

Important Things to Know Before Renting Your Home or Buying Rental Property in the City of Marshalltown

Did you know that all rental properties in the City of Marshalltown must meet the following requirements before renting:

1. The City's zoning requirements.
2. Registered with the City of Marshalltown's Rental Inspection Program and current with applicable fees.
3. Have a current Letter of Compliance before any occupation.

Does your property meet Zoning Requirements?

This should be your first call! Contact Housing & Development at 641-754-5756 for the information such as;

1. Is the area zoned for rentals?
 - a. Especially important if more than one unit.
 - b. Some areas zoned as commercial must meet additional Building and Fire Regulations such as sprinklers in the building.
 - Some commercial areas are NOT zoned for habitation.

Are you buying what you believe is a rental already registered with the City of Marshalltown's Rental Registration Program?

Contact the Housing Inspection Office at 641-754-6582 before buying so they can:

1. Tell you if property is currently a rental property with a valid Letter of Compliance and current with applicable fees.
2. Tell you when the next inspection is due.
3. Provide you a copy of the most recent housing inspection.
4. Answer questions about applicable ordinances and inspection process.

To rent, all rentals must have a current Letter of Compliance issued by the City's Housing Inspection Office.

Rentals must not only meet zoning requirements but it must meet the minimum standards as noted in the City's Housing Ordinance, Chapter 15.5 which include other applicable ordinances such as Building, Electrical, Fire, Nuisance and Plumbing.

For new rentals, the property must have at a minimum:

1. Meet zoning requirements.
2. Passing housing Inspection meeting full compliance including each bedroom/sleeping room must have one window that meets rescue/egress requirements.
3. Passing Electrical Survey completed by the City Electrician.
4. Passing Plumbing Survey completed by City Building Department

Owner/Family-Occupied Rentals must also be registered with the City's Rental Inspection Program.

If you own a property and it is occupied by a family member related to you, the titleholder/contract holder, it still must be registered with the City of Marshalltown's Rental Inspection Program. The following applies at this time:

1. If related by direct line of sanguinity, then the property is not inspected and there are no registration fees.
 - a. However, at a minimum, you should install a dual sensor (Ionization & Photoelectric) smoke detector on each floor of the house including the basement and that 1-ABC fire extinguishers are installed in kitchens and basements on path of exits.
2. If not related by direct line of sanguinity, the property must be inspected and receive a current Letter of Compliance. It doesn't matter if occupant paying owner or not.
 - a. Definition of Direct Line of Sanguinity to the titleholder/contract holder: Parent, grandparent, child, grandchild or sibling.
 - Cousins, aunts & uncles as well as nieces & nephews would not be considered a direct relation.
 - Exception – If owner lives in one unit and other unit(s) occupied by unrelated parties, even the owner's unit must meet compliance if units share a roof, wall or basement.

City of Marshalltown's Housing Ordinance – Chapter 15.5

You can find the complete Housing Ordinance located at the City's website: <http://www.ci.marshalltown.ia.us/> Click on Departments on left, then Housing & Development and then on Resources. Towards bottom of first page, you will find a copy of the Chapter 15.5, the City's Housing Ordinance

Rental Registration Packets

Rental Registration Packets are available on request at the City's Housing Inspection Office. You can also access them at the same website as noted above.

We also recommend that all landlords read Legal Aid of Iowa's booklet [*A Guide to Landlord Tenant Law in Iowa*](#) as well as consult with their attorney for any legal questions a landlord might have.

City of Marshalltown Housing Inspection Office

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