



RENTAL FACILITY LICENSE APPLICATION

Community Development Department • Housing Inspections and Code Enforcement
215 Sycamore St Muscatine, IA 52761 • PH 563.262.4141 • FAX 563.262.4142
www.muscatineiowa.gov/26/Community-Development

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, appointments for initial inspection of previously unregistered or new properties shall be scheduled upon receipt of a complete application. Rental Facility License fees shall be set forth by City Code Appendix D and shall be due 30 days after the scheduled inspection date.

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 conveyance or transfer by submission of a complete application providing all requested information for the new owners. 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 the designated period of time.

RENTAL PROPERTY INFORMATION

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

Name of Units: _____

PROPERTY OWNER INFORMATION

Name: _____ **Business Name:** _____

Address: _____

Phone: _____ **Email:** _____

PROPERTY MANAGER INFORMATION

Name: _____ **Business Name:** _____

Address: _____

Phone: _____ **Email:** _____

NOTES

The license holder or responsible agent shall notify the Community Development Department of any changes pertaining to the requested 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 fees shall be mailed to the license holder or responsible agent upon receipt of a complete application and shall be due within 30 days after the scheduled initial inspection. Fees are \$90 per unit, which includes the initial inspection and if necessary, a reinspection. This is a triennial fee in conjunction with the required triennial Rental Facility License 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:** _____

OFFICE USE ONLY

Received By: _____ **Date:** _____

Inspection Needed? Yes No **Initial Inspection Appointment:** _____

Date Invoice Mailed: _____ **Invoice Due Date:** _____