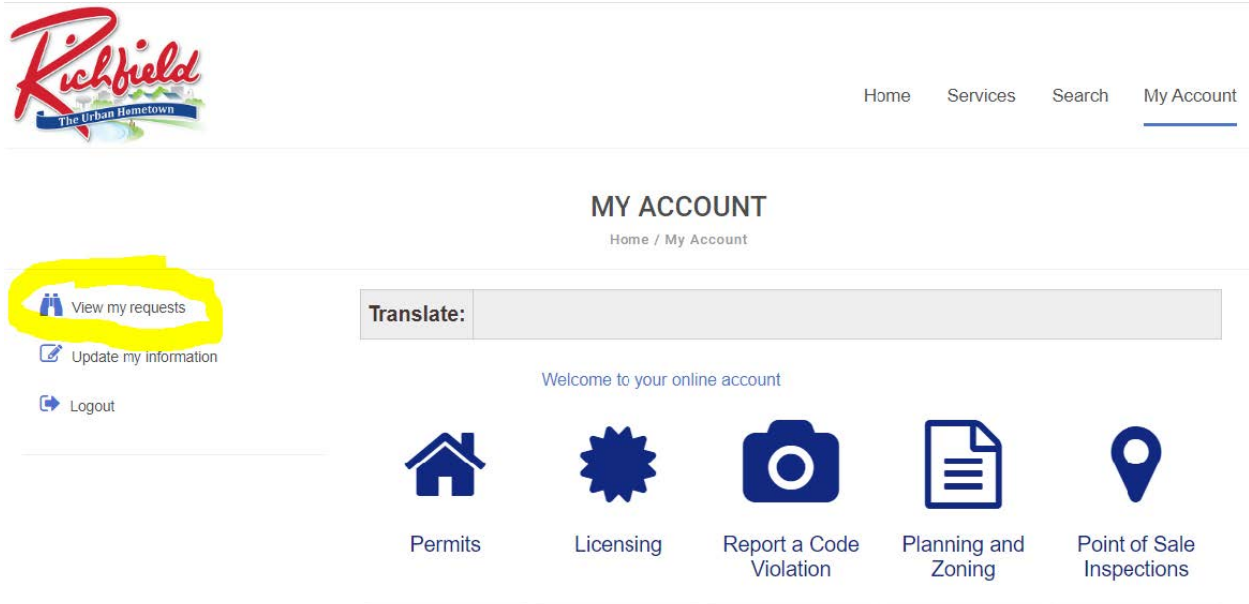


Navigating the CitizenServe Portal

Richfield Rental Licensing

1. Log into the portal: www4.citizenserve.com/Portal/PortalController.
2. Select "View my requests."



Richfield
The Urban Hometown

Home Services Search My Account

MY ACCOUNT

Home / My Account

View my requests

Update my information

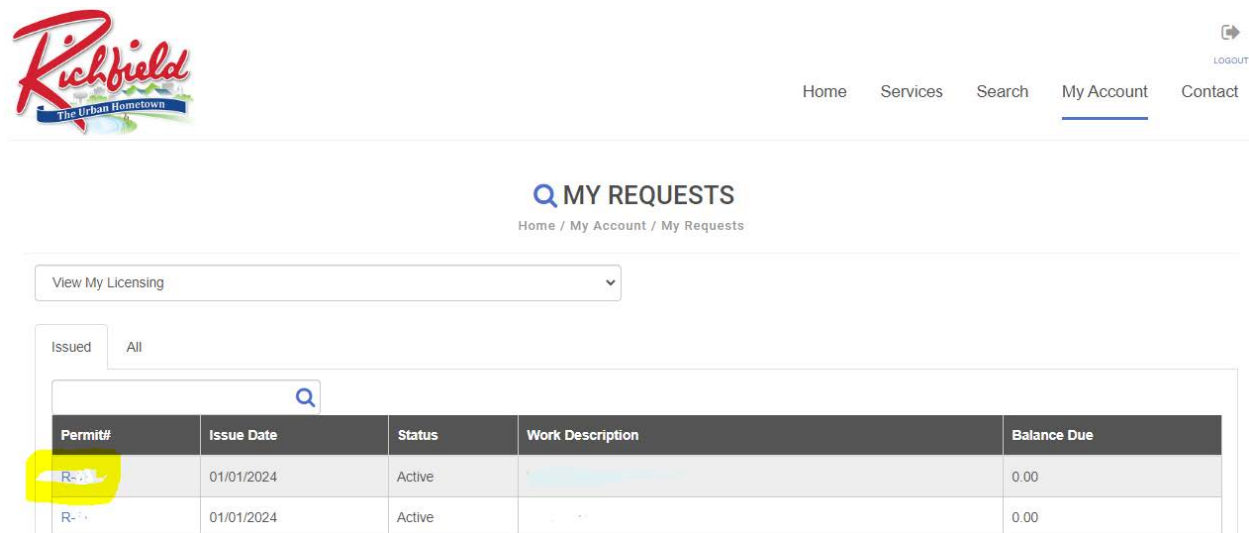
Logout

Translate:

Welcome to your online account

Permits Licensing Report a Code Violation Planning and Zoning Point of Sale Inspections

3. Select Permit#.



Richfield
The Urban Hometown

Home Services Search My Account Contact

MY REQUESTS


Home / My Account / My Requests

View My Licensing

Issued All

Permit#	Issue Date	Status	Work Description	Balance Due
R-...	01/01/2024	Active		0.00
R-...	01/01/2024	Active		0.00

4. Select "Documents."


Home / Services / Licensing / View License

Upload documents
Leave message


Translate:

License #: R-1
Status: Active
Issue Date: 01/01/2024
Expiration Date: 12/31/2024
Name:
Address:

License | Reviews | **Documents** | Inspections

License #: R-1
License Type: Rental Home and Apartment License
Sub Type: Apartment Building
Rental Information
Number of Units:

5. Select the document you wish to download.


Home / Services / Licensing / View License

Translate:

License #: R-1
Status: Active
Issue Date: 01/01/2024
Expiration Date: 12/31/2024
Name:
Address:

License | Reviews | **Documents** | Inspections

Date	Type	File Name	Description
01/22/24	Email	Housing Inspection.htm	Housing Inspection
01/22/24	Merge document	Rental Inspection Report.htm	Rental Inspection Report - Rental Inspection
01/18/24	Mass Merge	Rental Inspection Notice.htm	
01/17/24	Mass Merge	Rental Inspection Notice.htm	
12/08/23	Merge document	Rental License Certificate.htm	Rental License Certificate - R-1