



Rental Property Registration Form/ Out of Service

PLEASE COMPLETE EVERYTHING UNDERLINED IN RED

Permit # _____

Date Issued _____

Total: \$25.00 _____

Receipt # _____

Property Address

Date of Application

Owner's Name _____

Address _____

Mailing Address _____

Phone Number _____

Email _____

Total Number of Units: _____

A registration fee will be due every two (2) years for rental properties in Chariton. The fee will be \$25.00 per property (Example: A property with four apartments would pay only \$25.00 for registration.) All properties need to be registered by July 1st.

Properties not registered by July 1st of the ending year of the permit, shall be considered non-compliant with this Rental Property Inspection Program. Such properties shall be subject to a late fee of \$15.00 per day, per property, until ten (10) days have passed. At which time, those properties may be subject to penalties described in the Failure to Comply Section. Registration of any new and/ or converted property or properties which changes ownership shall be completed within thirty (30) days of such activity.

If a property's registration is not renewed, the City of Chariton may send a past due notice and reminder to the property owner by certified mail. Any rental property that is not yet paid within thirty (30) days of that notice will be considered non-compliant to this Rental Property Inspection Program.

A non-compliant property may have its rental property permit revoked, have its occupancy discontinued pursuant to the Chariton Municipal Code of Ordinances, and/or the owner may be prosecuted for municipal infractions, as described in the Chariton Municipal Code and in the Failure to Comply Section.

I hereby apply for a City of Chariton Rental Property Permit for the above-described property. I understand that the issuance of a permit does not imply that the rental property complies with the requirements of the City of Chariton Property Management Code/ Rental Inspection and that the permit may be revoked if, after the inspection, it is found that the property does not substantially comply with the provisions of the Code. I agree to notify the City of Chariton within thirty (30) days of any changes in address, phone number, or secondary contact information.

Secondary Contact Name
(Owner Representative) _____

Address _____

Mailing Address _____

Phone Number _____

Email _____

Owner or Secondary Contact must be available in case of emergency.

How would you like to be notified by the City of Chariton?

U.S. Mail

Email

Signature: _____

Date: _____

City of Chariton
115 South Main Street
Chariton, Iowa 50049
(641) 774-5991

Revised January 2023

OUT OF SERVICE

Out of Service: _____

Date back in Service: _____