



RENEW YOUR FRIDLEY PROPERTY LICENSE

HOW TO APPLY ONLINE: Follow the links in the email renewal notice you received, or visit FridleyMN.gov/RentalProperties

Recommended browser: Google Chrome.

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

Welcome to our online licensing portal, provided by CitizenServe

An account has been created for you based on the email address on file. Click the links for **Renew your License** and **Forgot Your Password**. A renewal notice will be sent to the email address on file.

1.

City of Fridley
Friendly, Responsive & Driven

Home Services Search Reports My Account Contact

WELCOME TO FRIDLEY, MINNESOTA'S ONLINE PORTAL

Thank you for visiting our online portal where you can access all online services from your home, office, or mobile device.

Beginning 1/1/2024, the City will charge a 2.75% convenience fee for all Citizenserve transactions paid by credit card. There will be no fee if you pay by the ACH/electronic check payment method, cash, or check.

Also beginning 1/1/2024, the limit to pay by credit card will be \$10,000 and \$20,000 for electronic check. Anything over these limits will need to be paid by check.

Cities have authority to charge "convenience fees" or "service charges" under the Minnesota Statutes, section 471.381, subdivision 2. Further, Minnesota Statutes, section 325G.051 allows cities to add a surcharge to transactions when the customer elects to use a credit card in lieu of cash or check.

Online Services You Need

RENTAL PROPERTY LICENSE RENEWAL

Beginning in 2024, Rental Property Licenses will be renewed online. If your rental property was licensed prior to 2024, your license history has been added to the online portal. Renew your license online.

RENEW YOUR LICENSE →

LICENSING

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Home Services Search Reports My Account Contact

2.

LOGIN

Home / My Account / Login

Already have an account?

User Name:

Password:

Remember my username and password

[FORGOT YOUR USERNAME →](#)

[FORGOT YOUR PASSWORD →](#)

LOGIN

New to our Portal?

If this is your first time using our portal you'll need to register first. Registering is quick, click the link below to get started.

[REGISTER NOW →](#)

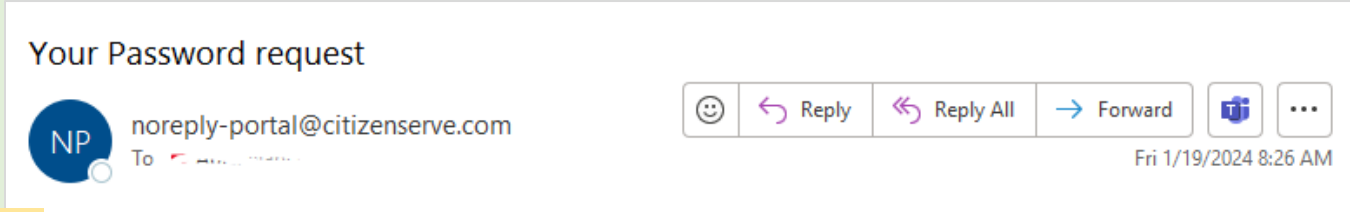
3.

Enter your email address below to have your username sent to you.

Email:

SUBMIT

You will receive a temporary password via email. After logging in, you will be prompted to create a new password.



1. YOUR ACCOUNT INFORMATION

Your online portal password was recently reset. Your temporary password is below, please login to the portal with your username and temporary password, you will then be prompted to create a new password. Your temporary password will expire on 04/18/2024, if you login after this date you will need to request a new temporary password.

Your new password:

[GO TO THE FRIDLEY PORTAL >](#)

2.

Once logged in, follow the link to Renew Your License.

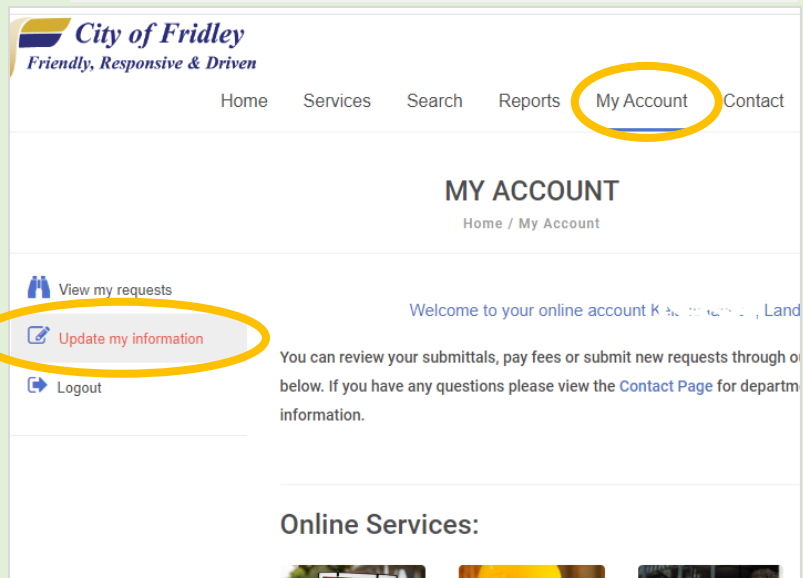


RENTAL PROPERTY LICENSE RENEWAL

Rental property license history has been added to the online portal

[RENEW YOUR LICENSE →](#)

