



City of Cedar Falls
220 Clay Street
Cedar Falls, IA 50613
www.cedarfalls.com

NEW RENTAL / CHANGE OF OWNERSHIP APPLICATION

Applicability

Any property in the City of Cedar Falls that is to be used as a rental must first obtain a rental permit before rental occupancy can be granted. This application applies to both new rentals and rentals that are coming under new ownership. The application process varies depending upon the level of occupancy desired. Rental permits are not transferrable.

New Rentals

Any new rental property may rent to a family or two unrelated persons with any dependent children related to them. For this level of occupancy a rental permit will be issued subject to passing a rental inspection. If a higher rental occupancy of three, four, or five unrelated persons is desired, the request must first be reviewed and approved by the Group Rental Committee.

Note that all new rentals are required to have non granular driveways and parking surfaces prior to rental occupancy.

Change in Ownership

Any rentals that were registered prior to August 19, 2014, will be reviewed at the time of sale/transfer to determine if that property's occupancy can remain at four unrelated persons or if a reduction to three unrelated persons is appropriate. This determination is based on the lot's carrying capacity (see attached diagram).

For existing rentals that cannot meet the criteria to remain at four unrelated persons at sale/transfer but wish to keep their higher occupancy their request will need to be reviewed by the Group Rental Committee and approved by the Board of Housing Appeals.

Existing rentals that are registered after August 20, 2014 will be reviewed at the time of sale/transfer by the Group Rental Committee if higher occupancy is requested.

