



City of Council Bluffs, Iowa
 Building Division
 209 Pearl Street, Council Bluffs, Iowa 51503

2018 RENTAL PROPERTY REGISTRATION RENEWAL

MUNIS ID # _____

Owner Name: _____
 Company Name: _____
 Street Address: _____
 City, State, Zip: _____
 Phone number: _____
 Email address: _____

Property Manager Name (if applicable): _____
 Company Name: _____
 Street Address: _____
 City, State, Zip: _____
 Phone number: _____
 Email address: _____

Return your paperwork and payment to:

Rental Housing Inspection Office

209 Pearl Street

Council Bluffs, IA 51503

RETURN BY DECEMBER 31, 2017
to avoid a late fee.

Make check payable to:
City Treasurer

***IF PROPERTY MANAGER IS ON STAFF, PLEASE FORWARD TO THEM
 IN ORDER TO AVOID DUPLICATE PAYMENTS.***

Write in your rental addresses and the number of units at each address. See next page for information on calculating dwelling fee.

BLID	Street Address	# of Units	Dwelling Fee

BLID	Street Address	# of Units	Dwelling Fee

Signature of Responsible Party: _____ **Date:** _____

Print Name: _____ **Total Amount Paid for 2018:** _____

8.56.055 False information: It is unlawful for any person to intentionally provide false information to the City of Council Bluffs or any of its agents or employees during the performance of their official duties on any form, application or written correspondence.

Housing Code Chapter 17 Inspection Certification

Welcome to the city of Council Bluffs Permits and Inspections Department. In accordance with Iowa State Law, The City of Council Bluffs has, since 1996, promulgated a rental housing inspection program. The City of Council Bluffs requires that all rental property be registered with the Permits and Inspections Department annually by December 31st of the calendar year. Ordinance 6224 requires that all rental properties within the corporate limits of the City be inspected at least once within a three year cycle. Currently, the City has adopted the 2009 International Property Maintenance Code.

The code enforcement process really begins with your commitment to provide adequate, safe and sanitary living conditions. It takes a joint effort of investor-owners, tenants and the Permits and Inspections Division to achieve a viable property maintenance program. It is important to the City that as a property owner, you are familiar with health and safety regulations and requirements that not only affect an individual's living environment, but the quality of life in our community.

By signing and submitting this paperwork, you certify that you own/manage the rental properties listed herein.

Annual rental registration fees will vary depending on the type of dwelling or dwelling unit. Starting January 1, there is a \$25.00 late fee. Follow the formula in the Payment Calculator shown below to calculate the late fee. The late fee is determined by the date your paperwork is postmarked or paid in person. After the initial inspection has been conducted on your rental property, a Certificate of Compliance or Notice of Violation will be mailed to you. If you have any questions, please contact the City's Housing Inspection Office at (712) 328-4980.

Rental Registration Fees (Municipal Code 17.090.020) Per Year:

- a. Single Family Dwelling..... \$35.00
- b. Two Family Dwelling..... \$70.00
- c. Multi-Family Dwelling*..... \$25.00 and \$17.50 per unit
- d. Late fee for Non-Registration*..... \$25.00 per dwelling unit
- e. Fee for Non-Registration of Rental unit (per unit)
(institution of this fee will place dwelling or dwelling unit on a one year inspection cycle for three years) \$1,000.00
- f. SFD fee for non registration (per year)* \$200.00
- g. Duplex fee for non registration (per year)*..... \$400.00
- h. Multi Family (per year)*..... \$200.00 and \$50.00 per unit

* (c.) See below calculator for Multi-Family Dwelling Fees

* (d.) \$25.00 cap

* (f., g., h.) will apply for a three year period if no violations are found in three year cycle.

Rental Registration Re-inspection Fee (Municipal Code 17.090.030):

- 1st Re-inspection No Fee
- 2nd Re-inspection \$50.00 per inspection
- 3rd and Subsequent Re-inspection \$100.00 per inspection
- No Show Fee for missing a scheduled inspection \$100.00
- Inspection Fee for three year cycle for Non registered houses \$100.00 per inspection
- Housing Board of Appeals Filing Fee (Municipal Code 17.11.050) \$50.00**

**PAYMENT
CALCULATOR
FOR
MULTI-FAMILY
DWELLINGS**

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Questions?
Call 712-328-4980

\$25	X		=	
		Total # of buildings		+
\$17.50	X		=	
		Total # of units		+
\$25	X		=	
		Total # of units		=