Property & Permit Records", and contact information. Below the navigation bar are buttons for "Apply", "Search", "Help", and "Maps & Resources". A search bar is located on the right side of the page. The main content area is divided into two columns. The left column contains a "Welcome to TRPA's online records" message and links for "Creating an Account", "Applying for a Permit", and "Attaching files". The right column features a "Sign In" section with input fields for "USER NAME OR E-MAIL" and "PASSWORD", a "Sign In" button, and a "Remember me on this device" checkbox. A red arrow points to the "Register for an Account" link in the top right corner of the page.

3. Once signed in, mouse over the blue “Apply” tab near the top of the page, then select “Apply using an existing account.”
4. A page will pop up that says “What would you like to do today?” Select “Create Application.”

The screenshot shows the Tahoe Regional Planning Agency website. At the top left is the logo and text "TAHOE REGIONAL PLANNING AGENCY" with a link "« back to TRPA.gov". To the right is the main header "Apply for Permits, Search Property & Permit R". Below this is a navigation bar with four tabs: "Apply" (blue), "Search" (orange), "Help" (teal), and "Maps & Res" (green). A red arrow points to the "Apply" tab. In the top right corner, it says "Logged in as: Karen Fink". Below the navigation bar is a secondary menu with "Home" and "Building" tabs. Under "Building" are "Dashboard", "My Records", "My Account", and "Advanced Search". The main content area starts with "Welcome Karen Fink" and "You are now logged in." followed by "What would you like to do today?" and "To get started, select one of the services listed below:". There are two columns of services. The left column is titled "Building" and includes: "+ Create Application", "Search Applications", and "Schedule an Inspection". A red arrow points to the "Create Application" link. The right column is titled "General Information" and includes "Lookup Property Information".

- Review and accept the General Disclaimer to continue the application. Click “Continue application” at the bottom of the page.
- A list of application types will appear. Select “Deed-Restriction Compliance Form” under “Building – ERS.” Then click “Continue Application.”



- Complete the “Step 1: APO” by inputting the assessor parcel number and then selecting your property from the list in the dialog box. Click “Continue Application”.
- Complete the “Step 2: Contacts” sections by selecting a contact from the account or by creating a new contact. Click “Continue Application”
- In “Step 3: ASI,” answer the question in the form related to whether the unit is a rental unit or not. In the “Notes” section, please provide information related to the most recent sales price, and the rental rate. In the “Attachments” section, provide documentation of the rental rate. Documentation may be in the form of a rental contract or other agreement.

The unit was occupied by the owner throughout the last year: Yes No


If yes, the owner meets one or more criteria (the income and/or rent limits and/or employer requirement) established in the deed restriction?: Yes No

Unit/Units was/were rented?: Yes No

If yes, the renter meets one or more criteria (the income and/or rent limits and/or employer requirement) established in the deed restriction?: Yes No

Has the unit been used as a second home or vacation rental during the course of the last year?: Yes No

The unit has been used exclusively by a permanent resident or seasonal worker throughout the course of the last year?: Yes No

Construction on the unit is not complete. Anticipated date of completion is : 

Notes:

I hereby declare under penalty of perjury that all information submitted as part of this compliance form is true and accurate to the best of my knowledge and I understand that should any information submitted be inaccurate, erroneous or incomplete, TRPA may take appropriate action.:

Attachment

If applicable attach documents -Please attach a copy of Authorization for Representation Form

10. Please contact TRPA at 775-588-4547 or trpa@trpa.gov for assistance with this form.