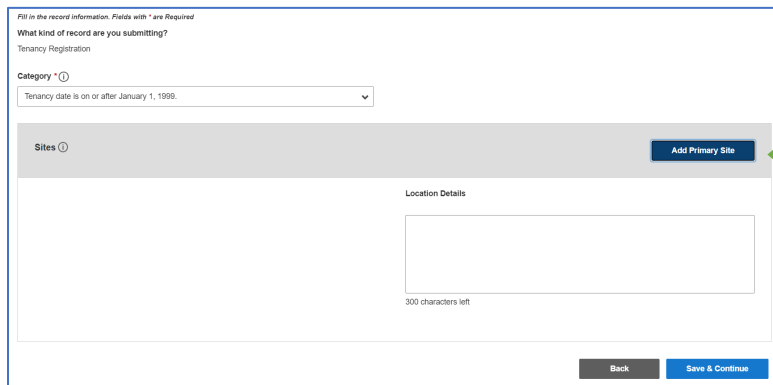## TOPIC: How to Select the Primary Site

When filing a Tenancy Registration form in Civics, you must add a "Primary Site," which is the address of the unit with the new tenancy.

To start filing a tenancy registration form, select Submit a Record at the top of your screen and then click Tenancy Registration under the Forms list in the lower left.

To select a Primary Site, click the blue Add Primary Site button on the Tenancy Registration form.
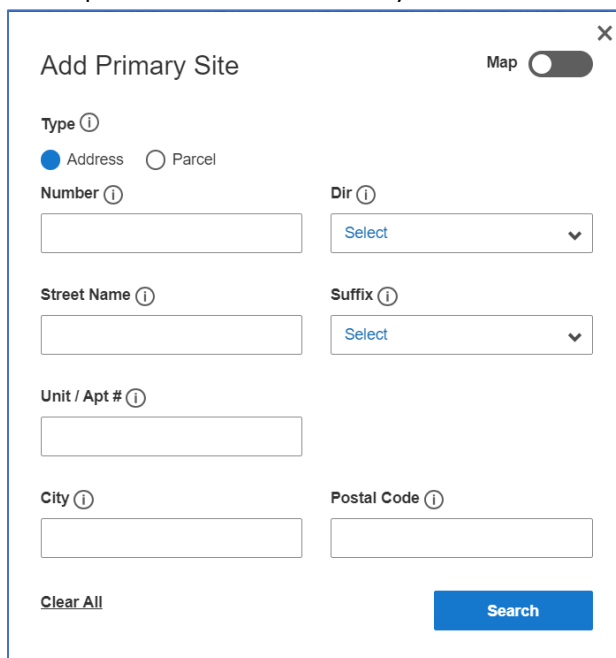
This opens a window where you can enter information to search for a Primary Site.

The default search is by Address, not by Parcel, so be sure the radio button for Address is highlighted in blue.

To search for the unit you would like to register, enter only the street Number and Street Name, then click the blue Search button in the lower right corner.

- Because the system will look for exact matches, it is better to NOT use the following fields when searching since any variation will not produce search results: Dir; Suffix; Unit / Apt #; City; Postal Code. (For properties with more than 100 units, the Unit / Apr # field should be used.)
- Some properties have more than one address, so be sure to use the Number and Street Name that's associated with the unit you want to register.
- For numeric street names, use "18th" instead of "18". Use "5th" instead of "5", "05", or "Fifth".
- Do not add "Ave." or "St." or any suffix to the Street Name.
- You may use the percentage sign (%) as a wildcard. For example, "Broad%" will find "Broadway".

When you click Search, the Result of your search will appear below the search window. (You may need to use the scroll bar on the right side of the window to scroll down to the unit you want.) Note that the first record has no unit numbers associated with it. That record is for the property, not the unit. Unit address appear just after the property address.

Add Primary Site

Map ⬤○

Type ⓘ

⬤ Address ○ Parcel

Number ⓘ

1431

Dir ⓘ

Select ▾

Street Name ⓘ

Ocean

Suffix ⓘ

Select ▾

Unit / Apt # ⓘ

City ⓘ

Postal Code ⓘ

Clear All

Search

Results

100 records returned, please use search criteria to filter results

○ 1431 OCEAN AVE SANTA MONICA CA 90401

○ 1431 OCEAN AVE 1001 Santa Monica CA 90401

○ 1431 OCEAN AVE 1002 Santa Monica CA 90401

○ 1431 OCEAN AVE 1003 Santa Monica CA 90401

○ 1431 OCEAN AVE 1004 Santa Monica CA 90401

○ 1431 OCEAN AVE 1005 Santa Monica CA 90401

Select the unit you want to register from the list by clicking the radio button on the left side of the row. Then scroll to the bottom and click the blue Add Site button.

Street Name ⓘ

Ocean

Suffix ⓘ

Select ⌄

Unit / Apt # ⓘ

City ⓘ

Postal Code ⓘ

Clear All

Search

Results

100 records returned, please use search criteria to filter results

○ 1431 OCEAN AVE SANTA MONICA CA 90401

○ 1431 OCEAN AVE 1001 Santa Monica CA 90401

○ 1431 OCEAN AVE 1002 Santa Monica CA 90401

● 1431 OCEAN AVE 1003 Santa Monica CA 90401

○ 1431 OCEAN AVE 1004 Santa Monica CA 90401

○ 1431 OCEAN AVE 1005 Santa Monica CA 90401

○ 1431 OCEAN AVE 1006 Santa Monica CA 90401

○ 1431 OCEAN AVE 1007 Santa Monica CA 90401

○ 1431 OCEAN AVE 1008 Santa Monica CA 90401

○ 1431 OCEAN AVE 1009 Santa Monica CA 90401

Cancel

Add Site

The system will close the search window, and the unit you selected will appear under Sites. Once the Primary Site has been added, click the blue Save & Continue button in the lower right corner to begin entering information about the tenancy. Note that there is no need to enter information in the Location Details box.

Fill in the record information. Fields with * are Required

What kind of record are you submitting?

Tenancy Registration

Category * ⓘ

Tenancy date is on or after January 1, 1999. ▼

Sites ⓘ

Add Additional Site

☒ 1431 OCEAN AVE 1003
Santa Monica CA 90401
Address

Location Details

300 characters left

Back   **Save & Continue**