

CITY OF RICHFIELD RENTAL LICENSE RENEWAL 2023



Application # R-1234

Site Address: 63xx TESTING AVE S

OWNER/MANAGER ON FILE
ADDRESS ON FILE
ADDRESS ON FILE

| OWNER INFORMATION: HOME | |
|-------------------------|--|
| Name: | OWNER/MANAGER ON FILE |
| Home Address: | 63XX TESTING AVE S RICHFIELD MN 55423 |
| Home Phone: | |
| Business Phone: | |
| Email: | EMAILONFILE@XYZ.COM |

| OWNER INFORMATION: WORK | |
|-------------------------|-------------------|
| Work Address: | 63xxTesting Ave S |

| PROPERTY ADDRESS | TYPE / DESCRIPTION | # RENTAL UNITS | BUILDING FEE |
|---|--------------------|-------------------|---------------|
| | | TOTAL DUE: | \$0.00 |
| LATE FEE NOTICE Fees not received by 12/31/2023 will be subject to a late fee. | | | |


- Go to <https://test.citizenserve.com/richfield>
- Click **Licensing**, then **Renew your License** on the left.
- Sign in using the login below. Review and fill out your renewal, click submit at the bottom of the page.
 - Username: [redacted]
 - Password: [redacted]
- Review and fill out your renewal, click submit at the bottom of the page.
- Submit your payment.


City of Richfield-Inspection Division: (612) 861-9882
Date Printed: 10/24/2023 Due Date: 12/31/2023

WELCOME TO RICHFIELD'S ONLINE PORTAL


Online Services Available
(Click on the icons below)


Permits


Licensing






Report a Code Violation


Planning and Zoning


Point of Sale Inspections

LICENSING

Home / Services / Licensing

-  Apply online
-  View your licenses
-  **Renew your license**
-  Search for a license

Learn about when you need a business license, what information you need to apply, submittal requirements, apply online, pay license fees, and view it all from your home, office or mobile device.

Getting Started is Easy

- 1. Register**
Register on our website, once registered you can apply for licenses, view renew REGISTER NOW →

LOGIN

Home / My Account / Login

Already have an account?

User Name:

Password:

Remember my username and password

[FORGOT YOUR USERNAME →](#)
[FORGOT YOUR PASSWORD →](#)

LOGIN

RENEW MY LICENSE

Home / Services / Licensing / View Licenses / Renew the License

Indicates a required field

| | |
|---------------|--|
| License # | <input type="text" value="B-1234"/> |
| Name: | <input type="text" value="Tony Gunderson"/> |
| Address: | <input type="text" value="2300 NTH ST SE"/> |
| License Type: | <input type="text" value="Rental Home and Apartment License"/> |
| Sub Type: | <input type="text" value="Single Family Rental"/> |

APPLICANT INFORMATION

Email:

First Name:

Last Name:

Contact Information

Property Owner: [...]

Partnership/Corporation: [...]

Manager: [...]

Individual Responsible for Maintenance: [...]

Individual Responsible for Keeping and Maintaining the Property: [...]

Tenant Registers:

Be sure to click on the 3 blue dots to review and update contact information.