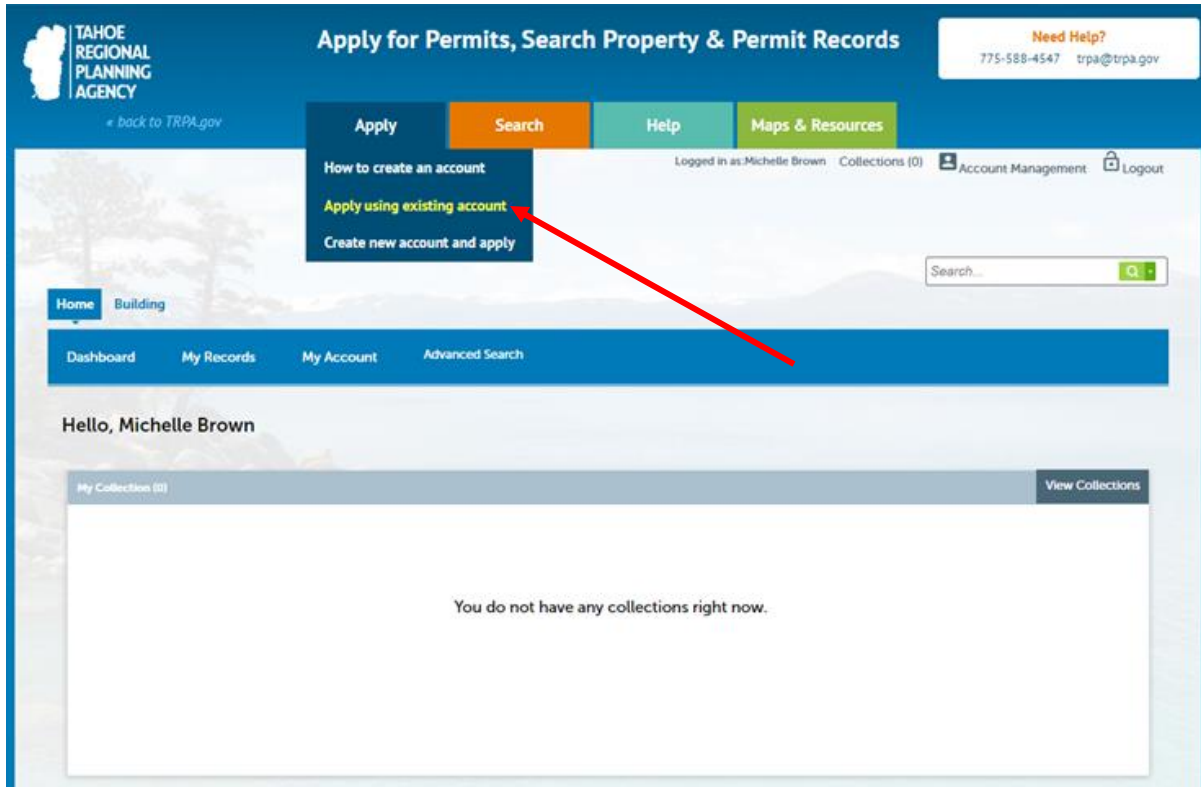


Instructions for completing the “Deed-Restriction Compliance Form” in the Citizen’s Access Database

