

RI Rental Registry Lead Paint Certificate Registration - Unofficial How-To Guide

This is an unofficial guide to submitting required information to the RI Statewide Rental Registry at <https://www.rentalregistry.ri.gov/> which was established by law with an initial deadline of October 1, 2024 (see <http://webserver.rilin.state.ri.us/Statutes/title34/34-18/34-18-58.htm>).

Disclaimer: This is not legal advice; you are responsible for what you submit to the Registry.

Preliminary/Prep Work

Confirm you have current (not expired) lead certificates for all units in all rental properties.

You may want to make a spreadsheet with: Property, unit, lease start, certificate expiration date, certificate #, and certificate type (certificate of lead conformance or affidavit of visual inspection).

Having a spreadsheet with all units' certificate info will make entering each unit faster and easier.

You'll also need to track turnovers, certificate expirations, and affidavits of visual inspection going forward, so you may want to add rent, security deposit, etc. to the spreadsheet and update it often.

If you don't have all your unit certificates, but the units were inspected, ask your lead inspector for them. You should already have them, though, as you're required to provide tenants with copies (see http://webserver.rilin.state.ri.us/Statutes/TITLE42/42-128.1/42-128.1-8_42-128.1-8.htm).

Inspectors often combine the inspection report with the Certificate of Lead Conformance (CLC) in the same file, but you only need to provide the CLC itself to the Registry.

If the inspector put the wrong address/unit on the inspection report, but it's correct on the certificate, you can save the certificate to its own file by printing just that page to a new PDF file.

Check the Street Address and Unit on each certificate! Inspectors sometimes put an inspection report for one property/unit in the same file as the certificate for a different property/unit.

If your inspector made that mistake, contact them ASAP to request the missing certificate(s); many are overbooked for last-minute inspections so it could take some time for them to get back to you.

Another way to check a rental unit's last inspection date is to look in the RI DOH database at <https://health.ri.gov/find/environmentallead/propertystatus/> - to search, 1) select City/Town, then 2) fill in Street Name and hit Enter/hourglass, then 3) Street Number and hit Enter/hourglass.

If your lead inspector misplaced a certificate, but a current certificate is in the RI DOH database, as a last resort you can request the certificate from the DOH in Room 206 at 3 Capitol Hill in Providence.

If you have rental units that have no, or expired, Certificates of Lead Conformance, contact a lead inspector ASAP as certificates are due in the Registry by 10/1/24. Ask other real estate contacts for recommendations or see the RI lead inspector list at <https://health.ri.gov/find/leadinspectors/>

If you use a property manager, confirm a good contact email and phone # for them. Assume this, like all information submitted to the Registry, will be available to tenants and the general public.

Creating an Account on the Registry

On the Registry home page at <https://www.rentalregistry.ri.gov/> you'll see options to "Sign In / Create Account" or "Dashboard". If you are not already logged in, both buttons go to the same page.



Welcome to the Rhode Island Statewide Rental Registry

Please note that the Rhode Island Rental Registry is currently not optimized for mobile devices. For the best experience, we recommend accessing the registry on a desktop or laptop computer. We apologize for any inconvenience this may cause and appreciate your understanding.

[Sign In / Create Account](#)

To get started registering your rental property(s), please go to your dashboard.

[Dashboard](#)

Note: Accounts on the Registry are tied to email address, and they only allow one Owner profile to be associated with each account. This means that if you own multiple properties in different entities, you'll need to create a separate account (with a separate email address) for each entity.

If you use Gmail, either with an @gmail.com address or if you have a business that uses Gmail as its email provider, you may want to use the "plus trick" to create alternate email addresses that go to the same account. For example, pat123+myllc1@gmail.com goes to pat123@gmail.com. That would allow you to sign up to the Registry with "different" email addresses that all go to one account.

Click "Sign In / Create Account" and you'll get a somewhat confusing "Sign in with an external account" page; click the "User Login" button to proceed with setting up a new account, and then the "Sign up now" link at the bottom of the next page.

(continued)



Sign in with an external account

User Login



Welcome to the Rhode Island Rental Registry

To access the Rhode Island Rental Registry, please sign in to your account. If you are a new user, you will need to create an account. To create an account, click the User Login button and then click Sign up now at the bottom of the next screen.

