

# MARSHALLTOWN

— I O W A —

December 30, 2022

Re: Rental Housing Inspection Program – Changes effective January 2023

Dear Rental Property Owner

Over the past 3 months the City Council has adopted the following changes for the rental housing inspection program:

- Adopt the 2021 International Property Maintenance Code (IPMC) by reference with amendments and exceptions as our rental housing code effective 1/1/2023. This code is available online to view with the ICC <https://codes.iccsafe.org/content/IPMC2021P2> The adopted ordinance can be found on the City website: <https://www.marshalltown-ia.gov/rental>
- Awarded a contract with Safe Building, LLC to conduct rental inspections.  
Safe Building, LLC  
Email: [office@safebuildingiowa.com](mailto:office@safebuildingiowa.com)  
Office phone number: 515-333-4161
- Adopt a new fee schedule for rental housing inspection program fees based on the awarded contract.
  - Annual Rental Registration Fee - \$15 per unit (billing to occur in July 2023 for the City Fiscal Year)
  - Inspection fees are based on the number of units per parcel and paid per inspection
    - 1st Unit - \$90
    - 2nd Unit - \$50
    - 3rd-15th Unit - \$20 per unit
    - Large complex 16+ Units capped at \$400
- Adopt Administrative Policy & Procedures for the Rental Housing Inspection Program. The adopted document can be found on the City website: <https://www.marshalltown-ia.gov/rental>

Becky Deemer ([bdeemer@marshalltown-ia.gov](mailto:bdeemer@marshalltown-ia.gov) or 641-754-6582) will now be the primary program contact and will be responsible for the following:

- New rental property application intake
- Scheduling of inspections for Safe Building, LLC
- Conducting Minor Re-inspections and the majority of Complaint Inspections
- Managing the rental registration database and mailing annual registration information/invoice (scheduled for July of each year)
- Billing of inspection fees to property owners
- Issuance of Certificate of Compliance
- Answering of general program questions

Additional program information is posted on the City website for reference <https://www.marshalltown-ia.gov/rental>. If you have any questions, please contact me at 641-754-5756 or via e-mail at [mspohnheimer@marshalltown-ia.gov](mailto:mspohnheimer@marshalltown-ia.gov).

Sincerely,



Michelle Spohnheimer  
Housing & Community Development Director

**Housing & Community Development**

24 North Center Street, Marshalltown, IA 50158 - Tel. (641) 754-5756 - Fax (641) 754-5742  
*The City of Marshalltown collaborates to provide a welcoming, safe, vibrant, and growing community.*