



CITY HALL
124 W. COURT AVENUE
WINTERSET, IOWA 50273-1545
PHONE (515) 462-1422
FAX (515) 462-1963

Residential Rental Property Registration/Inspection Form

The City of Winterset is not responsible for reviewing HOA restrictions or Covenants

REGISTRATION (return completed form to City Hall, Attn: Hollie Burgus)

☐ New Property ☐ Annual ☐ Change of Ownership ☐ Update Information* ☐ Take Property Out of Service*

Property Owner

Name: _____

Address (Street, City, State, Zip) NO PO BOX: _____

Phone Number: _____ Email Address: _____

Preferred method of communication: ☐ Phone ☐ Email ☐ Both

Property Manager (If same as property owner, please indicate as such)

Name: _____

Real Estate Broker's License Number (if third party property manager): _____

Address (Street, City, State, Zip) NO PO BOX: _____

Phone Number: _____ Email Address: _____

Preferred method of communication: ☐ Phone ☐ Email ☐ Both

Property Information

Address: _____

Property Type: ☐ Single Family ☐ Multi-Family ☐ Townhome/Condo/Duplex

Number of Buildings: _____ Number of Units: _____

List all buildings' addresses with building assignments (*attach additional pages if needed*):

Property Status: ☐ Occupied ☐ Vacant

Payment

Annual Registration Fee: \$10 per property *No Fee for Updating Information or Taking Property Out of Service

INSPECTION

☐ New Property ☐ Renewal of Certificate

Inspection Fees:

- \$50 per building, plus \$15 per unit

PAYMENT MUST BE RECEIVED PRIOR TO RENTAL INSPECTION SCHEDULING.

Please use the Fee Calculator if needed.

Credit/Debit payments can be made at Winterset City Hall. Checks should be made payable to "City of Winterset" and dropped off in person or mailed to: Winterset City Hall, Attn: Rental Inspections, 124 W Court Ave, Winterset, IA 50273.

I HEREBY STATE THAT THE INFORMATION GIVEN ABOVE IS CORRECT. I AGREE TO COMPLY WITH ALL CITY OF WINTERSET ORDINANCES AND STATE LAWS REGULATING BUILDING CODES. BY SIGNING THIS FORM, I GIVE PERMISSION FOR ANY CITY INSPECTORS TO PERFORM ANY NECESSARY INSPECTIONS.

Signature of Owner/Agent: _____ Date: _____