

RENTAL PROPERTY REGISTRATION FORM

Dear Rental Property Owner:

Pursuant to Postville City Ordinance # 152.02, "Residential Rental Property" either the owner or manager shall register all residential rental properties with the City of Postville. In the case of a transfer of ownership, change in rental manager, change in the number of rental units or change in dwelling occupancy from owner occupied to rental, the property owner or manager shall complete and submit a registration form for each and every property affected by the transfer.

Please complete a separate registration form for each residential rental property address.

Check one of the following that applies:

Requirement to update information. Within thirty (30) days of the transfer of ownership, change in rental manager, change in the number of rental units or change in the dwelling occupancy from owner occupied to rental, the property owner or manager shall complete and submit a registration form for each and every property affected by the transfer.

- ☐ New Rental Registration ☐ Change of Owner ☐ Change of Rental Manager
☐ Change of Address/Phone ☐ Change in Number of Units ☐ Change from Owner Occupancy to Rental Tenant Occupancy

I. Person Completing Registration Form

First Name: _____ Middle Name: _____ Last Name: _____
Street: _____ City: _____ State: _____ Zip: _____
Home Phone: _____ Work Phone: _____ Mobile Phone: _____
E-Mail Address: _____

II. Property Information

Legal Address of Property:

Number: _____ Street: _____ City: _____ State: _____
Zip: _____ Number of Rental Units: _____ Apartment Building Name: _____

III. Property Owner

Name (if owner is a natural person:

First Name: _____ Middle Name: _____ Last Name: _____

Name (if owner is a business: Company Name: _____

Legal Address:

Street: _____ City: _____ State: _____ Zip: _____
Home Phone: _____ Work Phone: _____ Mobile Phone: _____
E-Mail Address: _____

IV. Rental Manager

A rental manager is any natural person who has been delegated by the residential rental property owner the charge, care or control of a residential rental property and is able to respond in-person to issues related to the residential rental property. **A RENTAL MANAGER IS REQUIRED.** Each residential rental property owner shall appoint a rental manager who will serve as a point of contact for all communications from the City pertaining to the administration of this or any other Chapter of the City Code or state. The residential rental property owner may serve as the rental manager.

First Name: _____ Middle Name: _____ Last Name: _____
Street: _____ City: _____ State: _____ Zip: _____
Home Phone: _____ Work Phone: _____ Mobile Phone: _____
E-Mail Address: _____

After completing this form in its entirety, submit it either electronically, by mail or in person:

City of Postville
ATTN: Rental Registration
147 N. Lawler St.
P O Box 242
Postville, IA 52162
Fax: 563-864-7407
E-mail: postcityclerk@neitel.net

