



CITY OF WATERLOO RENTAL UNIT PERMIT APPLICATION

REQUIREMENT: 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 obtaining or renewing a rental unit permit from the city and designating a responsible local agent. 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).

DIRECTIONS: Complete the application and return it with payment to the City Clerk's Office at the address below. List additional properties and each unit number on a separate page. Rent rolls may be submitted with the application. Failure to submit a complete application or register all rental units shall result in additional fees. **INCLUDE PAYMENT OF \$25.00 PER UNIT WITH THIS FORM. FEE WILL DOUBLE ON JANUARY 1 FOR FAILURE TO SUBMIT AN APPLICATION ON TIME.**

Date: _____

I. PROPERTY INFORMATION – *Include additional properties and/or rent rolls on a separate sheet*

Property Address: _____ Unit Number: _____ Unit Number: _____

Unit Number: _____ Unit Number: _____ Unit Number: _____ Unit Number: _____

Party responsible for Yard Care/Trash Collection (Please check one): _____ Landlord _____ Tenant

Local Agent Responsible for Rental Units: _____ Landlord _____ Property Manager

Property Address: _____ Unit Number: _____ Unit Number: _____

Unit Number: _____ Unit Number: _____ Unit Number: _____ Unit Number: _____

Party responsible for Yard Care/Trash Collection (Please check one): _____ Landlord _____ Tenant

Local Agent Responsible for Rental Units: _____ Landlord _____ Property Manager

II. LANDLORD/PROPERTY OWNER INFORMATION

Property Owner Name/Company Name: _____

Property Owner Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____ Fax: _____

Email: _____

III. PROPERTY MANAGER INFORMATION Is this a new Property Manager? Yes _____ No _____

Property Manager Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____ Fax: _____

Email: _____