



CITY HALL  
124 W. COURT AVENUE  
WINTERSET, IOWA 50273-1545  
PHONE (515) 462-1422  
FAX (515) 462-1963

## Residential Rental Property Registration/Inspection Form

The City of Winterset is not responsible for reviewing HOA restrictions or Covenants

### REGISTRATION (return completed form to City Hall, Attn: Hollie Burgus)

New Property  Annual  Change of Ownership  Update Information\*  Take Property Out of Service\*

#### Property Owner

Name: \_\_\_\_\_

Address (Street, City, State, Zip) NO PO BOX: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Preferred method of communication:  Phone  Email  Both

#### Property Manager (If same as property owner, please indicate as such)

Name: \_\_\_\_\_

Real Estate Broker's License Number (if third party property manager): \_\_\_\_\_

Address (Street, City, State, Zip) NO PO BOX: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Preferred method of communication:  Phone  Email  Both

#### Property Information

Address: \_\_\_\_\_

Property Type:  Single Family  Multi-Family  Townhome/Condo/Duplex

Number of Buildings: \_\_\_\_\_ Number of Units: \_\_\_\_\_

List all buildings' addresses with building assignments (*attach additional pages if needed*):  
\_\_\_\_\_

Property Status:  Occupied  Vacant

#### Payment

Annual Registration Fee: \$10 per property \*No Fee for Updating Information or Taking Property Out of Service

#### INSPECTION

New Property  Renewal of Certificate

##### Inspection Fees:

- \$50 per building, plus \$15 per unit

#### **PAYMENT MUST BE RECEIVED PRIOR TO RENTAL INSPECTION SCHEDULING.**

Please use the Fee Calculator if needed.

Credit/Debit payments can be made at Winterset City Hall. Checks should be made payable to "City of Winterset" and dropped off in person or mailed to: Winterset City Hall, Attn: Rental Inspections, 124 W Court Ave, Winterset, IA 50273.

I HEREBY STATE THAT THE INFORMATION GIVEN ABOVE IS CORRECT. I AGREE TO COMPLY WITH ALL CITY OF WINTERSET ORDINANCES AND STATE LAWS REGULATING BUILDING CODES. BY SIGNING THIS FORM, I GIVE PERMISSION FOR ANY CITY INSPECTORS TO PERFORM ANY NECESSARY INSPECTIONS.

Signature of Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_