



City of Carter Lake, Iowa
 Inspections Department
 950 Locust Street, Carter Lake, Iowa 51510

2019 RENTAL PROPERTY REGISTRATION

CL ID # _____

Owner Name: _____

Company Name: _____

Street Address: _____

City, State, Zip: _____

Phone number: _____

Email address: _____

Property Manager Name (if applicable): _____

Company Name: _____

Street Address: _____

City, State, Zip: _____

Phone number: _____

Email address: _____

Return your paperwork and payment to:

**City of Carter Lake
 Rental Housing Inspections
 950 E. Locust Street
 Carter Lake, IA 51510**

*Must be postmarked on or before
 DECEMBER 31, 2019 to avoid a late fee.
 Make Check Payable to:
 City of Carter Lake*

***IF PROPERTY MANAGER IS ON STAFF, PLEASE FORWARD TO THEM
 IN ORDER TO AVOID DUPLICATE PAYMENTS.***

Write in your rental addresses and the number of units at each address. See next page for information on calculating dwelling fee.

BLID	Street Address	# of Units	Dwelling Fee	BLID	Street Address	# of Units	Dwelling Fee

Signature of Responsible Party: _____ **Date:** _____

Print Name: _____ **Total Amount Paid for 2019:** _____

Chapter 134 Building and Property Regulation

Rental Housing Inspection Program

The City of Carter Lake requires that all rental property be registered annually. Municipal Code Chapter 134 requires that all rental properties within the corporate limits of the City be inspected at least once within a three year cycle. Currently, the City has adopted the 2009 International Property Maintenance Code.

The code enforcement process really begins with your commitment to provide adequate, safe and sanitary living conditions. It takes a joint effort of investor-owners, tenants and the Inspections Department to achieve a viable property maintenance program. It is important to the City that as a property owner, you are familiar with health and safety regulations and requirements that not only affect an individual's living environment, but the quality of life in our community.

By signing and submitting this paperwork, you certify that you own/manage the rental properties listed herein.

There will be no registration fee until December 1, 2022.

January 1, 2020 there will be a \$100.00 late fee per unit for failure to complete and return the attached registration form. The late fee is determined by the date your paperwork is **postmarked or paid in person**. After the initial inspection has been conducted on your rental property, a Certificate of Compliance or Notice of Violation will be mailed to you. If you have any questions, please contact City Hall at (712) 347-6320.

MUNICIPAL CODE 134.02.030

REGISTRATION FEES	ANNUAL	
Single Family Dwelling	\$30.00	per unit
Two Family Dwelling	\$60.00	per unit
Multi-Family Dwelling	\$30.00	per unit
Late fee for Non-Registration	\$100.00	per unit
Municipal Infraction for Failure to register	\$750.00	per unit

INSPECTION FEES	ANNUAL
1 st Inspection	No Fee
2 nd Inspection	No Fee
3 rd Inspection	\$300.00
4 th Inspection	\$400.00
No Show Fee for missing a scheduled inspection	\$100.00