

**For Office Use Only:**

Check Number: \_\_\_\_\_  
 Date Deposited: \_\_\_\_\_  
 Name on Check: \_\_\_\_\_

Name on Check: \_\_\_\_\_

## City of University Heights, Iowa Rental Permit Application

Dwelling Address:  
 Assessor's Parcel Number:  
 Owner's Name:  
 Owner's Address:  
 Owner's Telephone and email:  
 Other Properties owned in UH (list addresses):

\_\_\_\_\_  
*Owners who do not reside in Johnson County must designate a Registered Agent in Johnson County to represent the property owner.*

Registered Agent:

Agent's Address:

Agent's Telephone and email:

*Tenants.* Please list the names of tenants, including those less than 18 years of age, who will occupy this dwelling:  
 (This application will **not** be approved if this information is not provided.)

Name of Tenant:

Name of Tenant:

Please provide an e-mail for one responsible tenant: \_\_\_\_\_

**In the event tenants move from or into a dwelling during the course of the rental permit year, the owner must provide updated tenant identities to the City within 21 days of the change.**

*Certification.* Owner's signature is written certification that the owner of each dwelling unit listed above understands and will comply with all University Heights Ordinances. Among other provisions, these ordinances do not permit a dwelling to be occupied by four or more students who are enrolled in post-secondary education. Applicant's signature is also written certification that such owner has delivered to the tenants listed above a copy of the "City of University Heights – Rental Housing Guide" brochure provided to the applicant with this application.

*Fees.* \$150.00 per dwelling. Make checks payable to "City of University Heights". No portion of the rental permit fee is refundable even if dwelling ceases to be rented. 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.

Amount Enclosed: \$ \_\_\_\_\_

The undersigned has read the Rental Permit Application form and completed the blanks to the best of the undersigned's knowledge. This Rental Permit Application incorporates the Information Disclosure and Acknowledgement form submitted with respect to the property identified above and by this reference that form is incorporated into this application.

\_\_\_\_\_  
 Owner's Signature/Agent's Signature date

**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 \_\_\_\_\_

Return payment and white copy to:  
 University Heights City Clerk, 1302 Melrose Avenue,  
 Iowa City, Iowa 52246

**Keep yellow copy for your receipt.**