



Rental Housing Registration Application

Fire/Inspections Division
515 Clark Avenue, Room 205, Ames, Iowa 50010
515-239-5153 FAX 515-239-5404
inspections@cityofames.org

Type of Rental Housing Registration:

- New Rental
- Presale or Preconversion
- Update Contact Information

Rental Property Address: _____

PROPERTY OWNER: (please print) Send invoice to property owner YES NO

Name

Address City State Zip

Phone Cell Phone

Owner's Email

The party identified below is designated by the owner to manage this property and to maintain it in compliance with the Ames Rental Housing code, to accept and respond to official correspondence, to schedule and attend inspections, and to accept responsibility for all duties assigned to the owner by the Code.

PROPERTY MANAGER: (local contact) Send invoice to property manager YES NO

Name

Address City State Zip

Phone Cell Phone

Property Manager's Email

PROPERTY INFORMATION:

Owner occupied? No Yes If yes, unit number: _____

Type of rental: Single-Family Duplex 3-6 Units 7-20 Units 20+ Units

Signature Date

PRESALE OR PRECONVERSION INSPECTION: This form must be submitted before an inspection will be scheduled. Approval from the current home owner is required. If it is decided NOT to register the property as a rental, then a fee of \$53.56 will be assessed, otherwise, there is no charge for this inspection. A Rental Housing Registration Form will be required to register the property as a rental.

I certify that the current home-owner is aware of and approves of a pre-sale inspection being conducted:

Signature Date

Official use only (date/time stamp)