

## 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.** 

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## 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  $\rightarrow$ Licensing  $\rightarrow$  Apply online
- Select **No Longer Rental** from the Application • Type drop down. Application types are listed in alphabetical order.



RENTAL PROPERTY

LICENSE RENEWAL

Rental property license

history has been added to



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Home Services	Search Reports My Account Contact	
Please enter the princi If your address is not populating, letter/number of the street name. If the I.E. "1503 S" example is	Dog License (Potentially Dangerous or Dangerous) Engineering Contactor License Framers Market Event License Goun License Hemp THC Products Shop License HotelMitot License Junk Yard License Liquor Caterer License Liquor Caterer License Liquor Caterer License Manageria License Massage Therapy - Basiness License Massage Therapy License - Individual Mobile Food Unit License	ss. ₂, then the first uid be entered in as NE"
Still can't find your address? Try usi	Motor Vehicle Body Repair Multiple Pets License Music/Dance Festival	accurate results!
	No Longer Rental Off-Sale Liquor License	
Application Trans	No Longer Rental	
Application Type:	No Longer Remai	-
Sub Type:	No Longer Rental	¥
Rental Property Name:		

## **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.

	indicates a required field
Application Type:	No Longer Rental
Sub Type:	No Longer Rental
Rental Property Name:	Fridley Apartments LLC
License #:	18222
Address:	
	Fridley
Parcel #:	143024110004

- 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.

盦 APPLICATION INFORMATION				
My property listed above is not a rental property based on the following reason				
	Owner Occupied, I have owned and occupied this property since			
	I no longer own the property. Property Sold on			
Date:				
Name of New Owner if known:				
	Foreclosure			
	Vacancy			
	Vother			
Please explain:				

- 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 rpid@fridleymn.gov