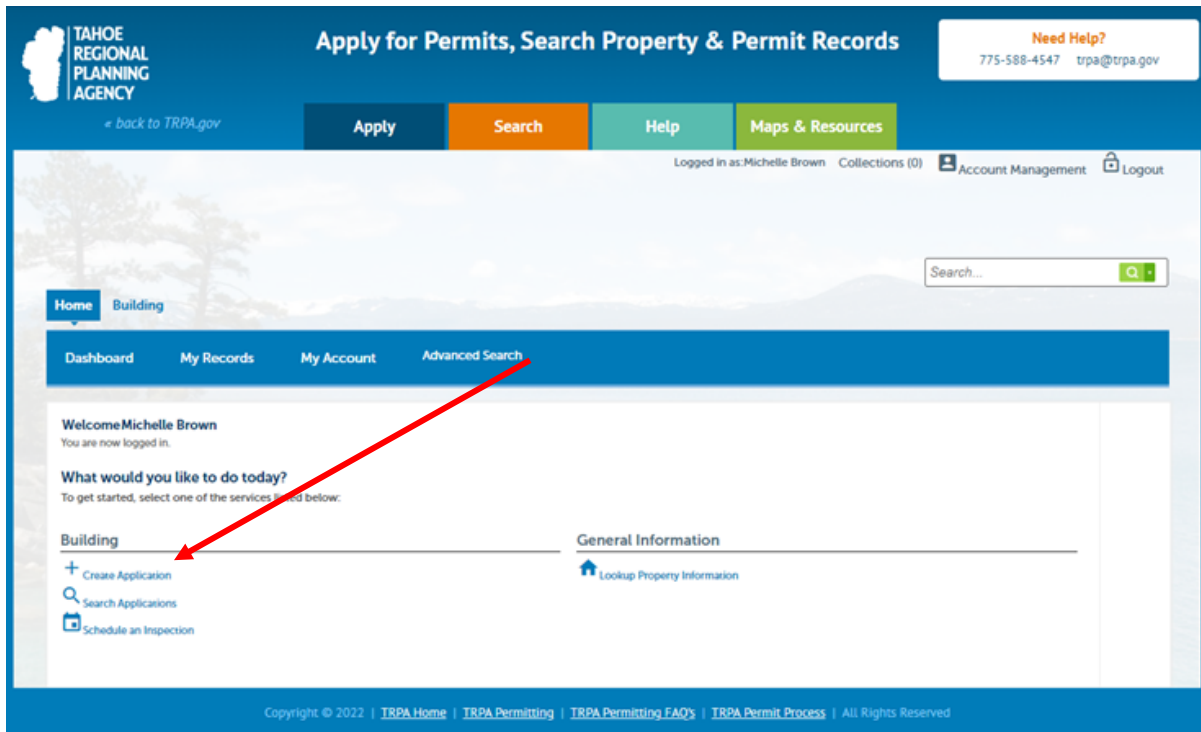
1. In your internet browser, go to: <https://aca-prod.accela.com/TRPA/Default.aspx>
2. If you do not already have an account, create an account by clicking on “Create an Account” in the “Sign In” section:

The screenshot shows the TRPA website interface. At the top, there is a navigation bar with the TRPA logo, the text "TAHOE REGIONAL PLANNING AGENCY", and the main heading "Apply for Permits, Search Property & Permit Records". A "Need Help?" section provides contact information: 775-588-4547 and trpa@trpa.gov. Below the navigation bar are buttons for "Apply", "Search", "Help", and "Maps & Resources". A search bar is located in the top right corner. The main content area is divided into two columns. The left column contains a "Welcome to TRPA's online records" message, links for "How to create an Account - Creating an Account", "How to apply for a permit - Applying for a Permit", and "How to attach files to your Record - Attaching files". Below this is a "What would you like to do today?" section with two categories: "Building" (containing "Search Applications" and "Schedule an Inspection") and "General Information" (containing "Lookup Property Information"). The right column is titled "Sign In" and contains a "USERNAME OR EMAIL" field, a "PASSWORD" field, a "Forgot Password?" link, a "SIGN IN" button, and a "Remember me on this device" checkbox. Below the sign-in form is a "Not Registered?" link with "CREATE AN ACCOUNT" text underneath. A red arrow points to this "CREATE AN ACCOUNT" link. At the bottom of the page, there is a footer with copyright information and links to "TRPA Home", "TRPA Permitting", "TRPA Permitting FAQs", and "TRPA Permit Process".

