

**CITY OF UNIVERSITY HEIGHTS**  
**INFORMATIONAL DISCLOSURE AND ACKNOWLEDGMENT FORM**  
**1302 Melrose Avenue, University Heights, Iowa 52246**  
**(319) 337-6900**  
[www.university-heights.org](http://www.university-heights.org)

Note: All information must be entered on form. "SEE LEASE" entries are not acceptable.

1. **Unit/Dwelling Address:** \_\_\_\_\_

Landlord will provide a diagram or depiction of the house and parking spots for the unit/dwelling listed above.

Provided with application:     No     Yes

If the unit/dwelling is owned by an LLC, you must list the members/partners of the LLC and each person's phone and e-mail information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. **City Website:** The website for the City of University Heights is [www.university-heights.org](http://www.university-heights.org). To access information regarding the rental property rules and policies, including contact information for the Building and Housing Inspectors, go to <http://university-heights.org/BuildZoneSanit/housing.html>. To view City Ordinances, go to <http://university-heights.org/ordnum.html>.

3. **Occupancy:** Occupancy is determined by a combination of available parking and square footage of the unit/dwelling. Landlord will provide square footage of each room intended for sleeping, total square footage of all bedrooms and total square footage of all dwelling floor spaces. New bedrooms must be a minimum of 100 square feet. In addition, 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.

4. **Tenants:** The names of the tenants, including those under 18 years of age, who may occupy this unit:

Name and Age of Tenant

Name and Age of Tenant

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate if the tenants listed above are enrolled in post-secondary education:

Enrolled:     No     Yes

If yes, indicate which tenants are enrolled: \_\_\_\_\_

How did the landlord verify this information: \_\_\_\_\_

**If any of the listed tenants move during the permitted year, the landlord must reverify and provide to the city all required information for the tenants within 21 days of the change. This includes the tenant's name, age, license plate number, if the tenant is enrolled in post-secondary education, and how the landlord verified that information.**

5. **Trash/Recycling:** Trash and recycling pickup for the city is Tuesday morning. Refuse and recycling can be placed at the curb between 3pm on Mondays and 6:30am on Tuesdays. Garbage needs a proper sticker to be picked up. Trash bags/cans must be tagged with yellow stickers individually or you can purchase a yearly sticker from Johnson County Refuse. Trash and yard waste stickers can be purchased at the Mormon Trek Fareway, 2530 Westwinds Drive. Clearing property of trash after Iowa home football game is the responsibility of the **OWNER/TENANT** (circle one).

Recycling should be sorted into two bins - one for paper and cardboard, one for plastic, glass, and metal. Food containers should be rinsed out. Recycling services are provided with no extra charges. Cardboard too large to fit into the bin should be flattened and cut into 4' pieces. 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. Garbage containers must be removed from the curb by the end of the day on Tuesday.

6. **Parking:** The landlord is required to provide enough parking spaces for the tenants, specifically one off-street parking space for each resident over 18. Parking spots must be constructed of permanent, dust-free materials. You and your tenants are not allowed to rent or sell extra parking space (with the exception of Iowa home football game days). Street parking is allowed on some city streets, though in most cases not overnight. If you need extra parking, a limited number of permits are available for purchase through the police department to park on Marietta Avenue. You and your guests may not park on any yard except for Iowa home football game days.

**INFORMATIONAL DISCLOSURE AND ACKNOWLEDGMENT FORM**

Tenants' License Plate Numbers

Tenants' License Plate Numbers

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. **Noise/Disorderly House:** 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.
  
8. **Snow and Grass:** Many of the University Heights residents walk to work, so we take snow removal seriously. All sidewalks must be cleared of snow and ice accumulation within 24 hours of when it stops accumulating. Snow removal is the responsibility of the **OWNER/ TENANT** (circle one). If snow and ice are not removed you may be subject to a fine. Lawns are required to be kept under 10" in height. Grass clippings may not be blown into the street. Lawncare is the responsibility of the **OWNER/TENANT** (circle one).
  
9. **City Council Representative:** Virginia Miller is chair of the City Council's Building, Zoning and Sanitation committee. If you have questions, you may e-mail her at [virginia@university-heights.org](mailto:virginia@university-heights.org).
  
10. **State Law:** The Iowa Uniform Residential Landlord and Tenant Act (Iowa Code Chapter 562A) can be found at the Iowa City Public Library and can be accessed on the internet at [www.legis.iowa.gov](http://www.legis.iowa.gov).
  
11. **"Grandfathered" Permits:** In April 2018, the city council passed new ordinances regarding rental housing. No more than 20% of dwellings in the City's R-1 Single-Family Residential Zone are allowed to be rentals. No new rental permits will be issued in this zone unless the cap on permits has not been met. Existing permits may be renewed under certain circumstances but may be refused if paperwork or payments are late, if there are problems with upkeep, or other violations of our current rental housing code or other laws or ordinances. 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 (find at [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.
  
12. **Late Filing Fees:** Rental Permit Applications received after the due date will be assessed a late filing fee of \$75.00. Rental permit applications not received with full payment, including the late fee (\$225.00 total) by August 1st will be rejected.

We, the undersigned, have read the Informational Disclosure and Acknowledgment form and completed the blanks to the best of our knowledge. This Information Disclosure and Acknowledgement form is part of the Rental Permit Application submitted with respect to the property identified above and by this reference is incorporated into that application.

Landlord: _____	Date: _____
Tenant: _____	Date: _____
Tenant: _____	Date: _____
Tenant: _____	Date: _____
Tenant: _____	Date: _____

**\*\*Note\*\* All tenants, except minor children of tenants, must sign this form even if they have an oral rental agreement.**

**Verification**

State of \_\_\_\_\_ )  
 ) ss:  
 County of \_\_\_\_\_ )

I hereby certify that information contained in this application and materials and information filed with this application are true and correct as I verily believe.

\_\_\_\_\_  
Signature of Applicant/Representative

Signed and sworn to (or affirmed) before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public in and for the  
State of \_\_\_\_\_  
My Commission Expires \_\_\_\_\_