

August 5, 2009

NAME

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RE: Residential Rental Properties (Housing Code)

Dear/To Whom It May Concern:

The City of Altoona recently adopted an Ordinance requiring the inspection of all rental properties within its corporate boundaries. A copy of this new ordinance may be obtained at the Building and Zoning Department located at 1504 8th Street SW or by visiting our website at <http://www.altoona-iowa.com/departments/housing.asp>. Accompanying the ordinance you will find a schedule of fees, application forms, tenant complaint forms, notice to tenant form, and various other related items.

The enactment of the provisions of this ordinance is two-phased. The initial step is the requirement for all owners of rental properties to register by submitting the application form to the Building and Zoning Department along with the appropriate fee. The second step will take effect six (6) months from the date of adoption and publication, and is the actual conducting of rental inspections and enforcement of rental inspections. Once a clear rental inspection has been performed, you will be issued a rental certificate. An inspector that is assigned to your property will be contacting you to schedule an inspection.

Please register as soon as possible. Based on public information, staff has identified that you own and rent out the following properties:

Please take the time to review the ordinance, if you have any questions please contact our office at 515-967-5138. Thank you for your cooperation,

Sincerely,

Jeff Harden, C.B.O., M.C.P.
Building and Zoning Official

Encl: Application Form