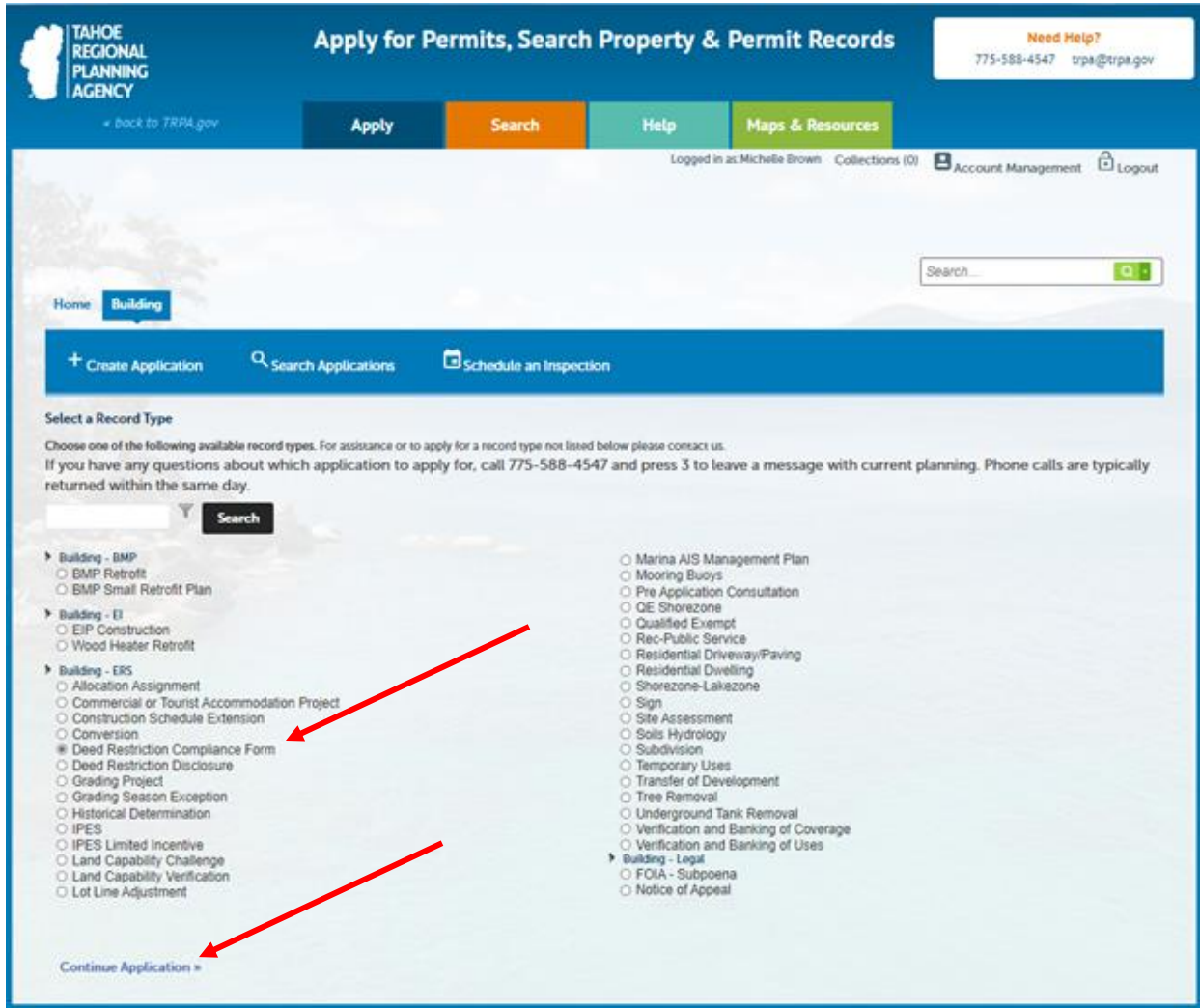
- Once signed in, mouse over the blue “Apply” tab near the top of the page, then select “Apply using an existing account.”



