

For City Staff Use Only:

Check Number: _____

Name on Check: _____

Date Deposited: _____

City of University Heights, Iowa Rental Permit Application

Dwelling Address: _____

Assessor's Parcel Number: _____

Owner's Name: _____

Owner's Address: _____

Owner's Telephone and E-mail: _____

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 Phone 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 information to the City within 21 days.

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.

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 the deadlines or 45 days after notification by city staff 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.

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 Date

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