

City of Marshalltown New Rental Property Request Form- Multi-unit dwellings

New rental definition: A new rental is a property, which has not been registered with the City of Marshalltown within the last six months. This may include new construction, older home conversions, or changes from owner occupied to renter occupied status.

Registered Rental definition: A rental property that is currently registered with the City of Marshalltown's Rental Registration Program and current with inspection fees and has a valid Letter of Compliance issued by the Housing Inspection Office.

City of Marshalltown approval is required prior to occupancy. Please complete this form and submit the required attachments:

- Dimensioned property site plan. (Sample plan attached)
- Photos of property including structures and parking area.
- Completed rental registration form.

Address of rental property:	Units:
Parcel Identification Number (PIN):	Year Built:
Are you buying on contract? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of tenant only if related to owner by direct line of sanguinity and their relationship to owner (mother, father, brother, sister, daughter, son, grandchild or grandparent):	
Tenant:	Relationship:
Type of Complex: <input type="checkbox"/> Single Family Detached <input type="checkbox"/> Single Family Attached (Duplex) <input type="checkbox"/> Multi-family (3 units or more) <input type="checkbox"/> Single Unit Commercial Bldg. <input type="checkbox"/> Multi-unit Commercial Bldg.	Number of off street parking spaces: _____ <ul style="list-style-type: none"> • A parking space should be at least 180 square feet in area (10x18 or 9x20) • All parking area must be hard surfaced, gravel is not permitted for multi-family complexes (3 or more) • Site plan required to be attached
If One Unit: _____ 0 Bedroom (Efficiency) _____ 1 Bedroom _____ 2 Bedroom _____ 3 Bedroom _____ 4 Bedroom _____ 5 Bedroom _____ 6 Bedroom	Required # of Spaces: <ul style="list-style-type: none"> • Single family detached and attached (duplex) = 2 spaces/unit (exclude garage) • 0 Bdrm/Efficiency = 1.5 spaces/unit • 1-2 Bdrm = 2 spaces/unit • 3+ Bdrm = 2.25 spaces/unit
Name of Garbage Hauler: _____ All rentals are required to have adequate garbage containers with tight fitting lids and a garbage vendor licensed in the City of Marshalltown to pick up trash on a regular basis.	
Is this property currently or has it in the past been inspected as part of an EBL (Elevated Blood Lead) case? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: When was it inspected? _____ Is the case closed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you received a copy of the pre-inspection guidelines? <input type="checkbox"/> Yes <input type="checkbox"/> No (Guidelines are available at www.ci.marshalltown.ia.us)	
We recommend that all landlords read Legal Aid of Iowa's <i>A Guide to Landlord Tenant Law in Iowa</i> . You can order a copy from them or you can read it at the Marshalltown Public Library. Ask for it at the reference desk. You can also view a short summary of the book at http://www.iowalegalaid.org/resource/summary-of-iowa-landlord-and-tenant-law but remember it is not all inconclusive.	

Owner and/or Property Agent Information

Chapter 15.5 of the City of Marshalltown Ordinances requires that all owners/operators of rental properties provide the names, addresses and telephone numbers of the owner and/or operator of which one must be one natural person living close enough to the city so as to conveniently act as agent or operator, or such other person with whom the housing inspector will communicate with respect to the dwelling unit and the requirements of this chapter.

Owner Name:			
Address:		Mailing Address:	
City, State & Zip Code:			
Telephone Number:		<input type="checkbox"/> Preferred Contact	
Cell Phone Number:		<input type="checkbox"/> Preferred Contact	
Work Number:		<input type="checkbox"/> Preferred Contact	
Fax Number:			
Email Address:			
Property Agent (as assigned by owner):			
Address:		Mailing Address:	
City, State & Zip Code			
Telephone Number:		<input type="checkbox"/> Preferred Contact	
Cell Phone Number:		<input type="checkbox"/> Preferred Contact	
Work Number:		<input type="checkbox"/> Preferred Contact	
Fax Number:			
Email Address:			
Corporation Name:			
Corporation Primary Agent:			
Corp. Address:		Corp. Mailing Address:	
City, State & Zip Code			
Corporation Telephone:		Corporation Fax:	
Corporation Email:			

Preferred Billing Address:			
Preferred Contact for Inspection Scheduling:			

This application has been completed accurately to the best of my knowledge. I understand that my rental property/properties must comply with the City of Marshalltown Ordinances including the Housing Ordinance. I also understand that occupancy of any new rental is prohibited until a valid letter of compliance has been issued and all applicable codes have been met.

I understand that violation of the City Ordinances are subject to penalty and could result in a denial or revocation of the rental property's Letter of Compliance.

Signature of Owner or Authorized Agent

Date

Vendor ID Number:	Spanish Speaking: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Zoning Department Approval

Zoning District:	Permitted use: <input type="checkbox"/> YES <input type="checkbox"/> NO
Lot area:	Lot area required:
Variance requested: <input type="checkbox"/> YES <input type="checkbox"/> NO Request:	
# of parking spaces required:	Parking area paved: <input type="checkbox"/> YES <input type="checkbox"/> NO

Request Approved Denied

Comments:

1. If more than one unit, you must contact Michelle Spohnheimer, Housing & Development Director at City Hall, 754-5756 to verify if zoning for the area of property allows multiple units.
 - a. Discuss requirements of off-street parking in relation to units allowed at this property.

