

MARSHALLTOWN

— I O W A —

RE: 2022 Rental Property Registration

March 2022

Dear Rental Property Owner or Agent,

It is time once again to renew your registration on any rental properties you currently own. **Please complete the enclosed form and return it with your payment.** If you have any changes please report those in writing, prior to Thursday, May 19, 2022, on the form and the adjustments will be made to your invoice upon receipt. **If you have questions please call Joan Helm or Becky Deemer at 641-754-6582.**

Attached to this letter you will find an invoice for each rental property address and the total registration fee for that parcel. All fees are based on the number of units per tax parcel. **Rates remain the same as last year.**

The following table outlines the rate schedule used **per tax parcel.**

Unit	Registration fee per unit
1 st unit	\$40.00
2 nd unit	\$32.00
3 rd through 12 th unit	\$25.00
All additional units over 12	\$20.00

Listed below is the anticipated schedule related to the billing process for 2022:

March 2022 – Invoice mailed to owners.

Thursday, May 19, 2022 before 3:30 PM – Payment due to City of Marshalltown.

→ ***Please Note*** Please make any corrections and submit with payment by May 19, 2022. Payments not received by May 19, 2022 will be charged a late fee and interest according to City policy. (Postmarked dates are irrelevant, so if mailing, allow enough time for your payment to arrive by May 19th). If writing a check, make payable to the “City of Marshalltown” and indicate invoice numbers you are paying or send a copy of the invoice(s).

June 2022 – Statement sent with regular City billing cycle which will include **\$25 late fee charged per parcel** in accordance with Iowa Code and finance charges will begin **(1.5% per month)**.

September 2022 – Assessment process begins on unpaid accounts to be certified with county (payable as property tax). Additional interest of 1.5% per month will be applied by the County until paid.

Failure to pay rental registration fees may result in denial of compliance notice.

If you have any questions please contact the Rental Inspection office at 641-754-6582 or e-mail jhelm@marshalltown-ia.gov or rdeemer@marshalltown-ia.gov. For general information about the Rental Inspection Program, please check out the City of Marshalltown web site www.marshalltown-ia.gov/rental

Sincerely,



Michelle Spohnheimer, Housing & Community Development Director