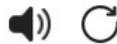


Sign in

Sign in with your email address

[Forgot your password?](#)

Help us beat the bots



Sign in

Don't have an account? [Sign up now](#)



In the “User Details” page that follows, you’ll enter an email address that will be your username for the Registry. If you own multiple properties in different entities, you’ll need to repeat this account registration for each entity, so choose (and keep track of) your email addresses accordingly.

After you enter an email address, you’ll need to enter the characters shown under “Help us beat the bots” (i.e., a CAPTCHA to prove you’re human), then confirm you own the email address by clicking the “Send verification code” button, before it will let you fill out the password and name fields.

< Cancel

User Details

Email Address is required. **1**

Email Address *

Help us beat the bots

2

Enter the characters you see *

Send verification code **3**

New Password *

Confirm New Password *

Display Name

Given Name

Surname

Create

(if you have trouble with the CAPTCHA letters, click the circle icon to re-try, or the speaker icon to switch to audio)

After you click the “Send Verification Code” button, check your email for the six digit code; it should arrive immediately, so if you don’t see it then check your Promotions and Spam folders.

The form will have changed to say “Verification code has been sent to your inbox” and a new field for Verification Code will have appeared. Enter the six-digit code you received in your email, into this new Verification Code field, then click the “Verify Code” button.

< Cancel



User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

youremail@address.com *

Verification Code *

Help us beat the bots



MDLPHYG

Success!

MDLPHYG *

Verify code Send new code

After clicking the “Verify Code” button, you should see “E-mail address verified. You can continue.” Now enter a password twice, Display Name, Given Name, and Surname (assume this is public info).

< Cancel



User Details

E-mail address verified. You can now continue.

youremail@address.com *

Help us beat the bots



MDLPHYG

Success!

MDLPHYG *

Change e-mail

New Password 1 *

Confirm New Password 2 *

Display Name 3

Given Name 4

Surname 5

Create

Passwords must be 8-64 characters and have a lowercase letter, uppercase letter, and digit or symbol. If registering multiple accounts, you can re-use Display Name, Given Name, and Surname.

Finish creating the account by clicking the “Create” button. If you see a “Sign in failed” error on the next page, just click the “Sign In” button and you should go back to the main Registry home page.



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To get started registering your rental property(s), please go to your dashboard.



In accordance with [Rhode Island General Law 34-18-58](#), all landlords are now required to register their rental properties with the Rhode Island Department of Health. This mandatory registry aims to ensure transparency, safety, and accountability in the rental market across the state.

You should now be logged in, with your name in the upper right corner next to the magnifying glass, and only the “Dashboard” button in the middle of the page.

If you see “Sign In” in the upper right next to the magnifying glass, instead of your name, you’ll need to click that, then “User Login”, enter the email and password you registered with, and “Sign In”.

(continued)

Adding Owner Information

Assuming you are on the Registry home page at <https://www.rentalregistry.ri.gov/> and logged in, click the Dashboard button in the middle, or the Dashboard link in the top navigation bar.



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In accordance with [Rhode Island General Law 34-18-58](#), all landlords are now required to register their rental properties with the Rhode Island Department of Health. This mandatory registry aims to ensure transparency, safety, and accountability in the rental market across the state.

You need to add Owner info before you can add Property Information, so click the “Create” button:



Welcome to Your Dashboard

You can manage all your rental properties and units from this dashboard.

To begin, you will need to enter Owner Information. Click the Create button below and provide the information requested about the property owner. Click Submit when you are finished.

To start registering a rental property, scroll down to Property Information and click the Add Property button. You will need to enter each property individually. Follow the step-by-step instructions to ensure all required information is submitted accurately. Click Submit when you are finished.

Please note that the information you provide to the Rhode Island Rental Registry may be made public in accordance with the [Residential Landlord and Tenant Act](#) (R.I. Gen. Laws § 34-18-58).

Owner Information

First Name	Last Name	Email	Telephone	Created Date ↓
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In the screen that pops up, select the Owner type from the first drop-down (labeled “Owner”); the two choices are Individual(s) for a natural person(s) who are the owner, or Business Entity.

 Create

If there are multiple individual owners for a property, please identify one individual as the main contact person for the property. Please provide only their information in the Owner Information section.

Owner *

Individual (s) 

Select

Business Entity

Individual (s)

First Name *

Middle Name

Last Name *

Suffix

Note that the rest of the form is exactly the same for both types, except that selecting Business Entity adds a Business Entity Name field which is hidden if you select Individual(s) as Owner type.

 Create

Last Name *

Suffix

Email *

Country Code *

Select

Telephone *

Provide a telephone number

Business Entity Name *

(appears if you choose Business Entity; entity can only have letters, numbers, pound, hyphen, spaces, comma, and period)

The form states, “If there are multiple individual owners for a property, please identify one individual as the main contact.” Remember that all Registry information is considered public, and choose who you want to get yearly reminders about updating the Registry info by October 1.

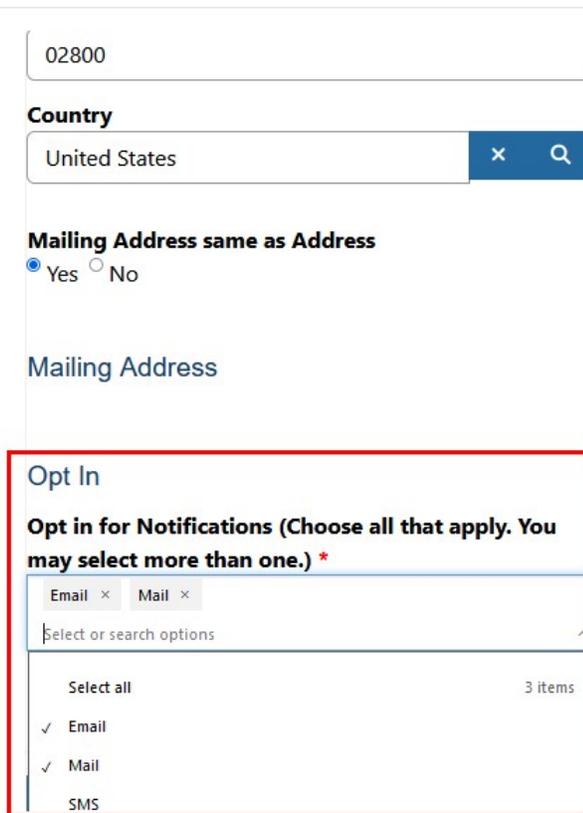
The Address in this Owner record is not the property address which you'll enter later. Also, use the same owner address as on the tax assessor page for your property, since DOH will compare them.

Assume the email address, telephone number, and mailing address you provide could be given out to a tenant or other member of the public. Also, the Registry may send reminders using that info.

You almost certainly want to choose “Yes” for “Mailing Address same as Address”.

The Opt In section at the end is your way to specify *how* you would like the Registry to remind you of the “Annual re-registration by October 1 to update or confirm existing information.”

 Create



02800

Country

United States

Mailing Address same as Address

Yes No

Mailing Address

Opt In

Opt in for Notifications (Choose all that apply. You may select more than one.) *

Email × Mail ×

Select or search options

Select all 3 items

- Email
- Mail
- SMS

(you can choose more than one way to receive reminders; for example, email and mail is selected here)

Clicking the “Submit” button saves the Owner Information and returns you to the Dashboard page.

Adding Property Information

This is the most labor-intensive section, as you will need to enter information on the property, property manager (if any), and *each unit*, including uploading each unit’s Certificate or Affidavit.

A property can be known by multiple addresses. You might see something like 100 Main St #1 and #2, versus 100 Main St and 102 Main St. If on a corner, it might have an address on each street, etc.

It is **highly** recommended that you use the address on the Certificates, which should be the same address in the RI DOH database at <https://health.ri.gov/find/environmentallead/propertystatus/>

On the Dashboard page, click the “Add Property” button to start the process.

Welcome to Your Dashboard

You can manage all your rental properties and units from this dashboard.

To begin, you will need to enter Owner Information. Click the Create button below and provide the information requested about the property owner. Click Submit when you are finished.

To start registering a rental property, scroll down to Property Information and click the Add Property button. You will need to enter each property individually. Follow the step-by-step instructions to ensure all required information is submitted accurately. Click Submit when you are finished.

Please note that the information you provide to the Rhode Island Rental Registry may be made public in accordance with the [Residential Landlord and Tenant Act](#) (R.I. Gen. Laws § 34-18-58).

Owner Information

First Name	Last Name	Email	Telephone	Created Date ↓	
				9/9/2024	▼

Property Information

[Add Property](#)

Property Information

In the first section, you enter basic information on the property. Owner will be pre-selected to the email address associated with the Owner information you entered previously.

1. Property Information 2. Property Manager 3. Rental Units 4. Attestation

Owner *

Property Name * <input type="text"/>	Property Type * <input type="text" value="Multi-Family"/>	Year Built * <input type="text" value="Select"/>
Self Managed * <input checked="" type="radio"/> No <input type="radio"/> Yes	Date Acquired * <input type="text" value="M/D/YYYY"/>	Total Number of Units on Property (please include all units including any owner occupied unit) * <input type="text" value="Select"/>
Property Address Line 1 * <input type="text"/>	Property Address Line 2 * <input type="text"/>	
City * <input type="text" value="Select"/>	State * <input type="text" value="RI"/>	ZIP Code * <input type="text"/>

[Next](#)

Property Name: Enter the address you commonly use for the property; if there is any ambiguity, it's recommended to use the address most commonly on the Certificates or in the RI DOH database.

Property Type: The difference between Multi-Family and Apartment Building isn't clear. A good guide is that tax assessors refer to 2-4 units as Multi-Family, and 5+ units as Apartment Buildings.

Year Built: If you don't know it, look up the tax assessor page for the property by going to <https://ripropinfo.com/> then scroll down to the town, click "Assessor", enter the number and name of the street address (e.g., 101 Main), click "Search", and find the year built on the property page.

Self Managed: If you choose Yes, the next step will be entering each rental unit. If you choose No, the next step will be creating a Property Manager Information record.

Date Acquired: You should have this in your records, but the tax assessor page may also show it.

Total Number of Units: Include owner occupied units as the page says, but also be sure to put the *real number of rentable units*, regardless of how many units are listed on the tax assessor page.

Zip Code: Use either <https://maps.google.com/> or <https://www.usps.com/zip4/> to look it up.

Click the "Next" button when ready to move on to the next section, which will be Property Manager if you'd selected Self-Managed = No, or Rental Units if you'd selected Self-Managed = Yes.

Property Manager (If applicable)

This section only appears if you chose No for Self-Managed in the Property Information section.

You'll need to create a Property Manager Information record by clicking the "Create" button.

1. Property Information ✓ 2. Property Manager 3. Rental Units 4. Attestation

Property Manager

If this property is managed by a property manager or someone other than the owner, please create a property manager entry. Click the Create button and provide all necessary information.

Property Information

Property Type *	Year Built *	Self Managed *	Total Number of Units
Multi-Family	1969	<input checked="" type="radio"/> No <input type="radio"/> Yes	3

Property Manager Information

Property Manager Type	Email	First Name	Last Name	Business Name
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There are no records to display.

The screen that pops up is similar to the Owner Information screen you filled out previously.

Create

Property Manager Type *

Business ▼

Select

Business

Individual

First Name *

Middle Name

Last Name *

Suffix

Email *

You will need to choose a type, Business or Individual. The Contact Information fields are exactly the same except that if you choose Business, then a Business Name field appears as the first field. (Somewhat frustratingly, First Name and Last Name are still required fields, even for a Business.)

You should check with your property manager for the best email address and phone number to enter. This information may be given out to tenants or the general public, and will also likely be used to send reminders of the annual re-registration due each October 1. It's recommended to choose "stable" values that are not likely to change, for example if someone leaves the company.

You almost certainly want to choose "Yes" for "Mailing Address same as Address".

Click the "Submit" button to finish saving Property Manager Information, then the "Next" button.

Rental Units

You'll need to create a Rental Unit record for each unit in the property. You don't need to do all units at once; you can come back later (logging in again, if necessary) to finish.

However, you won't be able to move on to the next and final section (Attestation) until all units have been entered, which includes uploading their related Certificates or Affidavits.

To start, click the "Create" button.

Rental Units

Create an entry for every rental unit at this property. To start a new rental unit entry, click the Create button and provide the requested information. The information will be saved once you click the Submit button. You can log out and come back to finish entering additional units for that property.

