

## **2018 - 2019 Rental Permit Application Renewal**

1. **Due Date:** Please return to the City Clerk a completed Rental Permit Application and the \$150.00 renewal fee, for each rental dwelling, no later than **July 1, 2018** (“due date”).
2. **Ordinance Changes:** City rental housing ordinances have recently been updated. Ordinance Nos. 79, 110, 223, 224 and 225 address these changes. You can find these ordinances on the city website.

Changes that may be of particular interest include prohibiting any commercial parking outside of football home game days, renting a unit to four or more students who are enrolled in post-secondary education is prohibited, and there are now stricter guidelines for property upkeep and non-compliance that may lead to revocation of or other sanctions concerning your rental permit.

3. **Late Filing Fees:** Rental Permit Applications received after the due date will be assessed a late filing fee of \$75.00. Rental forms not received with full payment by August 1st will be rejected.
4. **Annual Verifications & Disclosures:** Your signature on the Rental Permit Application is verification, requiring completion by a notary public, that you (i) are in compliance with relevant City ordinances and (ii) have provided your tenants, prior to taking possession, a copy of the City Rental Guide. Please call the City Clerk, at 319-541-9230, to obtain additional City Rental Guides; cost is \$1.00 per brochure.
5. **Sending Payment:** Mail the completed Rental Permit Application and payment to: City of University Heights, Attn.: City Clerk, 1302 Melrose Avenue, Iowa City, Iowa 52246.
6. **Incomplete Forms:** Forms will not be considered complete unless all applicable fields have been completed. Be sure to obtain all information on the following (as well as all other required information):
  - AGENT, if the property owner does not reside in Johnson County this individual represents the property owner; and
  - The names of all tenants occupying the property, as well as a valid e-mail address to contact at least one tenant occupying the property.
  - Please include your e-mail address, as we may communicate important updates regarding rental property in University Heights via e-mail.

Questions or concerns on the above process can be directed to Chris Anderson, City Clerk, at [city-clerk@university-heights.org](mailto:city-clerk@university-heights.org).

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