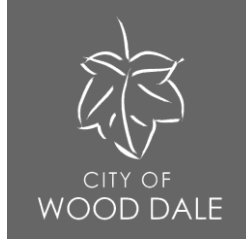


my.WOODDALE.com Self Service Portal

Annual Rental Registration

<https://my.wooddale.com>





Why create an account?

- Creating an account will allow the system to save your information each time you apply for or renew your rental license.
- Most applications will require additional attachments that need to be scanned and uploaded into Citizen Self Service (CSS). You may begin an application, save, and resume at a later time, if needed.
- You may log into CSS to check the status of your rental.
- You may pay fees online via the CSS portal.

Steps for creating and managing an account are on the following pages.



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. Select "Register" in the "Guest" drop-down box.



Good Morning, [Guest](#)

Registration

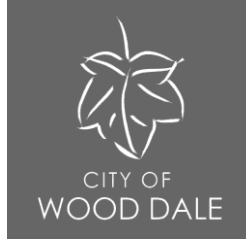
Step 1 of 4: Email Address



Email [Next](#)

Email address is required

Step 2. Enter your email address into the “Email” field and click “Next”.



You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

[Confirm](#)



Can't find your confirmation email?

- Check your Spam and Junk mail folders.
- Your email service may be inadvertently blocking the email. Ensure your account is set up to allow emails from noreply@wooddale.com.
- Sign up using a different email address (Gmail, Yahoo, etc.) and change to your preferred email once you have completed registration.

Step 3. A verification code will be sent to the email address provided. Click "Confirm" on the email message to confirm your registration.



Registration

Step 2 of 4: Login information

*REQUIRED

I'm not a robot 
reCAPTCHA
Privacy * Terms

* Username

Username is required.

* Password

Password is required.

* Confirm Password

Email

[Next](#)



Step 4. Complete your registration by providing the desired credentials and checking the CAPTCHA verification box. Click “Next” to continue.



Good Morning, [Guest](#) ▾

[Home](#) [Apply](#) [Today's Inspections](#) [Map](#) [311](#) [Pay Invoices](#) [Search](#) [Calendar](#)

Registration

Step 3 of 4: Personal Info

***REQUIRED**

* First Name

Middle Name

* Last Name

Company

* Contact Preference

* Email Address

[Additional Contact Information](#)

Next



Step 5. Provide registration information. Click "Next" to continue



Step 4 of 4: Address

***REQUIRED**

Country Type

* Address Line 1

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite


City

State

Postal Code

County

* Address Type



Step 6. Provide your address. Click “Submit” to complete registration.



Application Assistant

Rental Property Registration 

 All

 Trending

 My History

 LICENSES

 PERMITS

 PETITIONS

> Show Categories

Show My Templates

Rental Property Registration

Category Name:
Rental License

Description:
All residential rental units are to be registered with the City and pass an annual life safety inspection.

Apply 

Step 7. Click “Apply” and search “Rental Property Registration”. To the right of Rental Property Registration, click the blue “Apply” icon.



Apply for License - Rental Property Registration

*REQUIRED



LOCATIONS

Click on the (+) to search for the Rental Property address

Location ▾

Add Location

+

REQUIRED



Create Template

Save Draft

Next

Step 8. Apply for License. Click “Add Location”. Click “Next” to continue.



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

[← Back to Application](#)

Add Location

Add Address As

Address Information

Search

Step 9. Search Address of your rental property. From list, choose correct address.



my.WOOD DALE.com

Good Morning, Wendy Bednarz

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

Apply for License - Rental Property Registration

*REQUIRED



LOCATIONS

Click on the (+) to search for the **Rental Property** address

<p>Type: Location 404 W IRVING PARK RD WOOD DALE, IL 60191</p> <p>Main Address <input checked="" type="checkbox"/></p> <p>Parcel Number 0309305023</p> <p>Main Parcel <input checked="" type="checkbox"/></p> <p>Remove</p>	<p>Location </p> <p>Add Location</p> <p>+</p>
--	---



Create Template

Save Draft

Next



Step 10. After choosing the correct address, click “Next”. If you have multiple properties, you may “Add Location” and click “Next” once all properties are added.



Apply for License - Rental Property Registration

*REQUIRED



LICENSE DETAILS

Please click [Next](#) to continue

* License Type

Description

License Holder



[Back](#) [Create Template](#)

[Save Draft](#) [Next](#)

Step 11. License Details screen. Click “Next” to continue.