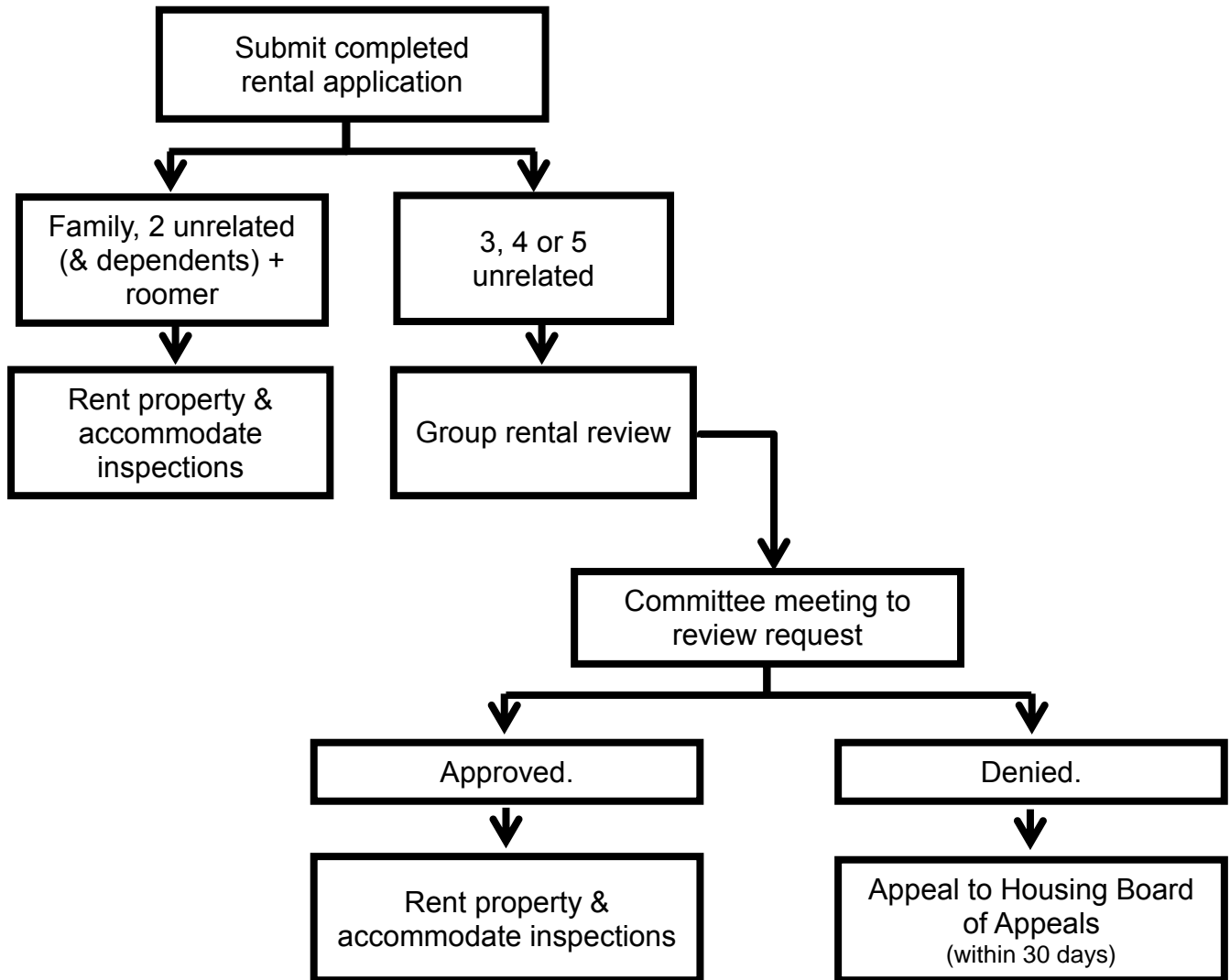
Process for Higher Occupancies

The committee meets the 1st and 3rd Wednesday of each month at 7:00 a.m. in the Duke Young Room located at Cedar Falls City Hall, 220 Clay Street. Rental applications for higher occupancies received by noon on the 1st and 3rd Wednesday of the month will be scheduled for a subsequent Group Rental Committee