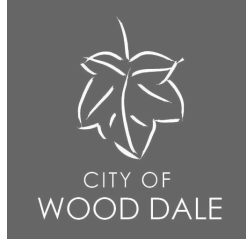


# my.WOODDALE.com Self Service Portal

**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](#)

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

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



Create Template

Save Draft

**Next**



**Step 10. After choosing the correct address, click “Next”. If you have multiple rental properties, please choose one address per application.**



## Apply for License - Rental Property Registration

\*REQUIRED



### LICENSE DETAILS

Please click [Next](#) to continue

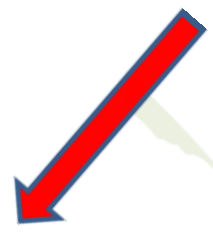
\* License Type

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.

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
<a href="#">/ Edit</a> <input type="checkbox"/>	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.**





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### 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
----------------	---------------

**Step 15. 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](mailto: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 -

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

### My Work

MY LICENSES

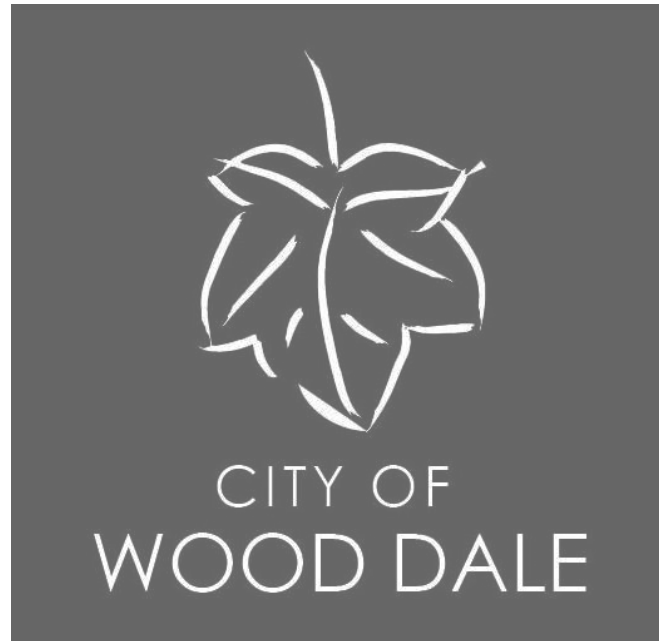
Search... [Export to Excel](#)

License Number	Renew	Name	DBA	Address	Status	Type	Applied
<a href="#">REN-000001-2021</a>		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**