

# How to Submit an Online Rental Registration

(Please note that the information on your screen may vary)

## Visit the online ePermits portal

[www.cityofroseville.com/epermits](http://www.cityofroseville.com/epermits)

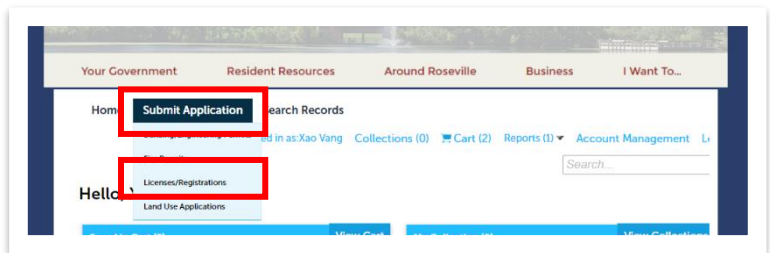
### 1) Log In

- a) Enter your log in credentials and log in
  - ❖ For new account, **Register for an Account**
  - ❖ If password is unknown, choose the **I've forgotten my password** option or call us at 651-792-7013 for a password reset



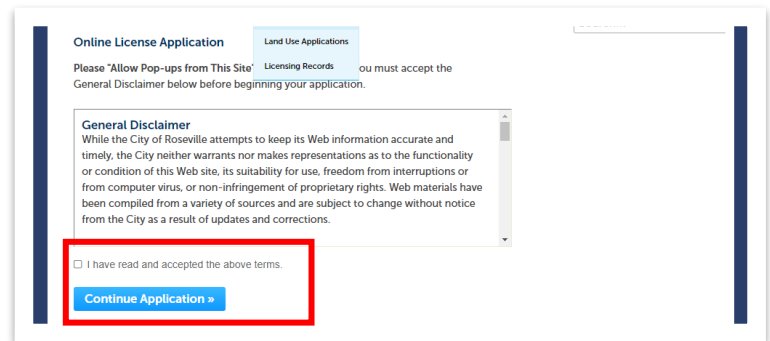
### 2) Navigate to the License Application

- b) Hover over **Submit Application**
- c) Select **Licenses/Registrations** from the drop-down menu



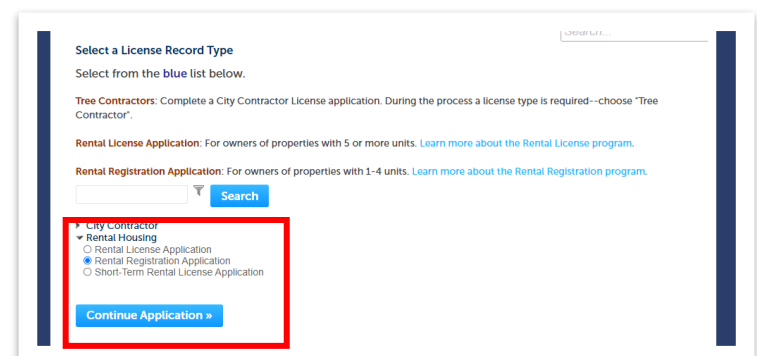
### 3) Read and accept the terms and conditions

- a) Check the **I have read and accepted the above terms** box
- b) Click **Continue Application**



### 4) Select a License Record Type

- a) Click on **Rental Housing**
- b) Click on **Rental Registration Application**
- c) Click **Continue Application**



## Application > Rental Information

### 5) Address

- Enter only the street number
- Click Search

Rental Unit Address

For best results, enter *ONLY* the street number and part of the street name, then click the blue Search button below. From the list that appears, select the correct address of your unit.

\*Street No.:  \*Street Name:  Street Type:  Direction:

Unit Type:  Unit No.:

City:  State:  \*ZIP:

Country:

### “Address Search Result List” Window (if prompt)

- Click the circle to the left of the desired address
- Click the **Select** button at the bottom of the window

Address Search Result List

Addresses

Showing 1-8 of 8

Address	City	State	Zip
<input type="radio"/> 260 Arthur St N	Roseville	M N	55113
<input type="radio"/> 260 Civic Center Dr N	Roseville	M N	55113
<input type="radio"/> 260 Farrington St N	Roseville	M N	55113
<input type="radio"/> 260 Hamline Ave N	Roseville	M N	55113
<input type="radio"/> 260 Mackubin St N	Roseville	M N	55113

### 6) Property Owner

- Click **Select from Account**
  - 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.

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.

### 7) Agent

(Skip if you own AND operate the unit yourself)

If 3<sup>rd</sup> party operates and manages:

- Click **Select from Account** or **Add New**

Agent

Enter the 3rd party who operates and manages the rental unit.

If you own "AND" operate the unit yourself, LEAVE THIS SECTION BLANK.

### 8) Rental Information

- Answer questions from top to bottom
- Click **Continue Application**

Rental Information

RENTAL STATUS

\*Is this unit a short-term rental? (AirBnB, VRBO, etc.):  Yes  No

\*Unit Type:

\*Rental Status:

Exempt Reason:

## Review

### 9) Review

- Review application
- Check the **box** at the bottom to agree to terms
- Click **Continue Application**

**Rental Information**

RENTAL STATUS Edit

Is this unit a short-term rental? (AirBnB, VRBO, etc.): No

Unit Type: Single Family

Rental Status: Rented

Exempt Reason:

I certify that the information contained in this form is true to the best of my knowledge; that I have read and understand the conditions under which my rental registration, if not exempt, may be suspended or revoked; and that the rental unit being registered complies with applicable codes and ordinances. I hereby agree to notify the City within 30 days of any changes in ownership or type of occupancy.

By checking this box, I agree to the above certification. Date:

**Continue Application »** Save and resume later

## Pay Fees

### 10) Pay Fees

- Select **Check Out** to pay now or **Continue Shopping** to apply for more registrations and pay for all at once

**Rental Registration Application**

1 Application 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 Registration Application Fee	1	\$35.00
Processing Fee	1	\$2.00

TOTAL FEES: \$37.00  
Note: This does not include additional inspection fees which may be assessed later.

**Check Out »** **Continue Shopping »** **Defer Payment »**

- Select **Checkout** to pay now or **Continue Shopping** to apply for more registrations and pay for all at once

**Cart**

1 Select item to pay 2 Payment Information 3 Receipt/Record Issuance

**Step 1: Select item to pay**

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

**PAY NOW**

2660 Civic Center Dr N  
1 Application(s) | \$37.00  
Rental Registration Application 21TMP-004009 Total due: \$37.00

**Total amount to be paid: \$37.00**

**Checkout »** **Edit Cart »** **Continue Shopping »**

- Enter credit card/payment information by filling all fields marked with a red \*
- Select **Submit Payment** at the bottom

**Payment Options**

Please select a payment method and then fill in all required information.  
Payment can be made by:  
• Credit Card (Maximum transaction amount: \$5,000)

**NOTE:**  
Click the "Submit Payment" button below ONLY ONCE to avoid being charged multiple times. It may take a few moments for the transaction to be processed

If you get an error message, DO NOT TRY AGAIN. Call 651-792-7080 to arrange payment.

Amount to be charged: \$37.00  
 Pay with Credit Card

**Credit Card Information:**

\* Card Type:  \* Card Number:  \* Security Code:

\* Name on Card:  \* Exp. Date:

## Record Issuance

### 11) Successful application submittal

- Your registration will be emailed to the email on record

Any questions, or assistance required, please call 651-792-7013.