meeting. The rental permit is not transferrable to subsequent owners.

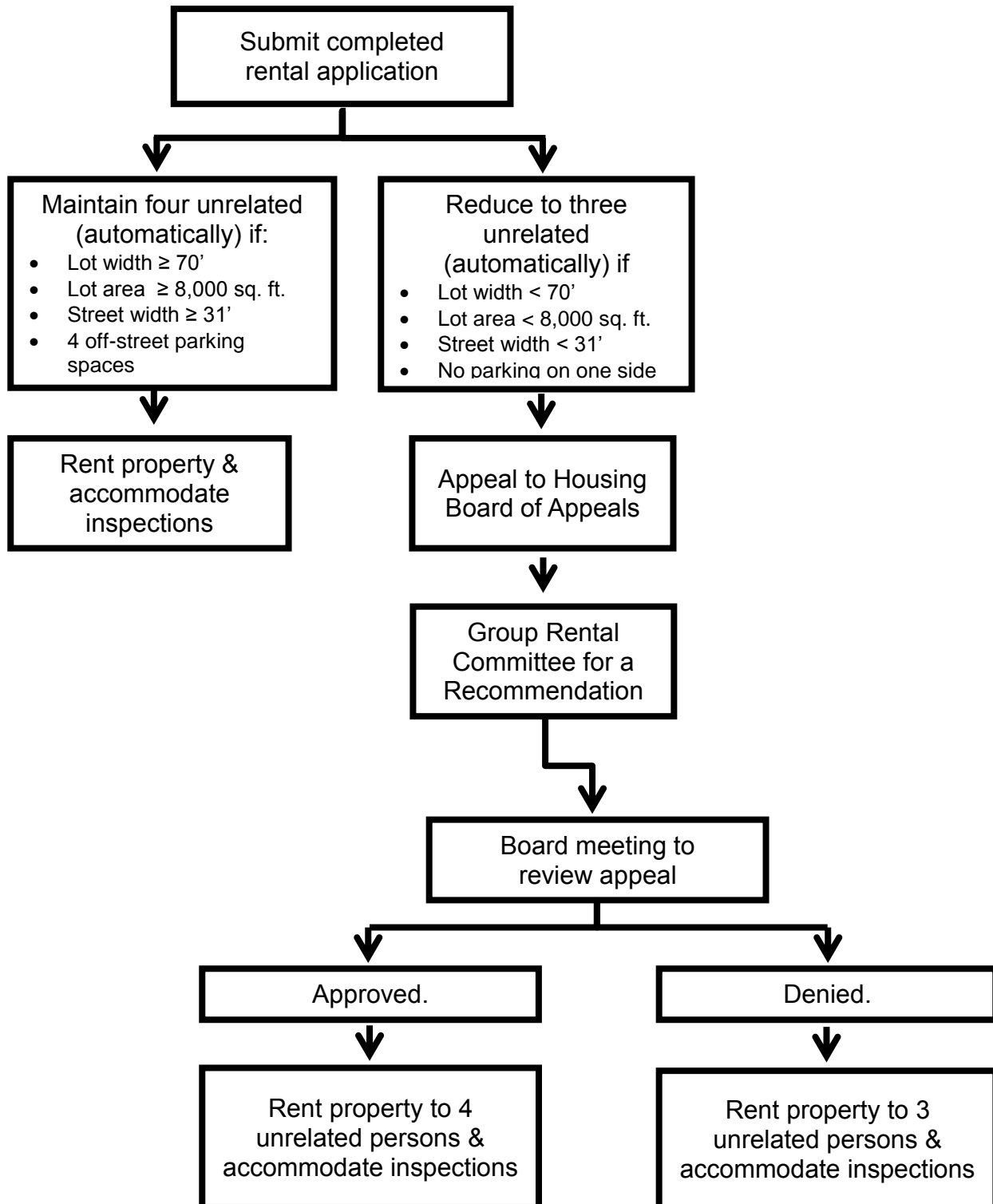
The process outlined in the attached diagrams must be completed before occupancy as a rental property. If you have any questions regarding the process for obtaining a rental permit, please feel free to contact the Planning & Community Services Division at 319.273.8600.

