

All tailgating activities must be kept on private property; the street, the sidewalk, and the right-of-way between the street and the sidewalk must be kept clear at all times on game day.

### **Parking**

Parking spots at your rental property are for tenants only. You and your tenants are not allowed to rent or sell extra parking spots to non-tenants (with the exception of Iowa home football game days). Street parking is allowed on some streets, though in most cases not overnight. There should be enough parking spaces at your property to accommodate all tenants; landlords must provide one off-street parking space for each resident over 18.

Property owners, tenants and their guests may not park on any yard except for Iowa home football game days.

### **Maintenance Problems or Issues on your Property**

If something needs to be fixed at your rental house, your tenant may contact you in writing. You have up to seven days to correct the issue. If the problem is not addressed after seven days, your tenant may contact Stan Laverman, the University Heights Housing Inspector, for follow up.

## **City Council and Mayor**

Contact entire council at:  
[council@university-heights.org](mailto:council@university-heights.org)

**MAYOR, Louise From**  
[louise@university-heights.org](mailto:louise@university-heights.org)

**BUILDING, ZONING & SANITATION,**  
**Virginia Miller**  
[virginia@university-heights.org](mailto:virginia@university-heights.org)

**COMMUNITY PROTECTION, Nick Herbold**  
[nick@university-heights.org](mailto:nick@university-heights.org)

**E-GOVERNMENT, Liesa Moore**  
[liesa@university-heights.org](mailto:liesa@university-heights.org)

**FINANCE, Silvia Quezada**  
[silvia@university-heights.org](mailto:silvia@university-heights.org)

**STREETS AND SIDEWALK, Dotti Maher**  
[dotti@university-heights.org](mailto:dotti@university-heights.org)

## **City Staff & Contact Information**

City phone: (319) 337-6900

Police phone: (319) 887-6800

City Clerk: Chris Anderson,  
[city-clerk@university-heights.org](mailto:city-clerk@university-heights.org)

Police Chief: Nate Petersen,  
[nate.petersen@uhpolice.org](mailto:nate.petersen@uhpolice.org)

Housing Inspector: Stan Laverman,  
[stan-laverman@university-heights.org](mailto:stan-laverman@university-heights.org)

# **CITY OF UNIVERSITY HEIGHTS**

Rental Property Owner Guide

July 2018



[www.university-heights.org](http://www.university-heights.org)

## University Heights: The Height of Good Living

This guide is meant to answer some of the most frequently asked questions about operating a rental property in University Heights. We hope you will find it helpful. If you have questions not covered here you may direct your inquiries to the Housing Inspector, Stan Laverman. Please note that it is your responsibility to follow all ordinances and regulations at all times, including ordinances not specifically outlined in this guide.

## City Information

City information is posted to our city website [www.university-heights.org](http://www.university-heights.org). Another helpful resource is NextDoor.com. You can sign up and join the University Heights neighborhood at [www.nextdoor.com](http://www.nextdoor.com).

## Occupancy Restrictions

University Heights prohibits 'rooming houses' which are defined as a single house occupied by four or more students who are enrolled in post-secondary education. Please contact the City Clerk, Chris Anderson, if you observe a violation of this rule.

## Zoning Ordinances and Permit

Rental properties must have a current city-issued rental permit and have passed health and safety inspections before tenants can move in.

**It is the property owner's responsibility to have a current yearly permit.**

## Obtaining a Rental Permit

In April 2018, the city council passed new ordinances regarding rental housing. The city is now capped at 20% rentals in the city's R-1 Single-Family Residential Zone; the number of rental permits presently exceeds the cap, and until it falls below the cap, no new rental permits will be issued. Existing permits may be renewed but can be refused if paperwork or payments are late, there are problems with upkeep, or other violations of our current rental housing code or other laws or ordinances. The city clerk will mail out rental forms yearly to current permit holders, as a courtesy. These forms are also on the city website.

The city also adopted the 2015 International Property Maintenance Code. Properties are expected to be in compliance with the 2015 IPMC at all times, but you should also expect your rental property to be inspected every other year or more. Please read ordinances 79, 110, 223, 224, and 225 ([www.university-heights.org](http://www.university-heights.org)), as well as other applicable ordinances, carefully to make sure you are in compliance. It is your responsibility to understand and follow our current ordinances.

## Tenant Information

You are required to provide the city with the names, car license plates, and whether or not they are enrolled in post-secondary education for each tenant. If your tenants change mid-year, you must provide updated information to the city within 21 days.

## Reporting Possible Violations

The city counts on each neighbor to do their part in following city ordinances. Residents are encouraged to speak with their neighbors to resolve ordinance concerns (for example: parking, noise, unkempt yards). However, where a solution cannot be reached residents may contact the city to report potential ordinance violations.

## Snow Removal

Many University Heights residents walk to work, and we take snow removal and keeping sidewalks cleared very seriously. You must describe in your lease who is responsible for clearing sidewalks: the property owner or the tenant. All sidewalks must be cleared of snow and ice accumulation within 24 hours of when it stops falling. If snow and ice are not removed, you may be subject to a fine.

## Yard Maintenance

Grass, weeds, vines, and brush must be kept trimmed to a height not more than 10". You may assign mowing responsibilities to your tenant, but it remains your responsibility to ensure compliance at all times. Plant growth must never obstruct streets, sidewalks, or signage regardless of height. Trees and other vegetation must be kept 8' over sidewalks and 13' over the street. Grass clippings may not be blown into the street.

## Garbage Pickup

Garbage is picked up on Tuesday mornings. Please see that your tenants bring all refuse to the curb between 3pm on Mondays and 6:30am on Tuesdays. Garbage needs a proper sticker to be picked up. Garbage stickers can be purchased at the Fareway at 2530 Westwinds Drive, off of Mormon Trek Blvd. Garbage containers must be removed from the curb by the end of the day on Tuesday.

## Recycling

Recycling should be sorted into two bins - one for paper and cardboard, one for plastic, glass, and metal. Food containers should be rinsed out. Your tenants do not need any stickers for recycling pick up. Cardboard too large to fit into the bin should be flattened and cut into 4' pieces.

## Yard Waste

Yard waste bags are also available for purchase at the Mormon Trek Fareway. Sticks and branches can be cut to 4' lengths, bundled and tied with twine for pick up. Each household can have one bundle of sticks picked up for free each week. Curbside compost pick-up is also available. You can get a container by paying a \$25 deposit to Johnson County Refuse, and then purchase yard waste bags from the Mormon Trek Fareway. Compost must be in a yard waste bag to be picked up.

## Game Days - Go Hawks!

Parking vehicles on yards is permitted only on football home game days, if your lease allows. Vehicles parked on yards on non-game days are subject to a \$25 fine and towing. Fees escalate for repeated violations.

The following conduct is prohibited at all times in University Heights, but is rarely seen outside of game day:

**Noise** - No music, yelling, chanting, screaming or other offensive sounds that can be plainly audible across property lines to the disturbance of others.

**Disorderly House** - No fighting, quarreling or loud disagreeable noises that disturb the neighborhood.

**Disorderly Conduct** - No fighting, using abusive language, threatening gestures or obstructing the street or sidewalk.

**Public Intoxication** - It is illegal to be intoxicated in public, urinate in public, or to purchase, consume or possess alcohol if you are under the age of 21.