



# ONLINE RENTAL TRANSFER FORM

HOW TO APPLY ONLINE: Follow the links at [FridleyMN.gov/RentalProperties](https://www.fridleymn.gov/RentalProperties)

Recommended browser: Google Chrome.

These browsers are **NOT** recommended: Internet Explorer, Microsoft Edge

## Welcome to our online application portal, provided by CitizenServe

If you do not already have an account, you will first need to register. Once registered, you can apply online, return in the future to modify your vending locations/routes, make payments, and review your license status.

### Register your account

- Items marked by a **red vertical line** are **required**.
- Select a Registration Type. "Property Owner" is a good option.
- Provide your
  - Email
  - Name
  - Home **Physical** Address (No PO Boxes)
  - Home Address City, State, Zip
  - A primary phone number
  - User name
  - Password
    - *Items without a red vertical line are optional*

### Log in to your account.

- Once logged in, you can [follow this link to apply for a Rental Property Transfer license](#)
- Or, navigate to: Services→Licenses→Apply Now→[Project Type Drop-down:] **Rental Transfer Form**

## REGISTER

Home / My Account / Register

**PASSWORDS MUST BE 30 CHARACTERS OR LESS**

| indicates a required field

| Registration Type:

Property Owner

| Email:

| Confirm Email:

| First Name:

| Last Name:

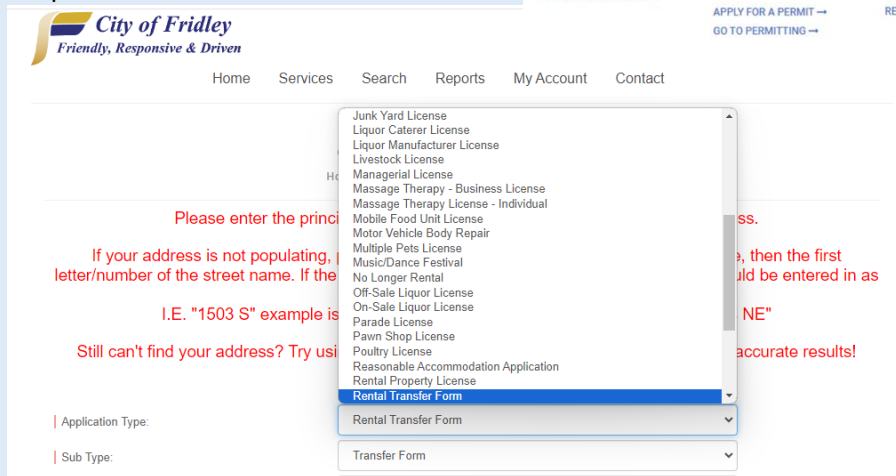
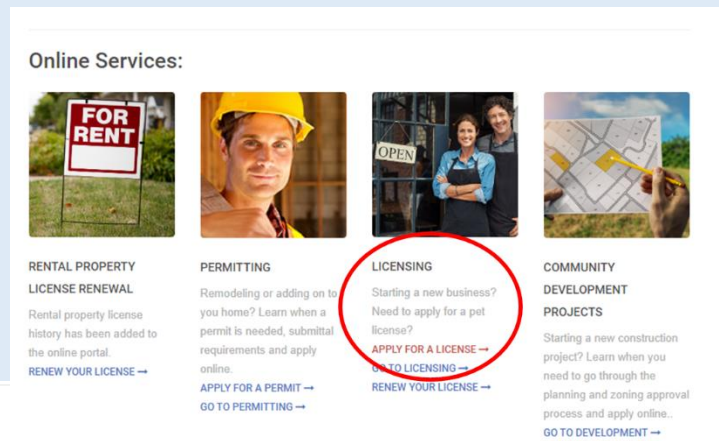
Home Address:

**Rental Owner *MUST* Provide a Physical Address  
No PO Boxes**

City, State, Zip:

## Apply for a “Rental Transfer Form” License

- Select “**Apply for a License**” under the Licensing section. You can also access the application from the “Services” drop down → Licensing → Apply online
- Select **Rental Transfer Form** from the Application Type drop down. Application types are listed in alphabetical order.



## Complete the Rental Transfer Form

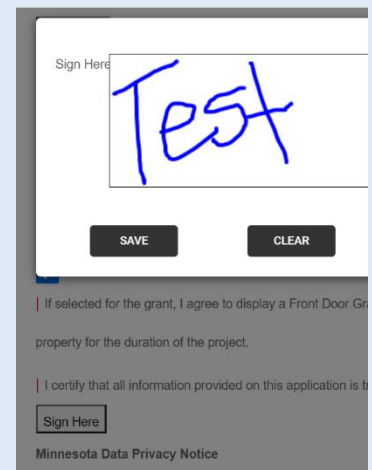
- Provide the property name in the text field
- Fridley Property Address
  - Please enter the principal address or Parcel ID Number (PIN), **not a unit address.**
  - If your address is not populating, **please enter the building number, followed by a space, then the first letter/number of the street name.** If the property address has North, West, or East, it should be entered in as the first letter of the street name.
    - EX: Search 1503 South Bavarian Pass NE" by entering “1503 S” in the search bar
    - Some condominium units may not show up in the address search. Use the Parcel Number Search or enter your property PIN for these applications.

