

my.WOODDALE.com Self Service Portal

Residential Rental Program

Renewing a Rental Application

<https://my.wooddale.com>





CITY OF
WOOD DALE

Good Morning, **Guest** ▾



Log In
Register

Home Apply Today's Inspections Map 311 Pay Invoices Search  Calendar 

The City of Wood Dale, IL - Self Service Portal



Login or Register

Login to an existing or create a new account. You can also find help if you forgot your login information.



Search Public Records

This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.



Request Inspection

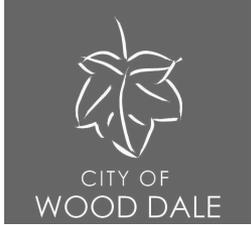
Click here to request an inspection.



Apply

This tool can be used to apply for...

Step 1. Login to your my.wooddale.com Self-Service account.



My Work

MY LICENSES

Search...

Export to Excel

License Number	Renew	Name	DBA	Address	Status	Type	Applied
REN-000385-2023	Renew	Wendy Bednarz		404 N WOOD DALE WOO...	Expired	Rental Property Registration	02/22/2023

Step 2. Under the “My Work” tab, review “My Licenses”.

My Work

MY LICENSES

Search...									
License Number	Renew	Name	DBA	Address	Status	Type	Applied	Export to Excel	
REN-000385-2023	Renew	Wendy Bednarz		404 N WOOD DALE WOO...	Expired	Rental Property Registration	02/22/2023		

Step 3. Click “Renew” under the expired Rental Property Registration.

Renew License - Rental Property Registration

*REQUIRED



LICENSE DETAILS

Please click [Next](#) to continue

License Type	<input type="text" value="Rental Property Registration"/>
Description	<input type="text"/>
License Holder	<input type="text" value="Wendy Bednarz"/>

Next

Step 4. Review License Details, including License Type and Description. Click “Next”.



Renew License - Rental Property Registration

*REQUIRED



MORE INFO

*Number of Units

Number of Units is required.

Tenant Details

At least one row of information is required. Click +Add Row to begin.

[+ Add Row](#)

Building Address	Unit Number	Tenant Name	Tenant Phone Number	Tenant E-mail

Back

Next

Step 5. Provide more information including the Number of Units and Tenant Details.



Type

More Info

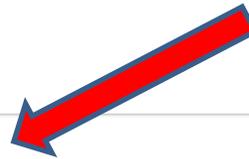
Attachments

Review and Submit

MORE INFO

*Number of Units

1



The number of units inputted will dictate the invoice amount.

Step 6. Provide number of units in building. For single family homes please use “1”. Please note, each separate address, for example 123 ABC St and 124 ABC St, should have their own application.



Add appropriate information and click "Update" when finished.

Renew License - Rental Property Registration

✓
Type

MORE INFO

*Number of Uni

Tenant Details

At least one row of information is required. Click +Add Row to begin.

+ Add Row

	Building Address	Unit Number	Tenant Name	Tenant Phone Number	Tenant E-mail

Edit

Building Address

Unit Number

Tenant Name

Tenant Phone Number

Tenant E-mail

Click "Add Row"

Step 7. Provide Tenant Details.



Renew License - Rental Property Registration

*REQUIRED



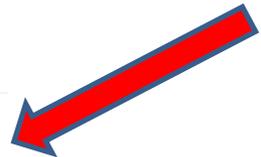
MORE INFO

*Number of Units

Tenant Details						
+ Add Row						
	Building Address	Unit Number	Tenant Name	Tenant Phone Number	Tenant E-mail	
Edit	404 N Wood Dale Rd	Basement	Community Development	630-766-5133	permits@wooddale.com	

Back

Next



Step 8. Verify Tenant Details and click “Next”.



Renew License - Rental Property Registration

*REQUIRED



Attachments

Select Type

Add Attachment

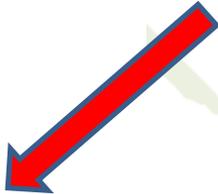
+

Supported: .jpg, .png, .jpeg, .gif,
.tiff, .doc, .docx, .xls, .xlsx,
text/plain, .dwg, .zip, .csv, .rtf,...

Note: If you have the signed Tenant Consent Form, you may upload the document at this step.

Back

Next



Step 9. Click "Next".



Renew License - Rental Property Registration

*REQUIRED



Type



More Info



Attachments



Review and Submit



Submit

Locations

Location 404 N WOOD DALE , WOOD DALE, IL., 60191

Parcel Number 0309413047

Basic Info

Type Rental Property Registration

Description

Applied Date 02/23/2023

License Holder Wendy Bednarz

Contacts

Property Owner Wendy Bednarz
City of Wood Dale
404 N Wood Dale Rd ,

Step 10. Review submittal. If all information is correct, click “Submit”.



Note: Following review, you will be invoiced and required to schedule an inspection. Inspections are based on geographical zones. You must pass an annual inspection and submit payment for compliance. Failure to comply may result in additional fees and adjudication.

Dashboard Home Apply My Work Today's Inspections Map 311 Utility/Parking Fine Payments Pay Invoices City Website Employee Self Service Search Calendar

✓ Your license application was submitted successfully. Please click the Add to Cart button to pay for the invoiced fees to complete the process.

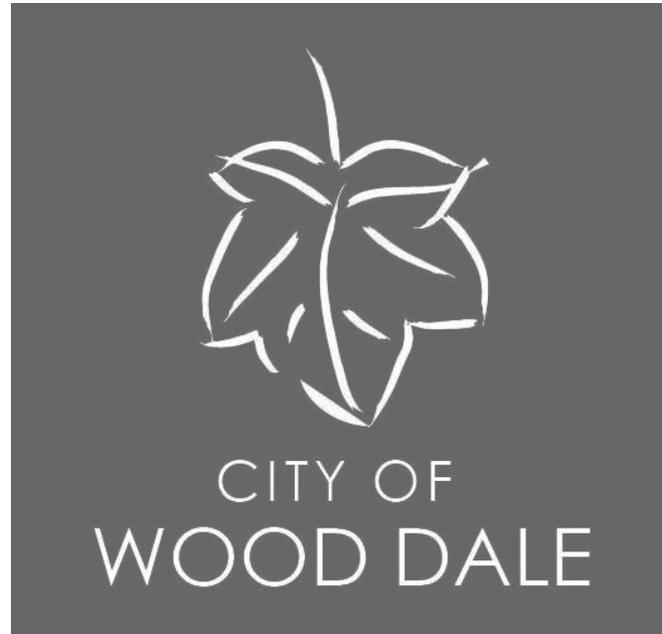
License Number: REN-000388-2023 [Add to Cart](#)

- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details					
License Holder:	Wendy Bednarz	License Type:	Rental Property Registration	Applied Date:	02/23/2023
District:		Period Start Date:			
Status:	In Review	Expiration Date:			

Step 10. Following submittal, your renewal application will be “In Review”. Once fees are paid and inspection has passed, your certificate will be issued.



Questions or need additional assistance?
Contact the Community Development
Department at **(630) 766-5133**