

## City of Marshalltown's New Owner of Existing Registered Rental Property Form

**New rental definition:** A new rental is a property, which has not been registered with the City of Marshalltown within the last six months. This may include new construction, older home conversions, or changes from owner occupied to renter occupied status.

**Registered Rental definition:** A rental property that is currently registered with the City of Marshalltown's Rental Registration Program and current with inspection fees and has a valid Letter of Compliance issued by the Housing Inspection Office.

**City of Marshalltown approval and a valid Letter of Compliance is required prior to any type of occupancy. Please complete this form and submit to the City of Marshalltown Housing Inspection Office at 36 N Center Street along with required application fee.**

Address of rental property:		Units:	
Parcel Identification Number (PIN):		Year Built:	
Previous Owner:			
Year Last Inspected:		Year Inspection Due	
Name of tenant only if related to owner by direct line of sanguinity and their relationship to owner (mother, father, brother, sister, daughter, son, grandchild or grandparent):		Tenant:	
		Relationship:	
<b>Type of Complex:</b> <input type="checkbox"/> Single Family Detached <input type="checkbox"/> Single Family Attached (Duplex) <input type="checkbox"/> Multi-family (3 units or more) <input type="checkbox"/> Single Unit Commercial Bldg. <input type="checkbox"/> Multi-unit Commercial Bldg.		<b>If One Unit:</b> _____ 0 Bedroom (Efficiency) _____ 1 Bedroom                      _____ 2 Bedroom _____ 3 Bedroom                      _____ 4 Bedroom _____ 5 Bedroom                      _____ 6 Bedroom	
<b>Recommended # of off-street parking spaces:</b> 2 spaces for single family detached and attached (duplex) = 2 spaces/unit (exclude garage). ? for multi-unit properties – discuss with housing inspector.			
<b>Name of Garbage Hauler:</b> _____ All rentals are required to have adequate garbage containers with tight fitting lids and a garbage vendor licensed in the City of Marshalltown to pick up trash on a regular basis.			
Have you received a copy of the pre-inspection guidelines? <input type="checkbox"/> Yes <input type="checkbox"/> No Pre-Inspection Guidelines along with other informational sheets are available at <a href="https://www.marshalltown-ia.gov/244/Resources">https://www.marshalltown-ia.gov/244/Resources</a>			
We recommend that all landlords read Legal Aid of Iowa's <i>A Guide to Landlord Tenant Law in Iowa</i> . You can order a copy from them or you can read it at the Marshalltown Public Library. Ask for it at the reference desk. You can also find legal questions regarding Landlord & Tenant Issues at <a href="https://www.iowalegalaid.org/issues/housing/landlord-and-tenant-issues">https://www.iowalegalaid.org/issues/housing/landlord-and-tenant-issues</a>			
<b>PLEASE REMEMBER to contact our office before making any changes at your rental property including installing new windows, etc., to ensure you are meeting code requirements. If the changes do not meet code, you will need to correct.</b>			
<b>Check appropriate Rental Application Fee Box Below</b>			
<input type="checkbox"/> New Rental – Unoccupied	Fee: \$50.00	Date Paid:	
<input type="checkbox"/> New Rental–Unregistered/Occupied	Fee: \$500.00	Date Paid:	
<input type="checkbox"/> New Rental – Family Occupied	Fee: \$0.00	Owner/family occupied units fitting above noted criteria are not inspected at this time.	
<input type="checkbox"/> Existing Rental – New Owner	Fee: \$0.00	Check City of Marshalltown Rental Registrations	
<b>Must pay fee when submitting application and before the inspection process can proceed.</b>			

## Owner and/or Property Agent Information

Chapter 152: Housing Code of the Marshalltown, Iowa Code of Ordinances requires that all owners/operators of rental properties provide the names, addresses and telephone numbers of the owner and/or operator of which one must be one natural person living close enough to the city so as to conveniently act as agent or operator, or such other person with whom the housing inspector will communicate with respect to the dwelling unit and the requirements of this chapter.

<b>Owner Name:</b>		
Address:		
City, State & Zip Code:		
Telephone Number:		<input type="checkbox"/> Preferred Contact
Cell Phone Number:		<input type="checkbox"/> Preferred Contact
Work Number:		<input type="checkbox"/> Preferred Contact
Fax Number:		
Email Address:		
<b>Property Agent (as assigned by owner):</b>		
Address:		
City, State & Zip Code		
Telephone Number:		<input type="checkbox"/> Preferred Contact
Cell Phone Number:		<input type="checkbox"/> Preferred Contact
Work Number:		<input type="checkbox"/> Preferred Contact
Fax Number:		
Email Address:		
<b>Corporation Name:</b>		
Corporation Primary Agent:		
Corp. Address:		
City, State & Zip Code		
Corporation Telephone:		Corporation Fax:
Corporation Email:		

<b>Preferred Billing Address:</b>		
<b>Preferred Contact for Inspection Scheduling:</b>		

This application has been completed accurately to the best of my knowledge. I understand that my rental property/properties must comply with the City of Marshalltown Ordinances including the Housing Ordinance.

I understand that any violation of the City Ordinances is subject to penalty and could result in a denial or revocation of the rental property's Letter of Compliance.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date