Zoning Officer Signature

Date

Building Department Approval

Change in occupancy: <input type="checkbox"/> YES <input type="checkbox"/> NO
Permitted use: <input type="checkbox"/> YES <input type="checkbox"/> NO
Permit required: <input type="checkbox"/> YES <input type="checkbox"/> NO
Plumbing Survey Completed: <input type="checkbox"/> YES <input type="checkbox"/> NO

Request Approved Denied

Comments: All new rentals requires plumbing survey. Contact City Building Official Scott Riemenschneider at (641) 754-5737.

Building Officer Signature

Date

Electrical Department Approval

Electrical Survey Complete: <input type="checkbox"/> YES <input type="checkbox"/> NO	Inspection Passed: <input type="checkbox"/> YES <input type="checkbox"/> NO
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Request Approved Denied

Comments: All new rental properties requires an electrical survey. Contact City Electrician Dave Daters at (641) 691-8546

City Electrician Signature

Date

Fire Department Approval – Not applicable if single family unit.

Request Approved Denied

Fire Marshall may also need to inspect building if more than one unit. The City of Marshalltown’s Housing Director, Building Official or Housing Inspector can let you know. If inspection by Fire Marshal required, contact (641) 754-5751.

Fire Marshal Signature

Date

Rental Inspection Department Approval

Inspection Complete: <input type="checkbox"/> YES <input type="checkbox"/> NO	Inspection Passed: <input type="checkbox"/> YES <input type="checkbox"/> NO
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Request Approved Denied

Comments: Must have passing housing inspection and passing electrical & plumbing surveys prior to occupation. This would also include the completed rental registration.

Rental Inspector Signature

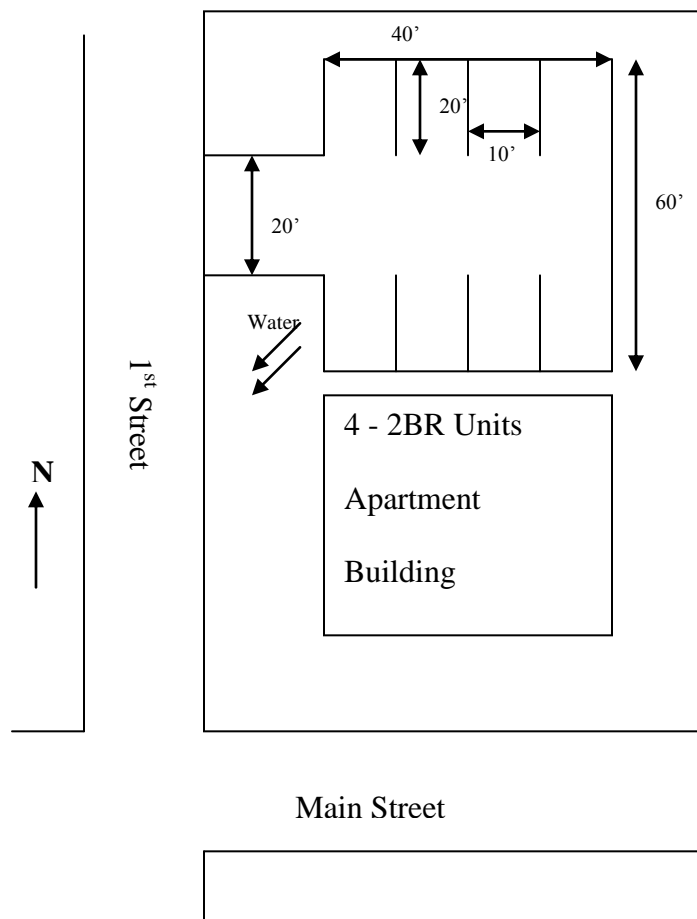
Date

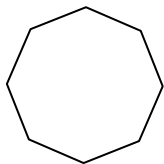
1. Standard Site Plan Requirements:

Standard site plans shall include the following information:

- a) Date of preparation and north arrow;
- b) A scale no larger than 1" = 10' and no smaller than 1" = 100';
- c) Name, address, and phone number of the owner of record of the property, applicant, and the person(s) or firm preparing the site plan;
- d) Property lines;
- e) Location and applicable dimensions of existing structures and applicable driveways, entrances and parking areas;
- f) Location and dimensions of the proposed developments, including height.
- g) A storm water management plan that details the direction of surface flow, any detention and/or retention areas, and any outlet control structures and devices. Additional information may be required if deemed necessary by the City Engineer.
- h) Where applicable, elevation views of existing and proposed structures from all directions. These elevation views shall indicate shape, height, type and color of materials. All drawings shall be to scale, with the scale indicated.

SAMPLE SITE PLAN





North

Name:
Address:
Date: