



OFFICE OF THE CITY CLERK
CITY OF WATERLOO, IOWA

715 Mulberry St, Waterloo, IA 50703
Phone: (319) 291-4323 Ext 3066
CITYOFWATERLOOIOWA.COM

October 12, 2023

Dear Sir or Madam,

This letter is to inform you that rental unit permit applications for the license period of January 1 to December 31, 2024, are due to the Waterloo City Clerk's Office. Applications will be accepted through December 31, 2023, and will not incur a late fee. The permit fee is \$25.00 per rental unit. The fee will double to \$50.00 per rental unit on January 1, 2024, for failure to apply for a new permit. An application form has been included on the back of this letter. Please visit the city's rental registration website to register properties online. Instructions for online registration can be found on the following web page: www.cityofwaterlooiowa.com/rentals.

Pursuant to 9-7-5A and 9-7-3 of the Waterloo City Code, no landlord, property manager, or responsible local agent shall lease, rent, or otherwise allow a rental unit within the city to be occupied without first registering the property with the city and designating a responsible local agent/property manager. All rental units must be registered annually as required by this chapter. Registration shall be required regardless of whether the unit is occupied by a tenant, (9-7-5A). A rental unit is defined as any dwelling or portion thereof which is not eligible for the Iowa homestead credit for property tax purposes and is not the domicile of the owner of the property, (9-7-3). You are receiving this notice as no homestead credit is on file for this property.

On June 20, 2022, the Waterloo City Council adopted Ordinance No. 5650, which amended several sections of the Rental Property Code. Some of these changes affect the application process. Incomplete applications will be returned and subject to a \$20.00 processing fee. Failure to obtain a permit for all rental units will result in a \$100.00 Landlord License fee. A copy of the ordinance and more information about the code changes can be found on the rental page of the city website.

Mail payments and completed application forms to the City Clerk, 715 Mulberry Street, Waterloo, Iowa 50703. Attn: Rental Registrations. Please make checks payable to the City of Waterloo. Please see the application form for more directions on completing the application process.

Regards,

City Clerk's Office Staff