

CITY OF UNIVERSITY HEIGHTS
INFORMATIONAL DISCLOSURE AND ACKNOWLEDGMENT FORM
1302 Melrose Avenue, University Heights, Iowa 52246
(319) 337-6900

www.university-heights.org

Note: All information must be entered on form and be legible. "SEE LEASE" entries are not acceptable.

1. **Unit/Dwelling Address:** _____

Landlord will provide a diagram or depiction of the house and parking spots for the unit/dwelling listed above.

Provided with application: No Yes

If the unit/dwelling is owned by an LLC, you must list the members/partners of the LLC and each person's phone and e-mail information:

2. **City Website:** The website for the City of University Heights is www.university-heights.org. To access information regarding the rental property rules and policies, including contact information for the Building and Housing Inspectors, go to <http://university-heights.org/BuildZoneSanit/housingbuilding.html>. To view City Ordinances, go to <http://university-heights.org/ordnum.html>.

3. **Occupancy:** Occupancy is determined by a combination of available parking and square footage of the unit/dwelling. Landlord will provide square footage of each room intended for sleeping, total square footage of all bedrooms and total square footage of all dwelling floor spaces. New bedrooms must be a minimum of 100 square feet. In addition, University Heights prohibits "rooming houses" which are defined as a single house occupied by four or more students who are enrolled in post-secondary education.

4. **Tenants:** The names of the tenants, including those under 18 years of age, who may occupy this unit:

Name of Tenant	Name of Tenant
_____	_____
_____	_____
_____	_____

Please indicate if the tenants listed above are enrolled in post-secondary education: Enrolled: No Yes

If yes, indicate which tenants are enrolled: _____

How did the landlord verify this information: _____

If any of the listed tenants move during the permitted year, the landlord must re-verify and provide to the city all required information for the tenants within 21 days of the change. This includes the tenant's name, age, license plate number, if the tenant is enrolled in post-secondary education, and how the landlord verified that information.

5. **Garbage/Recycling:** Trash and recycling pickup for the city is Tuesday morning. Refuse and recycling can be placed at the curb between 3pm on Mondays and 6:30am on Tuesdays. Excess trash that cannot fit in your cart can be tagged for pick up by purchasing extra trash tags at the Mormon Trek Fareway, 2530 Westwinds Drive. Properties must be kept clear of trash throughout the year, especially after football game days.

Recycling is single-stream - place all your recyclables into the cart. Food and beverage containers should be rinsed out. Compost carts are available through Johnson County Refuse for a \$25 deposit. Compost + yard waste bags are available for purchase at the Mormon Trek Fareway for \$8.25 each for a pack of 5. Sticks and branches can be cut to 3' lengths, bundled to no more than 36" in circumference and tied with twine for pick up. Each household can have one bundle of sticks picked up for free each week. Garbage containers must be removed from the curb by the end of the day on Tuesday.

6. **Parking:** The landlord is required to provide enough parking spaces for the tenants, specifically one off-street parking space for each resident over 18. Parking spots must be constructed of permanent, dust-free materials. You and your tenants are not allowed to rent or sell extra parking space (with the exception of Iowa home football game days). Street parking is allowed on some city streets, though in most cases not overnight. If you need extra parking, a limited number of permits are available for purchase through the police department to park on Marietta Avenue. You and your guests may not park on any yard except for Iowa home football game days.

Tenants' License Plate Numbers	Tenants' License Plate Numbers	Tenants' License Plate Numbers
_____	_____	_____
_____	_____	_____

7. **Noise/Disorderly House:** The following conduct is prohibited at all times in University Heights, but is more prevalent during game days:
Noise - No music, yelling, chanting, screaming or other offensive sounds that can be plainly audible across property lines to the disturbance of others.
Disorderly House - No fighting, quarreling or loud disagreeable noises that disturb the neighborhood.
Disorderly Conduct - No fighting, using abusive language, threatening gestures or obstructing the street or sidewalk.
Public Intoxication - It is illegal to be intoxicated in public, urinate in public, or to purchase, consume or possess alcohol if you are under the age of 21.
8. **Snow and Grass:** Many University Heights residents walk to work, so we take snow removal seriously. All sidewalks must be cleared of snow and ice accumulation within 24 hours of when it stops accumulating. If snow and ice are not removed, the city will contract to have it done without notice, and charge the cost of removal plus an administrative fee to the property. Lawns are required to be kept under 10" in height. Grass clippings may not be blown into the street. Failure to comply with grass and snow removal requirements may result in strikes against your rental permit.
9. **City Council Representative:** Virginia Miller is chair of the City Council's Building, Zoning and Sanitation committee. If you have questions, you may e-mail her at virginia@university-heights.org.
10. **State Law:** The Iowa Uniform Residential Landlord and Tenant Act (Iowa Code Chapter 562A) can be found at the Iowa City Public Library and can be accessed on the internet at www.legis.iowa.gov.
11. **Late Filing Fees:** Rental Permit Applications not received with full payment, including the late fee (\$225.00 total) 45 days after notification will be rejected.

We, the undersigned, have read the Informational Disclosure and Acknowledgment form and completed the blanks to the best of our knowledge. This Information Disclosure and Acknowledgment form is part of the Rental Permit Application submitted with respect to the property identified above and by this reference is incorporated into that application.

Landlord: _____	Date: _____
Tenant: _____	Date: _____
Tenant: _____	Date: _____
Tenant: _____	Date: _____
Tenant: _____	Date: _____

****Note** All tenants, except minor children of tenants, must sign this form even if they have an oral rental agreement.**

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
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