- A page will pop up that says “What would you like to do today?” Select “Create Application.”



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



7. Complete the "Step 1: Location" by inputting the assessor parcel number and then selecting your property from the list in the dialog box. Click "Continue Application".

The screenshot displays the Tahoe Regional Planning Agency (TRPA) website interface for applying for permits. The header includes the TRPA logo, navigation tabs (Apply, Search, Help, Maps & Resources), and user information (Logged in as Michelle Brown). The main content area is titled "Deed Restriction Compliance Form" and shows a progress bar with five steps: 1 Location, 2 Contacts, 3 Information and Documents, 4 Review, and 5 Record Issuance. The "Step 1: Location" section is active and contains three main input areas: Parcel, Address, and Owner. The "Parcel" section has a red arrow pointing to the "Parcel Number" field. The "Address" section has a red arrow pointing to the "Continue Application" button. The "Owner" section has a red arrow pointing to the "Country" dropdown menu. A "Save and resume later" button is located at the bottom right of the form.

Parcel

* Parcel Number: Jurisdiction:

Address

CHOOSE EITHER STREET NO AND STREET NAME OR PARCEL NUMBER TO SEARCH
IF YOU ARE ENTERING A FOIA-SUBPOENA YOU ONLY NEED TO ENTER OWNER NAME INFORMATION

* Street No: * Street Name: Street Type:

City: State:

Owner

Owner Name:

Address Line 1:

Address Line 2:

Address Line 3:

City: State: Zip: Country:

[Continue Application >](#) [Save and resume later](#)

- Complete the "Step 2: Contacts" sections by selecting a contact from the account or by creating a new contact. Click "Continue Application"

The screenshot displays the Tahoe Regional Planning Agency (TRPA) website interface. At the top, the header includes the TRPA logo, the text "TAHOE REGIONAL PLANNING AGENCY", and the main navigation title "Apply for Permits, Search Property & Permit Records". A "Need Help?" link with contact information (775-588-4547, trpa@trpa.gov) is located in the top right. Below the header is a navigation bar with buttons for "Apply", "Search", "Help", and "Maps & Resources". The user is logged in as "Michelle Brown" and has access to "Account Management" and "Logout" options. A search bar is present in the upper right of the main content area.

The main content area features a "Building" sub-header and a navigation menu with "Home" and "Building". Below this is a blue bar with three primary actions: "Create Application", "Search Applications", and "Schedule an Inspection". A progress bar for the "Deed Restriction Compliance Form" shows five steps: 1. Location, 2. Contacts (current step), 3. Information and Documents, 4. Review, and 5. Record Issuance.

The "Step 2: Contacts" section is titled "Applicant" and includes a note: "To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link." A contact entry for "Michelle Brown" is shown with details: email (mbrown@trpa.gov), home phone (775-5895225), mobile phone, work phone, and fax. There are "Edit" and "Remove" links for this contact. Below this is an "Other" section with the same instruction: "To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link." At the bottom of the contact section are three buttons: "Select from Account", "Add New", and "Look Up".

At the bottom of the page, there is a "Continue Application" link on the left and a "Save and resume later" button on the right.

- In "Step 3: Information and Documents," 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/or the rental rate.

The screenshot displays the Tahoe Regional Planning Agency (TRPA) website interface. At the top, the header includes the TRPA logo, the text "TAHOE REGIONAL PLANNING AGENCY", and the navigation title "Apply for Permits, Search Property & Permit Records". A "Need Help?" link with contact information (775-588-4547, trpa@trpa.gov) is also present. Below the header, there are navigation buttons for "Apply", "Search", "Help", and "Maps & Resources".

The main content area shows the user is logged in as Michelle Brown. A search bar is located in the top right. Below the search bar, there are navigation links for "Home" and "Building". A blue bar contains three main actions: "+ Create Application", "Search Applications", and "Schedule an Inspection".


