

ALTOONA DEPARTMENT OF HOUSING

INSPECTION & CERTIFICATE APPLICATION

Municipal Ordinance Chapter 162 requires that all residential rental properties and their related accessory structures be inspected and approved in accordance with the 2006 International Property Maintenance Code and this Ordinance.

One Application for Each Building

Application Date: _____ Address of Property: _____
Legal Description of Property: _____

NOTE:

Owners of residential rental properties in the city who reside in a county other than Polk County or any county contiguous thereto shall provide the Department of Housing with the name, physical address and telephone number of an individual over the age of 18 who shall reside in Polk County or any county contiguous thereto and shall be designated as agent for receiving notice and service of process.

Applicant Name: _____ Phone Number: _____
Address: _____ Fax: _____
_____ Email: _____

If applicant is not the owner please attach written, signed authorization from owner and indicate below interest held in property

Owner's Agent

Name: _____
Address: _____ Phone: _____
_____ Fax: _____
_____ Email: _____

Contract Buyer

Name: _____
Address: _____ Phone: _____
_____ Fax: _____
_____ Email: _____

Holder of any mortgage or deed of trust or other lien or encumbrance of record

Name: _____
Address: _____ Phone: _____
_____ Fax: _____
_____ Email: _____

Number of Units: _____

Number and Type of Accessory Structures

Year Built: _____

Application/Inspection Fee: \$ _____ .00
Single Family \$ _____ .00
Two Family \$ _____ .00
Multi Family plus
No. of Units x's Fee Schedule: \$ _____ .00
Total: \$ _____ .00

Inspection Fee Schedule	
Single Family	\$105.00
Two Family/Duplex	\$125.00
Multi Family	
first unit	\$118.00
each additional unit	\$ 22.00

Applicant's Signature

NOTICE

1. A new owner shall provide the information as requested on this form within 5 days from the date of any change of ownership.
2. No rental certificates shall be issued nor shall any rental inspections be conducted to any person who owes the City any fees.
3. This application does not permit nor grant any alterations, remodeling, demolition, enlargement, conversion and/or improvement of any area or space. Proper construction permits shall be obtained for any applicable work prior to construction.
4. The owner is responsible to make certain their residential rental property has a valid certificate.
5. The owner is responsible in notifying all tenants of an inspection in accordance with the State of Iowa Landlord Tenants Law, Iowa Administrative Code Chapter 562A.

Violations – Violation of Municipal Ordinance Chapter 162 is deemed a Municipal Infraction and punishable accordingly.

OFFICE USE ONLY

Inspector Assigned: _____

Date Contacted Owner/Owner Agent: _____

Inspection Date: _____

Inspection Passed Failed

Re-Inspection Date: _____

Re-Inspection Passed Failed