

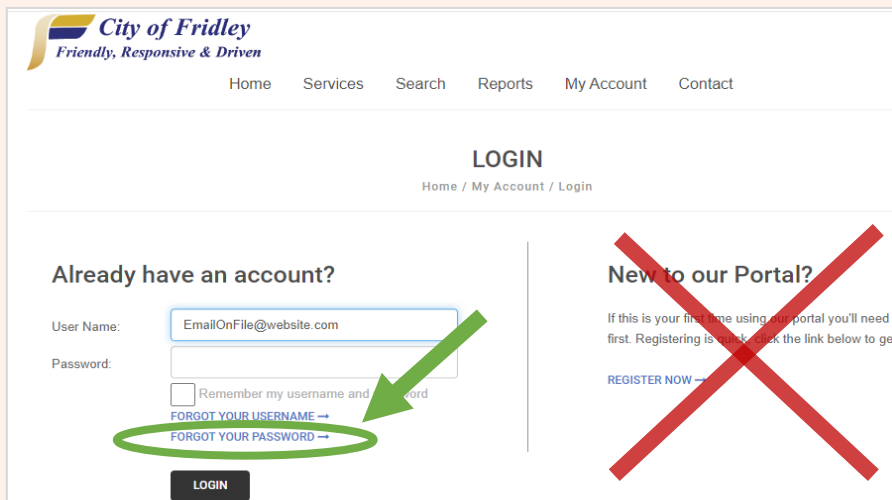


COMPLETE A "NO LONGER RENTAL" APPLICATION

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

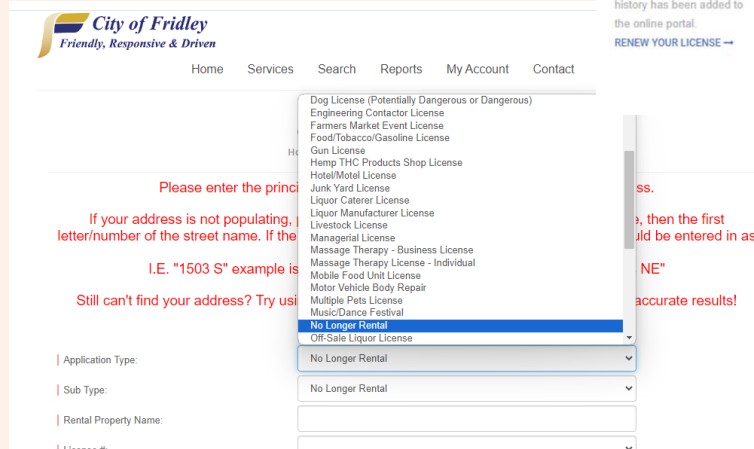
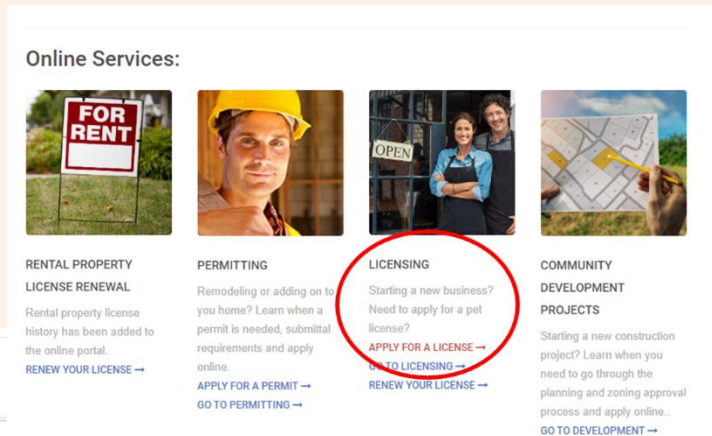
- Recommended browser: Google Chrome
 - These browsers are **NOT** recommended: Internet Explorer, Microsoft Edge
- Do not use autofill/predictive text

Please be sure to use the email address on file with the City to log in (check your Renewal Notice or other communications from the Fridley Rental Division for this information if you are unsure what address to use. Contact staff for assistance if needed.) You can follow the prompts to reset your password using the email address on file. **Do not create a new account.**



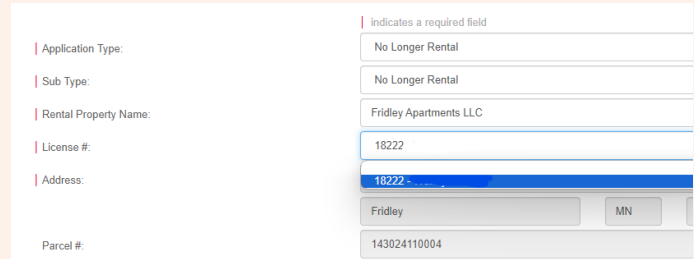
Apply for a "No Longer Rental" License

- Select **"Apply for a License"** under the Licensing section. You can also access the application from the "Services" drop down → Licensing → Apply online
- Select **No Longer Rental** from the Application Type drop down. Application types are listed in alphabetical order.



Complete the No Longer Rental form

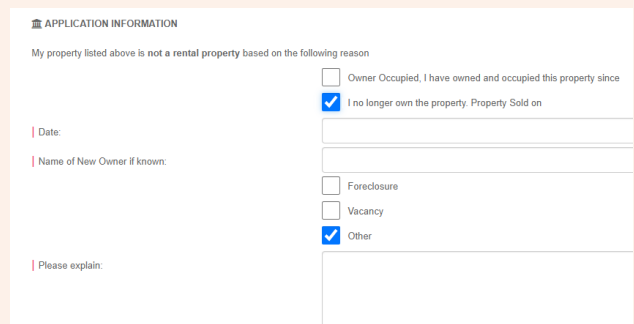
- Provide the property name in the text field
- Select the License Number of the property that will no longer be rented from the drop-down. (The drop down shows all licenses associated with your user account.)
- The property address will automatically come up based on the license number selected. The grey boxes cannot be edited.



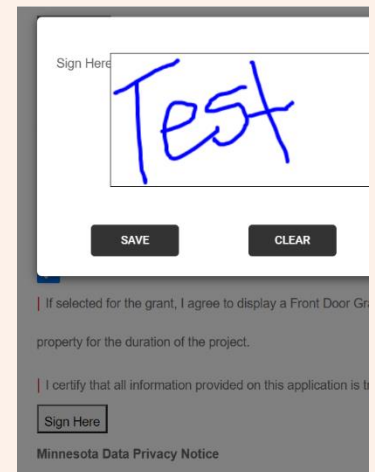
- If you have multiple rental licenses, you can change your selection on the drop-down if you accidentally select the wrong license.

- Provide information on why the property is No Longer Rental.

- If you check the boxes for Owner Occupied or Property Sold, you will be prompted to add a date.
 - If you select "Other", a text box will be provided for an explanation.



- The "Sign Here" box will open a pop up. Provide a signature confirming your application.
- 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 No Longer Rental application.



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