



Rental Unit Registration Form

This form is required to be completed annually and completely filled out.

One form required for each property.

To avoid penalty, registrations are due by May 1, annually.

Rental Property Information

Rental Property Address: _____

Registration Fiscal Year: _____ Total Number of Units in Property _____

Date of Last Inspection _____ New registration: YES: _____ NO: _____

If not yet inspected, write "none".

Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Cell #: _____

Email: _____

Property Manager Information

Check Box if Same:

Name: _____ Address _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Cell #: _____

Email: _____

Primary Contact (Property Owner/Property Manager): _____

As the property owner (or owner's representative), I understand that I am subject to the rental regulations of the City of Grinnell, including but not limited to the right of the City to perform inspections on my property as part of the rental requirements. I understand that it is my duty to notify my tenants of any upcoming inspections and to either be present or have a representative that is at least 18 years age, present during the inspection. By my signature below, I am certifying that the rental units identified in this form comply with City of Grinnell Rental Property Code, as summarized in Attachment A: Rental Inspection Checklist.

Signature: _____

Printed Name: _____ Date: _____

Official Use Only

Registration Fee (\$10 per unit)

Date Received: _____

Late Registration Fee (\$25 per day; max of \$1,500.00)

Received By: _____ Other Fees _____

Total Amount Due