



DOWNLOAD A RENTAL PROPERTY LICENSE CERTIFICATE

HOW TO ACCESS YOUR ACCOUNT: Log in at CitizenServe.com/Fridley

- Please **do not** create a new account. From a single user account, you can access online city licenses, permits, and code complaints from your computer, tablet, or mobile device.
- Recommended browser: Google Chrome.
 - These browsers are **NOT** recommended: Internet Explorer, Microsoft Edge

Open the License

- Select the **Services** option at the top right of the account page, then **View your licenses** from the left sidebar
 - Select the license you wish to open
 - If you have multiple rental properties—review the 'Description' column to find the desired license
 - Licenses with the larger number are usually the most recent
 - Click on the **Documents** Tab
 - Click on "[Rental License Certificate.htm](#)"
 - This is your license certificate for your Rental Property. Save it to your computer or print it off.

