



**Housing & Community Development
Housing Inspection Office**

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Re: City of Marshalltown Rental Registration & Inspection Information

To Whom It May Concern:

Thank you for contacting our office. Enclosed you will find forms relating to the City of Marshalltown's Rental Registration Program. It is not all inclusive, nor is this letter, but can give you some basic information. Additionally, 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.

Please remember rental properties/landlords must also comply with other applicable codes/ordinances such as Building, Plumbing, HVAC, Electrical, Fire, Nuisance and Zoning. The City has also started to incorporate the Healthy Homes principals into rental housing inspections. These are common environmental issues that can contribute to occupant health and safety. Hazards include things such as moisture and mold, trip hazards, fire safety concerns and lead based paint.

Important information to know:

1. All rental properties must be registered with the City of Marshalltown's Rental Registration Program and have a Letter of Compliance issued by the City before renting.
 - a. If wanting information about a current rental, you may contact our office at 641-754-6582 and one of the housing inspectors can answer questions about the property such as is it registered & whether it is compliant or not.
2. Any property that is not a registered rental with a current Letter of Compliance and the owner is considering renting it, then the following must be done:
 - a. Contact the City of Marshalltown's City Planner to ensure the area where the property is located meets zoning requirements.
 - i. Also, in relation to multi-unit properties, if the titleholder(s)/owner(s) wish to have it as multi-unit building and it is not allowed under zoning, then the titleholder(s)/owner(s) will have to apply for a variance with the City's Zoning Office. At this time, the fee for this application is \$200.00.
 1. And there is no guarantee that the variance would be approved.
 - ii. Some areas zoned as commercial must meet additional Building and Fire Regulations such as sprinklers in the building.
 1. Please note – some commercial areas are NOT zoned for habitation.
 - b. Once compliance with the City's Zoning Ordinances are met, then the property must have:
 - i. A passing City of Marshalltown Housing Code Rental Housing Inspection prior to occupation.
 1. This would include every bedroom having one window that meets the City's rescue/egress requirements.
 - ii. Passing plumbing survey done by the City of Marshalltown's Building Department.
 - iii. Passing electrical survey done by the City of Marshalltown's City Electrician.
3. However there are some things a landlord cannot do in their rental properties.
 - a. One is electrical – only licensed electricians can do electrical work in rental properties. An owner can replace a cover plate and fuses but the owner cannot do anything involving wiring. See attached comments from City Electrician.
 - b. The other is plumbing – only licensed plumbers can do plumbing such as repairing or replacing supply or waste lines. The City Building Official will allow an owner to replace a faucet or a toilet but all other plumbing issues must be addressed by a licensed plumber.

- c. Also, only a licensed fitter can install gas ovens or any gas appliance such as gas water heaters, gas furnaces or gas clothes dryers.
4. Rental Registration Rate Information:
- a. Rental registrations are billed yearly based on the number of units per tax parcel.
 - i. 1st Unit = \$33.00 per year
 - ii. 2nd - 12th Unit = \$29.75 per year
 - iii. 13th Unit and above = \$24 per year
 - iv. Example: 123 Main Street includes 20 rental units. Fee is calculated as follows: 1 x \$33.00 = \$33.00 plus 11 x \$29.75 = \$327.25 plus 8 x \$24.00 = \$192.00 = a total fee of \$552.25 for the building per year.
 - b. The City will charge a late fee of \$25.00 per parcel plus interest for late payments.
5. Remember the Lead Disclosure Rules/Lead Laws some of which are noted below;
- a. All landlords/property agents/property owners must disclose information about lead-based paint when you sell or rent properties built before 1978 to any or all renter(s) or buyer(s) of any property. Disclosure can be found in *Lead Poisoning: How to Protect Iowa Families* which is available through the Iowa Department of Public Health's Lead Poisoning Bureau. You may contact them at 1-800-972-2026 to get copies of this pamphlet. The U.S Environmental Protection Agency (EPA) and the Department of Housing and Urban Development (HUD) both enforce the disclosure rule. See HUD & EPA's Subpart H of 24 CFR Part 35 and Subpart I of 40 CFR Part 745
 - b. Iowa law requires that landlords and/or contractors working on a residential property built prior to 1978 notify residents that remodeling, renovation or repainting may disturb lead-based paint and also provide them a copy of *Lead Poisoning: How to Protect Iowa Families*. You may contact Iowa Department of Public Health at 1-800-972-2026 to get copies of this pamphlet which includes the disclosure. See Iowa's Code 641—Chapter 69 and Chapter 70.
 - c. Beginning April 22, 2010, anyone working on targeted properties (built before 1978) must follow lead-safe work practices and must be certified such as landlords and contractors. See IDPH's *Renovation, Remodeling, And Repainting Rule (RRP) Amendments to 641 – Chapter 70 Frequently Asked Questions* at http://www.idph.state.ia.us/ch/common/pdf/lead/faq_122909.pdf or see Iowa's Code 641—Chapter 69 and Chapter 70.

So you are aware, Section 15.5 of the City of Marshalltown Housing Code requires that all rental dwelling units be registered with the City on a yearly basis and hold a valid Letter of Compliance. Violations of the City of Marshalltown's Housing Ordinance could result in court appearances and municipal infractions of \$750 per day of non-compliance including court costs.

If you have any questions regarding Zoning, please contact the City Planner, Stephen Troskey at 641-754-6582. If you have any questions regarding rental inspections, please call our office at (641) 754-6582. If you have any questions regarding building, plumbing or gas piping, please call Scott Riemenschneider, City Building Official at (641) 754-5737. If you have any questions regarding electrical code, please contact Dave Daters, City Electrician at (641) 691-8546. Thank you for your cooperation in this matter.

Sincerely,



Joan Helm & Becky Borota
Housing Inspectors