How to Submit an Online Rental Registration

City of
R🌹SEVILLE
Minnesota

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

## Visit the online ePermits portal
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
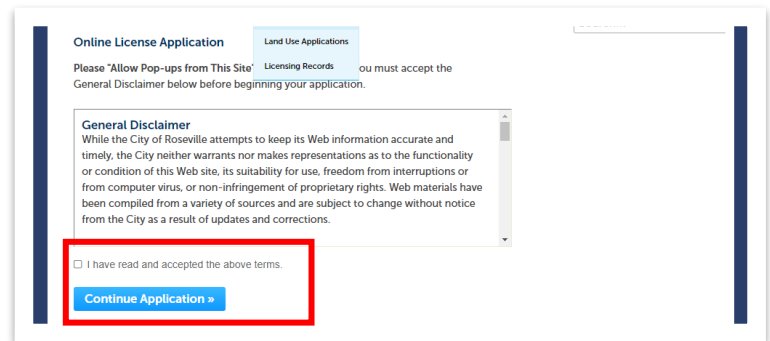

2) Navigate to the License Application
b) Hover over **Submit Application**
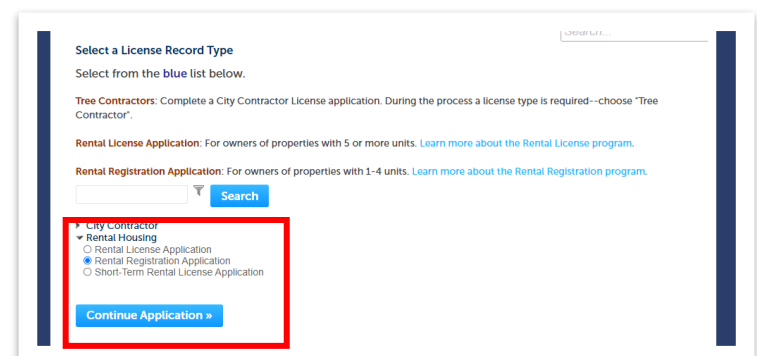c) Select **Licenses/Registrations** from the drop-down menu
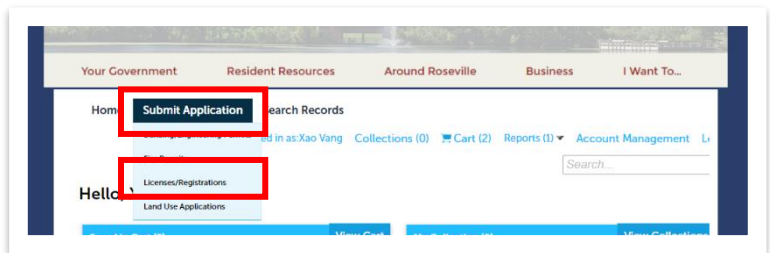
3) Read and accept the terms and conditions
a) Check the **I have read and accepted the above terms** box
b) Click **Continue Application**

4) Select a License Record Type
a) Click on **Rental Housing**
b) Click on **Rental Registration Application**
c) Click **Continue Application**

5) Address
a) Enter only the street number
b) Click **Search**

"Address Search Result List" Window
(if prompt)
c) Click the circle to the left of the desired address
d) Click the **Select** button at the button of the window

6) Property Owner
a) 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.

7) Agent
(Skip if you own AND operate the unit yourself)

If 3rd party operates and manages:
a) Click **Select from Account** or **Add New**

8) Rental Information
a) Answer questions from top to bottom
b) Click **Continue Application**

Review

9) Review
   a) Review application
   b) Check the **box** at the bottom to agree to terms
   c) Click **Continue Application**

Pay Fees

10) Pay Fees
   a) Select **Check Out** to pay now or **Continue Shopping** to apply for more registrations and pay for all at once

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

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

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.