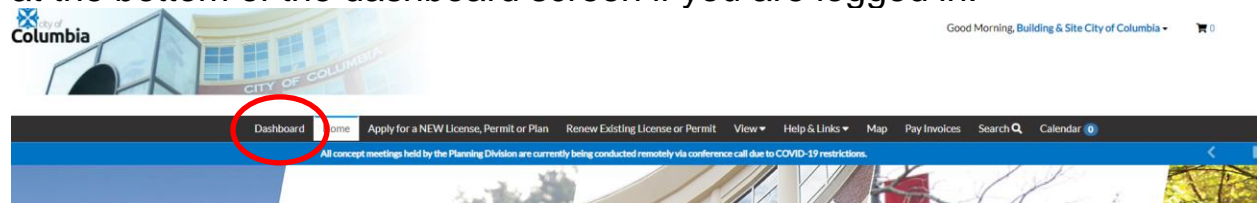


Renewing Rental Licenses Through Citizen Self Service

You will first need to register an account at the following link:

https://energov.como.gov/EnerGov_Prod/SelfService#/home

After registering, please contact Neighborhood Services at neighborhood@como.gov or at 573-817-5050 to get the information for the account you just created added to your license(s). If you have multiple licenses, please send an email with the list of properties needing to be updated. When the accounts have been linked, you will see your license(s) at the bottom of the dashboard screen if you are logged in.



[View My Inspections](#)

[View My Invoice](#)

My Licenses

<p>Expired</p> <p>22</p> <p>No. ONS006257</p> <p>Type: RENTAL - SINGLE F...</p> <p>Renew</p>	<p>Expires in</p> <p>38</p> <p>No. BSDE-001212-2018</p> <p>Type: Maintenance Electri...</p> <p>Renew</p>	<p>Draft</p> <p>0</p>
--	--	------------------------------

[View My Licenses](#)

Any licenses available to renew will have a Renew ribbon along the bottom of the license “card”. Click on that ribbon to bring up the license details screen. You will NOT need to do anything on this screen. Just click Next in the bottom right corner:

DashboardHomeApply for a NEW License, Permit or PlanRenew Existing License or PermitView▼Help & Links▼MapPay InvoicesSearch🔍Cal

Renew License - RENTAL - SINGLE FAMILY DETACHED HOUSEREQUIRED

1Type2Attachments3Review and Submit

LICENSE DETAILS

License Type

RENTAL - SINGLE FAMILY DETACHED▼

Description

Next

The next screen will be for uploading the HVAC certification form and pages 2 and 3 of the renewal paperwork you received in the mail. Please sign page 2 and handwrite any updates or additions needed on page 3 with the property listing before uploading. The HVAC certification should be completed by a City of Columbia licensed mechanic if you have fuel fired appliances, or by you if the property is all electric. Both of these are required attachments, and you will not be able to proceed without uploading the documents.

This can be done by scanning a copy to your computer, or taking a picture with your phone which can then be emailed to you and saved to your computer. To upload the forms, click on the Add Attachment card for each document:

Attachments

HVAC Certificate

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls,.xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

REQUIRED

HVAC

Add Attachment

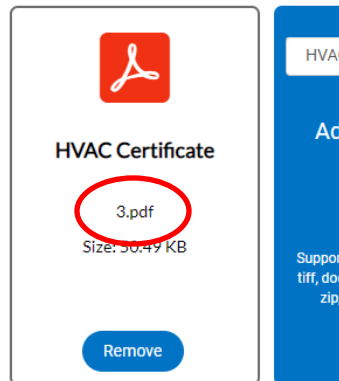
+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls,.xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

REQUIRED

When you click the card, your files will open where you can select the document you want to upload. Find the file you saved to your computer, and double click it to upload. Once it has been loaded, the card will look like this with the file name showing:

Attachments



After uploading your documents, click Next in the bottom right corner again. Confirm the information on the summary, and click Submit:

The screenshot shows a multi-step process with three steps: 'Type' (marked with a green check), 'Attachments' (marked with a green check), and 'Review and Submit' (marked with a blue '1'). The 'Submit' button in the 'Review and Submit' step is circled in red. Below the progress bar, the form displays summary information for a rental application.

Locations	
Rental Building/Unit	[Redacted]
Parcel Number	1711300190350001

Basic Info	
Type	RENTAL - SINGLE FAMILY DETACHED HOUSE
Description	
Applied Date	11/23/2021

Contacts	
Applicant	[Redacted]
Rental Agent/Operator/Owner	[Redacted]

Attachments	
HVAC Certificate	3.pdf

You will then get a success message that the application has been submitted.

Dashboard Home Apply for a NEW License, Permit or Plan Renew Existing License or Permit View Help & Links Map Pay Invoices Search Q Calend

✓ Your license application was submitted successfully.

License Number: ONS006257

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

License Details | Tab Elements | Main Menu

License Details

License Type:	RENTAL - SINGLE FAMILY DETACHED HOUSE	District:	Third	Applied Date:	11/23/2021
Account Number:		Issued By:		Period Start Date:	
Status:	ONS - RH In Review			Expiration Date:	
Description:					

Business Locations Fees Inspections Attachments Contacts Holds Classifications More Info

The HVAC and other information will be reviewed by Neighborhood Services staff. After review and completing any requested updates, the invoice for payment will be created. **YOUR APPLICATION WILL NOT BE COMPLETE UNTIL THE PAYMENT IS PROCESSED.** You will receive email notification that the invoice is ready to pay. The invoice can be paid by going to your dashboard and selecting the invoice to add to cart.

My Invoices

Current	
1	\$30.00
Past Due	
0	\$0.00
Total	
1	\$30.00

View My Invoices

Display All Invoices Export

Invoice Number	Amount Due	Status	Case Number	Address	Select
00043432	\$30.00	Due	BSDE-004150-2021		<input type="checkbox"/>

Results per page: 10 1 - 1 of 1 << 1 >>

Add To Cart

Or it can be paid by simply searching the invoice # at this link:

https://energov.como.gov/EnerGov_Prod/SelfService#/payinvoice

After payment has been received, your inspection notice with date and time of your rental inspection (if renewing with inspection) or your Certificate of Compliance (if renewing without inspection) will be mailed to the primary contact's address. Certificates of Compliance are mailed on the renewal date.