

Roseville Multi Family Rental License Program

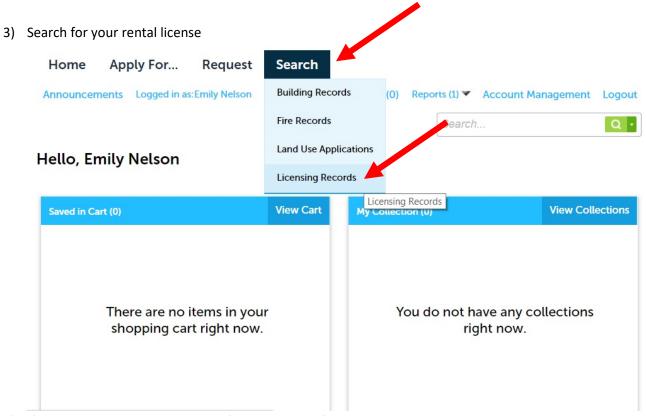
Online Renewal

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.



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 howing 1-1 of 1 | Download results | Add to collection | Add to cart **Record Type DBA Name** Address **Expiration Date** Action **Record Number** Status 2701 Lexington Ave RLIC-0152 Rental License 12/31/2018 Expired Renew License

Renew Lice

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

Address Type

No records found.

Address

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

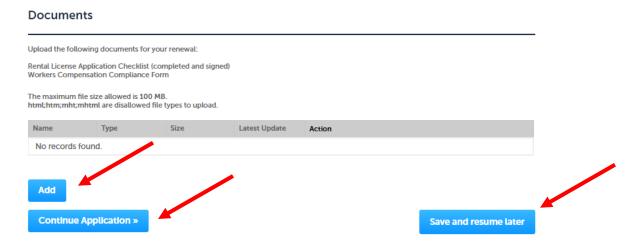
To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click on the Remove link.

Showing 0-0 of 0

Recipient

Action

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.cityofrosevile.com/3188/Rental-Licensing



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
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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.



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.