The "Deed Restriction Compliance Form" is displayed with a progress indicator showing five steps: 1 Location, 2 Contacts, 3 Information and Documents (the current step), 4 Review, and 5 Record Issuance. The "Step 3: Information and Documents" section is expanded, showing a "Custom Fields" section with a "GENERAL" sub-section. The form includes several input fields and radio button options:

- Property Type: A dropdown menu currently set to "--Select--".
- Number of Affordable Income Units: An empty text input field.
- Number of Moderate Income Units: An empty text input field.
- Number of Achievable Units: An empty text input field.
- The deed restriction(s) cover the following units: Number of studio units: An empty text input field.
- Number of 1 bedroom units: An empty text input field.
- Number of 2 bedroom units: An empty text input field.
- Number of 3 bedroom units: An empty text input field.
- Number of 4 bedroom units: An empty text input field.
- Number of 5 bedroom units: An empty text input field.
- Total number of units: An empty text input field.
- The unit was occupied by the owner throughout the last year: Radio button options for "Yes" and "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?: Radio button options for "Yes" and "No".
- Unit/Units was/were rented?: Radio button options for "Yes" and "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?: Radio button options for "Yes" and "No".

A note at the top right of the form states "* indicates a required field." The form is set against a background image of a mountain range.

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

The maximum file size allowed is 100 MB. ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;... are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

[Continue Application >](#) **Save and resume later**

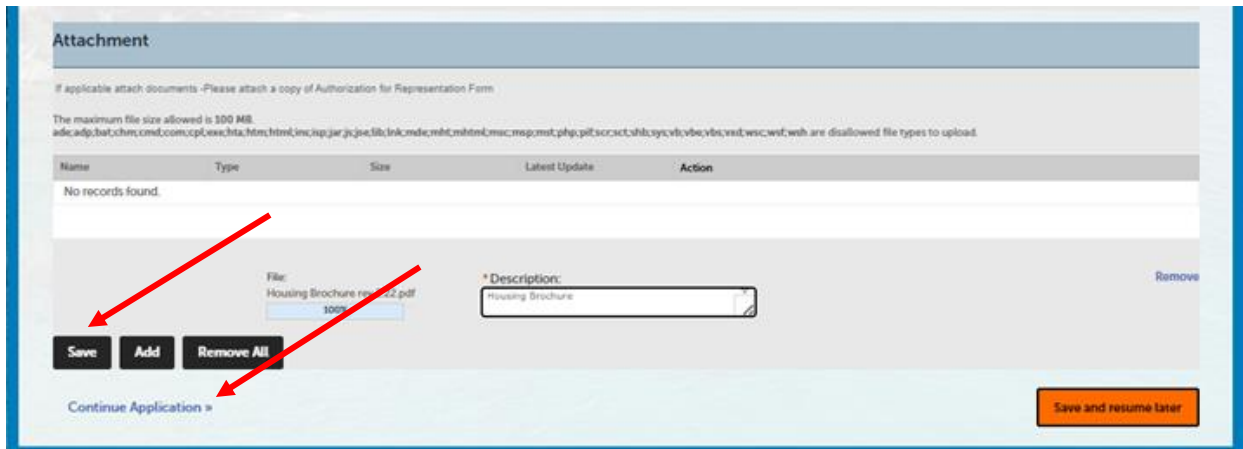
10. In the “Attachments” section, select “Add” to upload supporting documentation. Be sure to have your documents saved in an allowable format (e.g. pdf or jpg). The maximum file size allowed is 100 MB. Select “Continue” then “Save” to complete the upload. Click “Continue Application”.

File Upload

The maximum file size allowed is 100 MB. ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;... are disallowed file types to upload.