Apply for License - Rental Property Registration

*REQUIRED



CONTACTS

Please provide the contact information for the property owner/mangement on this screen. To add a contact, click on the (+) and search by name. If there are no search results, then enter manually. Tenant information will be collected at the next screen.

Property Owner

Add Contact

+

REQUIRED

Select Type

Add Contact

+

Back

Create Template

Save Draft

Next

Step 12. Enter contacts. Please provide the property owner and management information. Property owner information is required. Do not enter tenant information at this time. Click "Next" to continue.



Apply for License - Rental Property Registration

*REQUIRED



MORE INFO

General

[Top](#) | [Main Menu](#)

*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

Click on the (+) to add tenant information

Step 13. Enter number of units. The number of units will calculate rental registration fees. Enter "1" for a single family home.



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

Apply for License - Rental Property Registration *REQUIRED

Progress: ✓ Locations ✓ Type ✓ Contacts 4 More Info 5 Attachments 6 Review and Submit

MORE INFO

General | Top | Main Menu

*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	1	Wendy	6307665133	

Click on the (+) to add tenant information

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

Step 14. Click “Add Row” and enter Tenant Details. Click on the (+) to add additional tenant information. Click “Next” to continue.



Apply for License - Rental Property Registration

*REQUIRED



Attachments

Tenant Consent Form
Add Attachment

+

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

REQUIRED

Select Type

+

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

Back Create Template

Save Draft Next

Step 15. Add the “Tenant Consent Form” document. Additional Attachments may be added by choosing “Add Attachment”. Click “Next” to continue.



my.WOOD DALE.com

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

Apply for License - Rental Property Registration *REQUIRED

Progress: ✓ Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments 6 Review and Submit

[Submit](#)

Locations

Location	404 W IRVING PARK RD WOOD DALE, IL 60191
Parcel Number	0309305023

Basic Info

Type	Rental Property Registration
Description	
Applied Date	11/04/2021
License Holder	Wendy Bednarz

Contacts

Property Owner	Wendy Bednarz
City Email	



Step 16. Review information for correctness. Click “Submit” to apply for your rental license.



my.WOOD DALE.com

Good Morning, Wendy Bednarz 0

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



Your application was successfully submitted!

Thank you. Your application has been submitted. Please ensure payment is submitted. A reminder will go out once it is time to schedule the Rental Housing Inspection. Questions? Please contact Community Development at 630-766-5133 or email permits@wooddale.com

[Continue to license](#)



Your application was successfully submitted! You can “Continue to License” for available license information.



my.WOOD DALE.com

Good Morning, Wendy Bednarz - 0

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

My Work

MY LICENSES

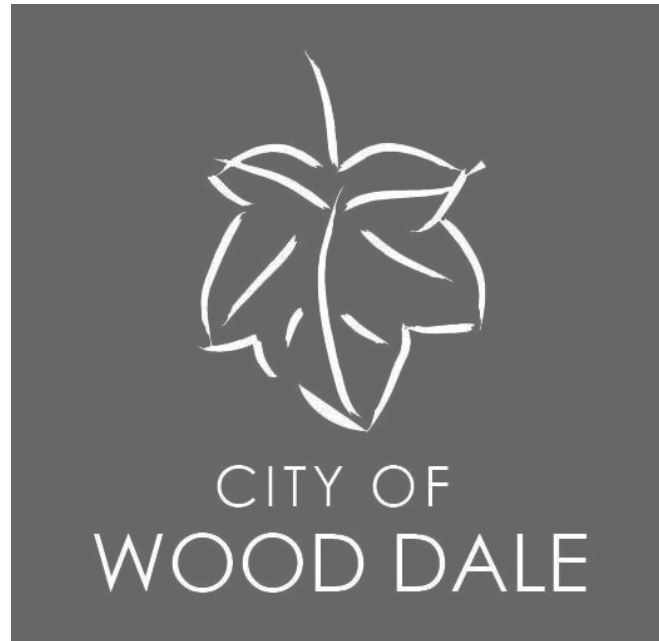
Search... [Export to Excel](#)

License Number	Renew	Name	DBA	Address	Status	Type	Applied
REN-000001-2021		Wendy Bednarz		404 W IRVING PARK RD Un...	In Review	Rental Property Registration	11/04/2021

Showing 1 records. Limited to the last 2000 records

Rental license status will be available through the My Wood Dale portal, under My Work. After application review, you will be contacted to pay appropriate fees and schedule inspections.

Please note, temporary rental certificates will not be issued for 2022.



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