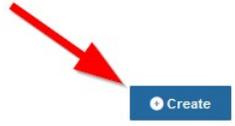
If you live in one of the units on the property, please register this unit and select the appropriate exemption.

You cannot move onto the next section until you have created an entry for every unit.

Property Information

Property Type *	Year Built *	Self Managed *	Total Number of Units
Multi-Family	1969	<input checked="" type="radio"/> No <input type="radio"/> Yes	3

Rental Units



Lead Certificate	Exempt	Property Unit Number	Certificate Number	Type of Certificate	Certificate Expiration Date	Created On ↓
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There are no records to display.

If a unit is exempt (e.g., it is owner-occupied or the property was built after 1978), you can choose Yes for exempt, select the Exempt Reason, Unit Number, and Submit to save that unit.

Create

Are you exempt from the requirement to obtain a lead certificate?

No Yes

Exempt Reason *

Select

- Select
- Elderly Care
- Owner Occupied Unit
- Post 1978 Housing
- Temporary Housing

Property Unit Number (Please limit characters to describe the unit. For example, for Second Floor use 2. For Third Floor Right unit, use 3R.) *

If the unit is not exempt, choose No for the “Are you exempt” question and continue with the form.

Create

Property Unit Number (Please limit characters to describe the unit. For example, for Second Floor use 2. For Third Floor Right unit, use 3R.) *

When did the current tenant lease for this unit begin? *

M/D/YYYY



Type of Certificate *

Select



Certificate Number *

Certificate Expiration Date *

M/D/YYYY



Upload Your Certificate (File must be .pdf, .jpg, .png, or .tif) *

Browse... No file selected.

Above is what you need to fill out for each unit. Use the same unit from the Certificate/Affidavit, if possible. Property Unit Number is limited to 6 characters, so use abbreviations as they suggest.

When you've created Rental Unit records for all units, click the "Next" button to continue.

Attestation of Accuracy

The final step is to attest that all the information you submitted is complete.

Attestation

Do Not Attest Until All Information For This Property, Including All Units, Is Entered Accurately.

Before attesting, please ensure that all required information for your property has been accurately and completely entered. Attesting prematurely could result in non-compliance with state regulations, which may lead to fines.

I attest that the above responses and information are true and accurate to the best of my knowledge and that none of the information set forth above is false, erroneous, or defective in any way as set forth in R.I. Gen. Laws § 11-18-1. I understand that this registration is being made to the Rhode Island Rental Registry which shall rely upon my attestation and the information provided in this document to carry out its official duties as outlined in R.I. Gen. Laws § 34-18-58.

No Yes



By typing your full name below, you are providing your Electronic Signature. *

Acknowledged Date *

M/D/YYYY



Previous

Submit

The form says, "By typing your full name below, you are providing your Electronic Signature." Regardless of the person listed in the Owner Information record, whoever "signs" this Attestation should be one of the owners, or if owned by a business entity, someone authorized to "sign" for it.

Someone authorized to sign should click "Yes" to attest, "sign" by typing their name (and position, if applicable), enter the current date, and click the "Submit" button to finish registering this property.

You will be taken back to the Dashboard page, and you should receive an email confirmation of your submission at the email address you provided. If you have more than one property to enter for this owner, use the "Add Property" button on the dashboard to repeat the process for each property.

Next Steps

Set up a yearly reminder for yourself on Sept 1st, to check/confirm/update all your Registry info.

Note any certificates that will expire within the next year, and put a reminder in your calendar to check at that time whether the tenant has changed (requiring a new inspection and Certificate of Conformance) or has not changed (allowing for an Affidavit of Completion of Visual Inspection).

See <http://health.ri.gov/healthrisks/poisoning/lead/for/landlords> for more on lead requirements.

Contact the **RI Coalition of Housing Providers** at <https://ricohp.org/contact/> now, as it's the main group representing rental property owners when new legislation like this Registry is proposed. RI COHP has represented the interests of housing providers for years, and *needs your help to continue*.

Visit or join the RI Real Estate Investors Group (<https://rireig.com/meetings>). RIREIG is a property owner networking group that has been educating its members on various RI laws since 2003.