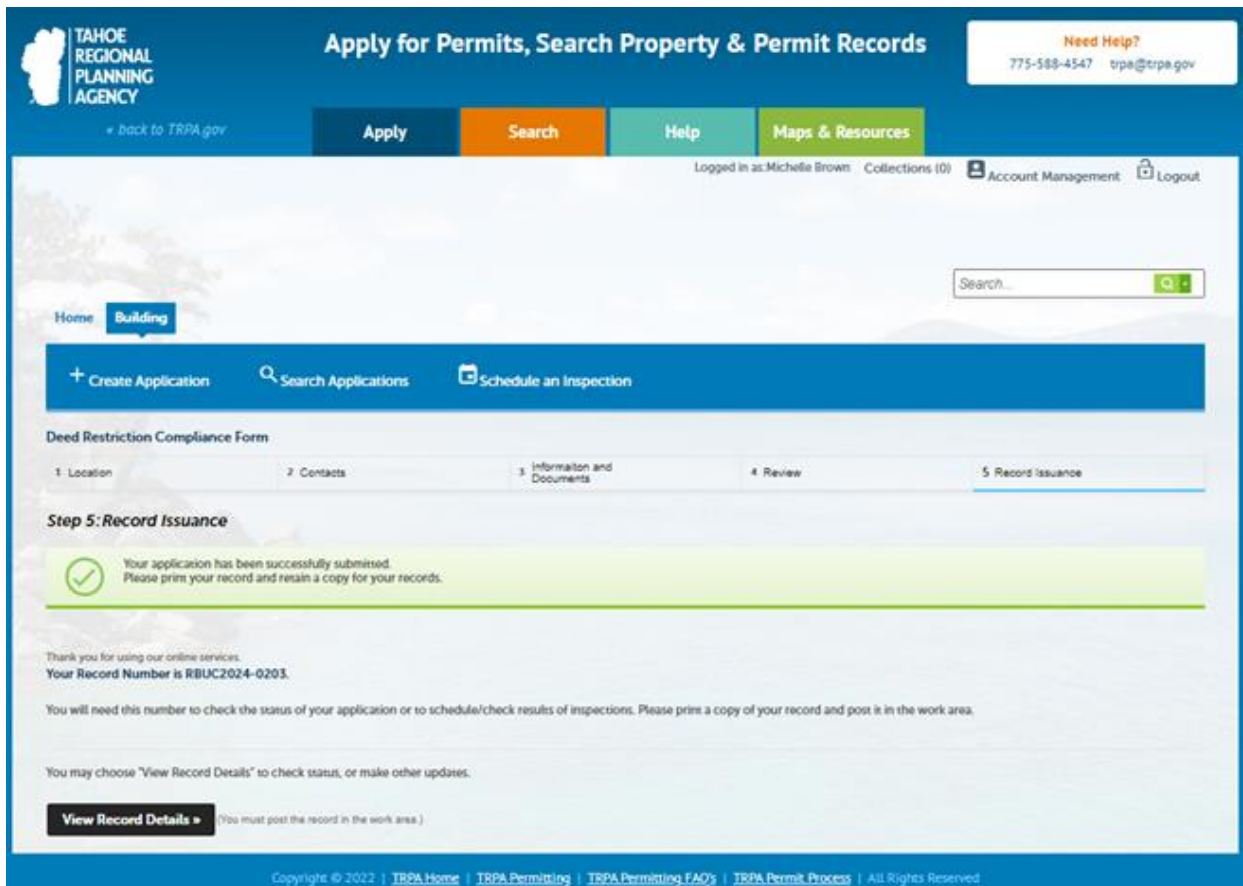
Housing Brochure rev 2.22.pdf 100%

Continue **Add** **Remove All**



11. In “Step 4: Review”, verify all the information is correct and make any edits as needed. Click “Continue Application”.

12. In “Step 5: Record Issuance”, make note of your record number for future reference. You have now completed the online Deed-Restriction Compliance Form.



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