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New Rental



Existing Rental



Owner Information

Today's Date _____

Owner's Name:			
Owner's Address:			
Phone:	Street	City, State	ZIP
E-mail:			

Rental Property Manager Information *(if different from owner and/or out of town owner)*

Manager's Name:			
Manager's Address:			
Phone:	Street	City, State	ZIP
E-mail:			

*Property managers are preferred to be from the metro area.

Rental Property Information

Rental Property Address:			
Lot Size:*	_____ feet wide by _____ feet long		
Zoning:*	<input type="checkbox"/> R-1SF Single Family Residence District <input type="checkbox"/> R-1 Residence District <input type="checkbox"/> R-2 Residence District <input type="checkbox"/> R-3 Multiple Residence District <input type="checkbox"/> R-4 Multiple Residence District <input type="checkbox"/> MU, Mixed Use Residential District <input type="checkbox"/> RP Planned Residence District		
Number of Dwelling Units on the Property:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Other: _____		

* Black Hawk County Assessor's website has this information: <http://www2.co.black-hawk.ia.us/website/bhmap/viewer.htm>

Rental Property Information (continued)

<p>Rental Use:</p>	<p><input type="checkbox"/> Family <input type="checkbox"/> Two unrelated (& dependents, if applicable)</p> <p><input type="checkbox"/> Other: 3, 4 or 5 Unrelated</p> <p><input type="checkbox"/> Existing registered rental (prior to 8/19/14) changing ownership <input type="checkbox"/> 3 or <input type="checkbox"/> 4 unrelated persons</p>
<p>Number of Unrelated Persons Requested for <u>Each</u> Dwelling Unit on the Property:</p>	<p>Unit 1: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3¹ <input type="checkbox"/> 4¹ <input type="checkbox"/> 5¹ Unrelated persons Address: _____</p> <p>Unit 2: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3¹ <input type="checkbox"/> 4¹ <input type="checkbox"/> 5¹ Unrelated persons Address: _____</p> <p>Unit 3: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3¹ <input type="checkbox"/> 4¹ <input type="checkbox"/> 5¹ Unrelated persons Address: _____</p> <p>If there are more units, please attach additional sheet providing all applicable information, as requested on other units above.</p> <p>¹ If occupancy is desired at this level, then a <u>group rental permit</u> must be approved prior to rental.</p>
<p>Description of Number of Bedrooms in each Unit</p>	<p>Unit 1: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5+ Bedrooms</p> <p>Unit 2: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5+ Bedrooms</p> <p>Unit 3: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5+ Bedrooms</p> <p>Unit 4: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5+ Bedrooms</p> <p>If there are more units or more bedrooms, please attach additional sheet providing detailed information.</p>
<p>Supplemental Materials</p>	<p>If this is a request for a new rental for 3, 4, or 5 unrelated persons or an existing rental that cannot meet the criteria to remain at four unrelated persons at sale/transfer but wishes to remain at 4, please submit the following with this application:</p> <p><input type="checkbox"/> Letter explaining the request.</p> <p><input type="checkbox"/> List of rental properties owned or with ownership interest in Cedar Falls.</p> <p><input type="checkbox"/> Pictures of the interior and exterior of each property (as jpeg or tif files).</p> <p><input type="checkbox"/> Detailed interior floor plan (including dimensions of each room) for each unit</p> <p><input type="checkbox"/> Detailed property sketch including aspects such as:</p> <ul style="list-style-type: none"> • Locations and dimensions of: house, driveway, detached structures, etc, including distances from lot lines • Labeling of surfaces: gravel, paved, etc.

* Black Hawk County Assessor's website has this information: <http://www2.co.black-hawk.ia.us/website/bhmap/viewer.htm>

<p>Parking on the Property:</p>	<p>Garage: <input type="checkbox"/> Yes <input type="checkbox"/> No Garage size*: _____ feet wide by _____ feet long Is the entire garage available for tenant parking? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain: _____</p> <p>Driveway: <input type="checkbox"/> Paved <input type="checkbox"/> Granular Driveway dimensions: _____ feet wide by _____ feet long (measured to your property line, do not include approach/sidewalk) Are flare outs, side extensions or turn arounds present? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach a drawing with dimensions.</p> <p>Parking area/lot: <input type="checkbox"/> Yes <input type="checkbox"/> No Parking area/lot: _____ feet wide by _____ feet long Access to it is from the: <input type="checkbox"/> Street <input type="checkbox"/> Alley</p>
<p>Building Information</p>	<p><input type="checkbox"/> Floor plan of each level of the structure, with dimensions labeled for each room, required with this application.*</p> <p>Heating appliance installed at the property that maintains 68°F throughout the unit: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

RENTAL REGISTRATION FEE

(Please do not include any secondary structures such as sheds or detached garages)

1. Number of Rental Buildings	1 x \$75	\$75.00
2. Inspection Fee for 1 st Unit*	1 x \$50	\$50.00
3. Each additional unit within the same structure**	___ x \$20	\$_____

Add lines 1 through 3 Total Due:

When the rental unit passes inspection, a compliance sticker will be issued for your tri-annual rental permit. This will be provided at the time of your rental inspection.

OWNER'S STATEMENT

As owner of the above listed property, I wish to register this property as a rental.

I understand that payment is due at the time of registration. If the fees are not paid, the registration is invalid. I understand that my rental will be reviewed for zoning compliance. After this review, I agree to a rental inspection.

I understand that a re-inspection fee of \$40 will be charged if violations are not corrected on the return re-inspection date. If violations are corrected \$40 fee will be waived. Additional fees will be charged for failed re-inspections.

I understand by occupying this structure with rental tenants without the proper rental permit and inspection by the rental inspector will result in a \$500 municipal fine by the city as stated in code section 14-74, 75, 76.

Name

Date

OFFICE USE ONLY

Zoning Approval

Date

Maximum Number of Occupants allowed by Code.

*The cost of rental inspection is \$50 for each structure including the first unit.

**\$20 for each additional unit within the structure thereafter.