

NEW RENTAL PROPERTY LICENSE APPLICATION

HOW TO APPLY ONLINE: Follow the links at 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 license](#)
- Or, navigate to: Services→Licenses→Apply Now→[Project Type Drop-down:] [Rental Property License](#) →[Sub Type Drop-down:] **1-4 units, 4+ units**

License Subtypes:

- **Single Family (One to Three Units)**
- **Multi-Family (Four+ Units)**

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:

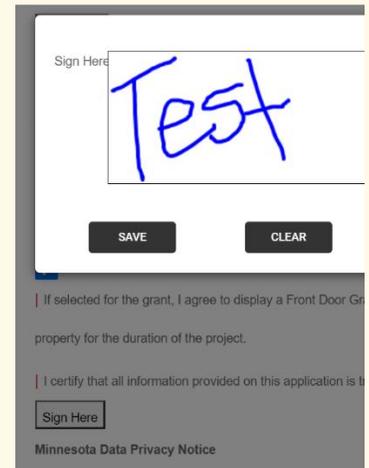
Provide information about your Fridley Rental Property

- 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 or [contact staff](#) if you have trouble entering your property address or PIN.
- 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).
- Building Manager, Caretaker, or Designated Agent
 - If the owner does not live within 50 miles of the property, a local contact must be provided.
- 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.
- Upload Optional Submittal Documents
 - You can leave questions or comments for staff in the "Additional Comments" field.
- Recycling & Energy Efficiency
 - Applicants can opt-in to receive notice about recycling Drop Off Day events or energy efficiency programs.

- 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"**.
 - There is no way for our staff to view or access information that you have "Save[d] For Later".



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.
- 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](#)

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.

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"/>	
Card Expiration Month / Year:	<input type="text"/>	<input type="text"/>
Security Code:	<input type="text"/>	
Billing Address:	<input type="text"/>	

Check to see the full card number.



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 update

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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, sub 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 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 Icon]

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.

Online Services: