



Roseville Multi Family Rental License Program

Online Renewal

Below are steps to take to renew your online rental license with the City of Roseville. All renewals and payments should be completed by January 31, 2019.

Please contact me with any questions or concerns.

Emily Nelson
Department Assistant
fireinspections@cityofroseville.com
651-792-7340

- 1) If your licenses is up for renewal in 2019 you will receive an email stating that it is about to expire. Visit www.cityofroseville.com/epermits to renew the online license.
- 2) You will need to log in with your user name and password for the account that it was registered under. If you do not remember it or never set one up, you can contact me.

- 3) Search for your rental license

Home Apply For... Request **Search** Building Records (0) Reports (1) Account Management Logout

Announcements Logged in as: Emily Nelson

Search...

Hello, Emily Nelson

Licensing Records

Saved in Cart (0) View Cart My Collection (0) View Collections

There are no items in your shopping cart right now.

You do not have any collections right now.

- 4) If you are using the same log in information as before your license should show up already and there will be a link to "Renew License"

Records

The Status field indicates whether the Business License is Active. Click any of the results below to view more details. Only limited information can be viewed by non-license holders.

Showing 1-1 of 1 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Record Number	Record Type	DBA Name	Address	Expiration Date	Status	Action
<input type="checkbox"/>	RLIC-0152	Rental License		2701 Lexington Ave N	12/31/2018	Expired	Renew License

- 5) Go through your property information and contact information. If any property owners or managers have changed you can do that on this screen

Property Owner

If you are applying for this license, use 'Select from Account' option to copy your Contact information from your registration. Be sure to select your Contact information to copy and not any linked contractor licenses you might have. Otherwise fill in the information for the license applicant. Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

Emily Nelson

ekendall29@gmail.com
Home phone:9522700703
Mobile Phone:9522700703
Work Phone: 6517927309
[Edit](#) [Remove](#)

▼ Contact Addresses

[Add Additional Contact Address](#)

To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click on the Remove link.

Showing 0-0 of 0

Address Type	Address	Recipient	Action
No records found.			

- 6) You are also able to download the two documents needed from the inspection. If you do not want to download them, we can get them at the time of the inspection as well. These forms are on our website www.cityofroseville.com/3188/Rental-Licensing

Documents

Upload the following documents for your renewal:

Rental License Application Checklist (completed and signed)
Workers Compensation Compliance Form

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

[Continue Application »](#)

[Save and resume later](#)

- 7) You always have the option to save and resume and come back later to finish

- 8) Fees will be laid out here. All City of Roseville Licensing and Permit fees have a 2% processing fee associated with them. Each building on the property is \$102 and each unit that will be inspected (1/3 of all units will be inspected in 2019) is \$15.

Rental License Renewal

1 Step 1	2 Review	3 Pay Fees	4 Record Issuance
----------	----------	------------	-------------------

Step 3: Pay Fees

Listed below are the license application fees based upon the information you've entered.

Application/Renewal Fees

Fees	Qty.	Amount
Rental License Fee	1	\$102.00
Rental License Unit Fee	1	\$50.00
Processing Fee	1	\$3.04

TOTAL FEES: \$155.04

Note: This does not include additional inspection fees which may be assessed later.

- 9) If you have multiple properties you would like to pay as a lump sum, you can "Continue Shopping" and start the process over. All properties will be save in your "Cart" and you can check out at one time.

[Home](#) [Apply For...](#) [Request](#) [Search](#)

[Accessibility Support](#) [Collections \(0\)](#)  [Cart \(1\)](#) [Reports \(1\)](#) [Account Management](#) [Logout](#)

- 10) Currently we are only able to process online payments with a credit card. If you would like to pay by check please contact me at fireinspections@cityofroseville.com or 651-792-7340.

As always we appreciate your cooperation with our department as we conduct these safety inspections and help to keep residents and property owners safer.