Tip! Update your contact information at any time by first clicking the **My Account** tab at the top, then **Update my information** on the sidebar




- Items marked by a **red vertical line** are **required**.
- Fields which are 'greyed out' cannot be edited. Other fields will populate with the information on file, and can be updated if needed.

Sections to complete

- **Number of Rental Units**
 - 1-3 unit properties will be asked to specify the Unit numbers (e.g., Apt. 101, Unit B)
 - In addition to the total number of rental units, you will be asked to enter the individual number of units by size. The number of (Studio Units) + (1 Bedroom Units) + (2 Bedroom Units) + (3 Bedroom Units) + (4 Bedroom Units) + (Other) should equal the Number of Rental Units you entered above. An alert message will show if the numbers of units do not match.

- **Property Owner Information**
 - 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 you are not the owner, you will add the Property Owner as a new "Contact" on the application. If the owner chooses to, they can access the online license from their own account.
 - 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).
- **Optional:** Building Manager, Caretaker, or Designated Agent
 - If the owner does not live within 50 miles of the property, a local contact must be provided.
- **Optional:** 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.
- **Optional:** Submittal Documents
 - You can leave questions or comments for staff in the "Additional Comments" field.
- **Optional:** Recycling & Energy Efficiency
 - Applicants can opt-in to receive notice about recycling Drop Off Day events or energy efficiency programs.



Home / Services / Licenses / View License / Renew my license

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indicates a required field

License #: RPL24-000030

Name: Testy

Address: 6000 EAST RIVER RD NE

License Type: Rental Property License

Sub Type: Multi Family (Four + Units)

APPLICANT INFORMATION

Email: EmailOnFile@Website.com

First Name: Property

Last Name: Owner

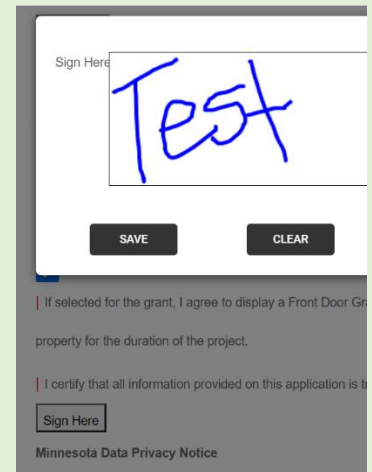
Home Address: 111 1st St SE

City, State, Zip:

Business Name:

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

- Properties with 13 or more units must provide information about their recycling services.
- Provide a signature confirming your application.
- Once all the information for your application has been provided, please select **"Submit"**.




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.

Receive confirmation of your request.

- **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.
- If your property is due for an inspection, your inspector will contact via the email address you used during registration to inform you of scheduled inspections.


PAYMENT

Home / My account / View license / Make a payment

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License #:	16982
Amount Due:	\$451.00

| Indicates a required field

Payment Amount:	<input type="text" value="\$451.00"/>
Payment Type:	<input type="text" value="Credit Card"/>
Cardholder Name:	<input type="text"/>
Card Number:	<input type="text"/> <input type="checkbox"/> ? Check to see the full card number.
Card Expiration Month / Year:	<input type="text"/> <input type="text"/>
Security Code:	<input type="text"/> ?
Billing Address:	<input type="text"/> <input type="text"/>

SUBMIT



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



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 review. (Edits to submitted licenses are only possible by contacting staff. Your License Status will need to be updated to allow changes.)

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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, apply.

Starting a business or renting out your vacation home? business license. Learn when you need a license, submit fees, and view the status of your license application al

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

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

- Use the tabs to check the **inspection** status (if applicable) or to review **documents**
- Use the options on the left to **upload documents** or make a payment.

Tip! Update your contact information at any time by first clicking the **My Account** tab at the top, 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:

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

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

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Home Services Search Reports **My Account** Contact

MY ACCOUNT
Home / My Account

View my requests

Update my information

Logout

Welcome to your online account K... Land

You can review your submittals, pay fees or submit new requests through o below. If you have any questions please view the **Contact Page** for departm information.