Still can't find your address? Try using the [parcel number search](#) and entering it below for accurate results!

- Visit [FridleyMN.gov/PropertyInformation](https://www.fridleymn.gov/PropertyInformation) or [contact staff](#) if you have trouble entering your property address or PIN.
- **Note for new property owners:** The “Property Owner” field shows the information on file with Anoka County and is updated every one to two months. If the previous owner’s name is displayed, please upload purchase documentation in the “Optional Submittal Documents” section. **You may still apply for a license, regardless of the owner name displayed.**
- Property Owner Information
  - Provide the Name of the **Current** Licensee (Owner)—the person from whom you acquired the property
  - Select your name from the drop-down as the Proposed Licensee

Updated March 2024

- Sole Proprietors may choose to provide a P.O. Box or other public Mailing Address. If no alternate address is provided, your mailing address will be public information.
  - If the licensee is a Partnership, Corporation, Management Company or LLC, all partners must be listed. Space is provided for a minimum of two partners. Use the drop-down option to add slots for up to 10 additional partners (12 total partners).
- Building Manager, Caretaker, or Designated Agent
  - If the owner does not live within 50 miles of the property, a local contact must be provided.
  - You will add the Manager by selecting the “Enter a New Contact” option on the drop-down. If an email address is provided, they can access the online license from their own account.
- Landlord/Crime Free Housing Training Requirement
  - The License Application requires you to note when and where your Landlord/Crime-Free Housing Training occurred. If your training has been scheduled but not completed, you will be able to note this on the application. Training must be completed within 12 months.
  - If you have completed your training, upload documentation and provide the location and date of the training.
- The “**Sign Here**” box will open a pop up. Provide a signature confirming your application.
- Date of Birth is required for Rental License holders.
- Once all the information for your application has been provided, please select “**Submit**”. There is no way for staff to see applications you have “Save[d] for Later”.
- **A confirmation email should arrive within a few minutes of successfully submitting your application.** Please check your spam/other folders if you do not receive this email.
- Our staff will also be notified that you have submitted a Rental Transfer Form application.



### **Provide payment for your application.**

After you submit your application, you will be redirected to the “Payment” window. Credit Cards are accepted for up to \$10,000. There is a 2.75% convenience fee for credit card transactions. You may also pay by check or cash at Fridley City Hall.



Questions about City of Fridley Rental Licensing and Inspection: 763-572-3616 or email [rentalinspections@FridleyMN.gov](mailto:rentalinspections@FridleyMN.gov)

**Updated March 2024**



# UPDATING YOUR ONLINE APPLICATION

Log in to your account at <https://citizenserve.com/fridley>

- Once logged in, select the "Services" tab and "Licenses" Drop Down
- Follow the "View your licenses" option
- Click the blue hyperlink to the application you want to update

City of Fridley  
Friendly, Responsive & Driven

Home **Services** Search Reports My Account Contact

LICENSES  
Home / Services / Licenses

- Apply online
- View your licenses**
- Renew your license
- More information

Learn about when you need a business license, when you need to apply.

Starting a business or renting out your vacation home? You may need a business license. Learn when you need a license, submit an application, pay fees, and view the status of your license application all in one place.

VIEW MY LICENSES  
Home / Services / Licenses / View my licenses

License #	Name	License Type	Issue Date
<a href="#">RTF23-000002</a>		Rental Transfer Form	
<b><a href="#">RPL23-000005</a></b>	Rental Property	Rental Property License	06/22/2023
<a href="#">RA22-000003</a>	Storing emotional support animals	Reasonable Accommodation Application	11/08/2022

- Use the tabs to check the **inspection** status for your projects or to review **documents**
- Use the options on the left to **upload documents** or make a payment.

- Update your contact information by first clicking the **My Account** tab, then **Update my information** on the sidebar

VIEW LICENSE  
Home / Services / Licenses / View License

- Edit my license
- Make a payment**
- Request an inspection
- Upload documents
- Leave message

License #: MFU23-000001  
Status: Online Application Received  
Issue Date:  
Expiration Date:  
Balance Due: \$50.00  
Name: [Test] Nancy's Nifty Noshes  
Address: [Location]

License | Reviews | **Documents** | **Inspections**

Task	Department	Start	Completion
Application Intake	Building Department	07/27/23	
Plan Review	Community Development		
Plan Review	Fire Department		

City of Fridley  
Friendly, Responsive & Driven

Home Services Search Reports **My Account** Contact

MY ACCOUNT  
Home / My Account

Welcome to your online account K... .. Land

You can review your submittals, pay fees or submit new requests through our account below. If you have any questions please view the [Contact Page](#) for department information.

- View my requests
- Update my information**
- Logout

Online Services:

Updated