## <u>ONLINE</u> **RENTAL LICENSE RENEWAL INSTRUCTIONS:**

-Link to online licensing portal: https://tukw-egov.aspgov.com/BL/index.html

## -Click on "Select License".

City of T	ukwila	# ৬ 🚥 ⊥ ਦ
Home Select License	Welcome to the City of Tukwila's Rental Business License Portal.	
	APPLY FOR A NEW RENTAL LICENSE To apply for a NEW rental license users must log in. To create an account, select the New User icon in the upper right-hand corner of the screen. If you already have an account, please log in.	Q
	PAY A FEE ON AN EXISTING RENTAL LICENSE (RENEWAL FEE/INSPECTION FEE) To pay a fee on an existing license such as a license renewal fee or inspection fee, choose ?Select License? from the left-hand menu then enter your rental license number and press search to pull up your rental license. DO NOT APPLY FOR A NEW LICENSE	
	To view fees due on your license, select ?License Fees? menu. Questions? Contact the Rental Housing Program at rentalhousing@tukwilawa.gov or (206)431-3674.	from the left-hand
PLEASE MAKE SURE YOU HAVE A submit permit applications, I cer nerewith is true, complete and co not limited to, expiration not formation with the city in writing	ATTACHED ALL REQUIRED DOCUMENTS. Questions? Contact the Permit Center at permits@tukwilawagov or tify under penalty of perjury of the laws of the State of Washington that the information on the applications i rect. I also acknowledge I am the responsible party to receive all correspondence from the city regarding any ficiations. If at any time during the review or inspection process, I am no longer the Applicant for the project in a timely manner. I agree to utilize this site and its contents lawfully with respect for copyright and legal ow	206)431-3670 By utilizing this portal to submit, and all information submitted projects that 1 apply for, inclouding but it is my responsibility to update the nership of professionally created design

## -Enter rental license number (i.e. RENT20-0038) where it asks for License Number and click "Search".

City of Tukwila	A 등 📼 🛓 원
Home	Colort Lineares
Select License	Select License
	Search By: License Number
	Search Criteria
	* = Required
	* License Number: RENT20-0038
	Search
PLEASE MAKE SURE YOU HAVE ATTACHED AL submit permit applications, I certify under pe herewith is true, complete and correct. I also ac not limited to expiration notifications. If a	. REQUIRED DOCUMENTS. Questions? Contact the Permit Center at permits@tukwilawa.gov or (206)431-3670 By utilizing this portal to nalty of perjury of the laws of the State of Washington that the information on the applications I submit, and all information submitted knowledge I am the responsible party to receive all correspondence from the city regarding any projects that I apply for, inclouding but tany time during the review or inspection process. I am no longer the Applicant for the project it is my responsibility to update the
information with the city in writing in a timely m	anner. I agree to utilize this site and its contents lawfully with respect for copyright and legal ownership of professionally created design and plans.

## -Click on "License Fees" on the left.

City of Tukwila				<b>\$ &amp; ∞ 1</b> €
Home	Lizzana Dat	-11		
Select License	License Det	all		
License Detail	License Number:	RENT20-0038	Owner Name:	TUKWILA CITY OF
License Contacts	Business Name:		Address:	6300 SOUTHCENTER BLVD 100
License Fees	Туре:	RENTAL LICENSE	Subtype:	RENTAL LICENSE 1-4 UNITS
Attachments	Status:	RENEWAL	Issued:	01/05/2021
	Expire:		Applied:	09/25/2020
	Additional Inform	ation		
	Phone:			
	Fax:			
	Email:			Pay Outstanding Balance
PLEASE MAKE SURE YOU HAVE ATTACHED ALL submit permit applications, I certify under per herewith is true, complete and correct. I also ac not limited to, expiration notifications. If at information with the city in writing in a timely m	REQUIRED DOCUMENTS. Questin halty of perjury of the laws of the 5 knowledge I am the responsible p any time during the review or ins anner. I agree to utilize this site ar	ons? Contact the Permit Center a State of Washington that the info arty to receive all correspondenc pection process, I am no longer t pection process, I am no longer di ts contents lawfully with respe and plans.	t permits@tukwilawa.gov or (206) rmation on the applications I subr te from the city regarding any proj the Applicant for the project, it is r cct for copyright and legal owners	431-3670 By utilizing this portal to mit, and all information submitted iects that I apply for, inclouding but my responsibility to update the hip of professionally created designs

-Check the box to the right of \$77, \$201, \$252, \$314, or other unpaid amounts shown (unpaid fees will show in white, where paid fees are in green), then click "Pay Selected Fees".

onic	Foos			
elect License	rees			
ense Detail	License Number:	RENT20-0038	Owner Name:	TUKWILA CITY OF
cense Contacts	Business Name:		Address:	6300 SOUTHCENTER BLVD 100
cense Fees	Total Fees Paid:	\$0.00		
tachments	Total Fees Outstanding:	\$77.00		Pay All Fees
	Fee Description	+	Amount	Pay
	Fee Description	+	Amount	Pay
	RENTAL LICENSE	+	\$77.00	
	Total		\$0.00	\$77.00
	Showing 1 to 2 of 2 entries			
				Day Solocted Foor
				Pay Selected Tees

-You will now be directed to a third-party payment site that looks like this:

City of Tukwila

Secure Payment Form	
Transaction Details	Payment Information
Reference Number	
ad352697-ecc0-4658-b17b-28191e07	Card Number*
PO Number	
	Expiration* CVV
Amount*	12 🗸 21 🗸
\$ 77.0	Subtotal: \$ 77.0
Description	Service Fee: \$ 2.31 (3.00%)
	Total: \$ 70.31
Company	
Address	Required Field Meter™ sHighlight fields
City State Zip*	25%
Phone	
Email*	
SECURE PAYMENTS BY OC CARDINATION	A Fidelity PAYMENTS COMPANY

If you experience any problems, please email us at <u>RentalHousing@TukwilaWA.gov</u>.

Thank you,

Rental Housing Program