



NEW RENTAL PROPERTY LICENSE APPLICATION

HOW TO APPLY ONLINE: Log in at CitizenServe.com/Fridley

- Please do not create multiple accounts if you have previously used Fridley’s CitizenServe portal. A single user account, can access 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
- Do not use autofill or predictive text

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](#)

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:

City, State, Zip:

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

- 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)**

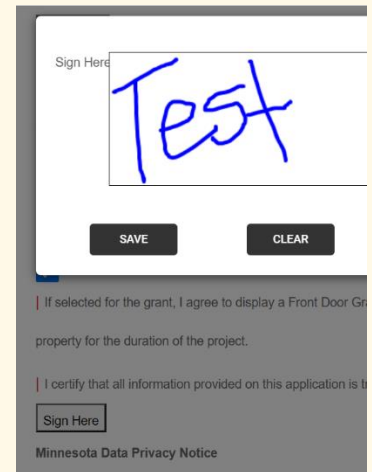
Provide information about your Fridley Rental Property

- 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"
 - 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.
- **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.**
- **Number of Rental Units**
 - 1-3 unit properties will be asked to specify the Unit numbers (e.g., Apt. 2, Unit B, or the house number)
 - You will be asked the total number of rental units you have
- **Property Owner Information**
 - Addresses are Public Information. Sole Proprietors may provide an alternate public address but must also provide their mailing address. Current Owner MUST Be Listed - MUST be a Physical Address - **No P.O. Boxes.** Minn. Stat. § 504B.181
 - 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.
- **Electronic Confirmation:** Acknowledge that all communication related to your rental property will be sent via email. You will not receive mailed notices.
- **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.
- 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.

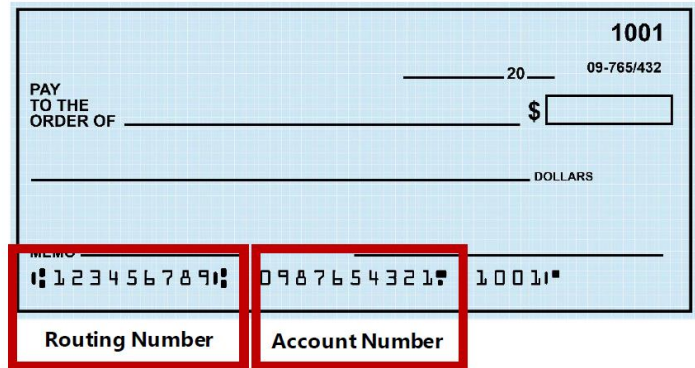
Beginning 1/1/2024, the City will charge a 2.75% convenience fee for all Citizenserve transactions paid by credit card. **There will be no convenience fee if you pay by the ACH/electronic check payment method, cash, or check.** Cash payments can only be made in person at Fridley City Hall. Checks can be dropped off in person at Fridley City Hall or mailed to Fridley City Hall. Checks must include the rental license number or rental property address. Overpayments by check will not be returned but will be applied as credit on the Rental License account.

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.



There will be no fee if you pay by the ACH/electronic check payment method, or if you pay by cash or check at Cit

[View instructions for paying by checking account online.](#)

Hint: Do not use auto-fill when providing payment information.

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. Please i
Fridley City Hall during regular business hours.

Please DO NOT include payment for the Convenience Fee amount if paying in person, only make checks for the "Amount Due".

Please also include the Permit/License number on the memo line of the check, and the Fridley property address to which the payment should

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

License #:	RTF24-000006
Amount Due:	\$23.00
Convenience Fee:	\$0.63
Total Due:	\$23.63

Payment Amount:

indicates a required field

\$23.63



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



UPDATING YOUR ONLINE APPLICATION

Log in to your account at <https://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
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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.

City of Fridley
Friendly, Responsive & Driven

Home **Services** Search Reports My Account Contact

LICENSES
Home / Services / Licenses

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 or to review **documents including your rental license certificate.**
- 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

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Home Services Search Reports **My Account** Contact

MY ACCOUNT
Home / My Account

VIEW LICENSE
Home / Services / Licenses / View License

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		

Update my information

Welcome to your online account K... Land

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