



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	<input type="checkbox"/> Single-Family	<input type="checkbox"/> Two-family/Duplex	<input type="checkbox"/> Multi-family
Application Date: _____ Address of Property: _____			
Legal Description of Property: _____			
Year Built: _____ Accessory Structures: <input type="checkbox"/> Attached garage <input type="checkbox"/> Detached garage <input type="checkbox"/> Shed			

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: _____ **Applicant Signature:** _____

Contact Name (If Applicant is a Business Entity): _____

Address: _____

Phone: _____ Email: _____

Are you the owner?

Yes If you have a separate authorized agent through whom you would like inspections scheduled, etc., please fill out Owner's Authorized Agent section below.

No If applicant is not the owner, please attach written, signed authorization from owner and indicate interest held in property on back of application.

Owner's Authorized Agent

Business Entity (If applicable): _____

Contact Name: _____

Address: _____ Phone: _____

_____ Fax: _____

_____ Email: _____

Number of Units: _____

Application Inspection Fee:

Single Family	\$.00
Two Family/Duplex	\$.00
Multi Family first unit plus	\$.00
Ea. additional unit x's Fee Schedule	\$.00

SUBTOTAL \$.00

*Penalty Fee \$.00

TOTAL \$.00

Fee Schedule	
Single Family	\$105.00
Two Family/Duplex	\$125.00
Multi Family	
First unit	\$118.00
Each additional unit	\$ 22.00
*Failure to register and/or maintain certificate	\$ Double Fee amount

Please make checks payable to City of Altoona

***NOTE:** Penalty Fee applies if owner fails to register property and obtain certificate prior to letting property out to rent. Penalty Fee also applies if owner fails to register property and obtain new certificate within 30 days of certificate expiration date and property is continued to be lent out for rent. Total registration fee shall be a sum equal to twice the amount of registration fee set forth in Fee Schedule.



Contract Buyer (If applicable):

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

Holder of any mortgage or deed of trust or other lien or encumbrance of record (If applicable):

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

NOTICE

1. A new owner shall provide the information as requested on this form within 30 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/Agent: _____

Inspection Date: _____

Inspection Passed Failed

Re-Inspection Date: _____

Re-Inspection Passed Failed

INSPECTOR NOTES: