



RENTAL FACILITY LICENSE APPLICATION

Community Development • Rental Housing Division • Licenses & Inspections
City Hall • 215 Sycamore St Muscatine, IA 52761
(563)262-4141 • www.muscatineiowa.gov

RENTAL FACILITY LICENSE REQUIREMENTS

Per City Code a valid Rental Facility License is required to offer or let a residential property for rent and the license shall be valid for a period of 3 years from the date of the initial inspection.

A Rental Facility License shall be issued once all of the following criteria has been met:

1. Submission of this application, completed and accurately providing all requested information.
2. The property for which the Rental Facility License is being applied for passes the inspection.

Is this a new rental property? ☐ Yes ☐ No If yes, initial inspection of previously unregistered or new properties shall be scheduled upon receipt of a complete application. Rental fees shall be set forth by City Code Appendix D.

Is this a change of ownership? ☐ Yes ☐ No If yes, a Rental Facility License shall be transferable from one entity to another at any time prior to its expiration, termination or revocation. Community Development shall be notified of the change of ownership within 30 days of such transfer by submission of a complete application providing all requested information for the new owner. An inspection is not required nor will fees incur upon the transfer of property unless an expiring Rental Facility License needs to be renewed or in the event notification was not received within 30 days.

RENTAL PROPERTY INFORMATION

Address: _____ **Number of Units:** _____

Name of Units, if Multiple: _____

PROPERTY OWNER INFORMATION

Name: _____ **Business Name:** _____

Address: _____

Phone: _____ **Email:** _____

Communication/Contact Preference: ☐ Email ☐ Physical Mail ☐ Both

PROPERTY MANAGER INFORMATION

Name: _____ **Business Name:** _____

Address: _____

Phone: _____ **Email:** _____

Communication/Contact Preference: ☐ Email ☐ Physical Mail ☐ Both

NOTES

The owner or responsible agent shall notify Community Development of any changes pertaining to the information detailed on this application. Maintaining the correct license application information is of the utmost importance as the renewal of an expiring Rental Facility License shall be automatically processed, using the information on file.

RENTAL FEES

An invoice for the Rental Facility License fee shall be mailed to the owner or responsible agent after the initial inspection is conducted and shall be due within 30 days of the invoice date. Fees are \$90 per unit, which includes the initial inspection and if necessary, a first reinspection. This fee is in conjunction with the required triennial inspection.

SIGNATURE

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all City Ordinances and State Laws regulating rental housing.

Applicant Signature: _____ **Date:** _____

COMMUNITY DEVELOPMENT OFFICE USE ONLY

Received By: _____ **Date:** _____ **Inspection Needed?** ☐ Yes ☐ No