

## Rental Registration Form

☐ New (annual fee of \$30 per unit)   ☐ Change of ownership

### Rental Unit Location:

Street address: \_\_\_\_\_, Maquoketa, IA 52060

Number of units: \_\_\_\_\_ Unit numbers (example A-D): \_\_\_\_\_

### Owner

Name(s): \_\_\_\_\_

Company name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Property Manager (if applicable):

Name: \_\_\_\_\_

Company name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

E-Mail: \_\_\_\_\_

Send information to: \_\_\_\_\_ Property Owner \_\_\_\_\_ Property Manager \_\_\_\_\_ Both

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Total fee paid: _____		Date paid: _____		<i>For official use only</i>
Cash: _____	Check: _____	Receipt #: _____	Staff initials: _____	

# Maquoketa Rental Property Standards

## Exterior

- All structures, accessory structures, and equipment should be structurally sound and in good repair.
- All exterior surfaces should be maintained in good condition.
- All shared or public areas must be kept clean and sanitary.
- If provided by the owner, parking areas, driveways and lighting must be maintained in proper condition.
- Yard must be mowed and free of weeds, brush and junk.
- Addresses should be visible from the street; unit numbers/letters should be clearly posted.

## Interior

- All exterior doors should have safe, functioning locks that can be quickly unlocked from the inside.
- There should be two means of egress from each unit and two means of egress from each bedroom.
- Bathroom facilities and fixtures should be maintained in a safe and functional condition, free from leaks.
- Kitchen appliances, if provided by landlord, must be in working order.
- Hot water must be provided to the kitchen, bathroom and laundry.
- Stairways and other egress paths should be maintained in sound condition and in good repair. No permanent obstructions are permitted in hallways or stairways. Floors shall be sound and permanent floor coverings shall be free from tripping hazards.
- Ceilings, interior walls and doors should be free from holes (excluding nail holes) and in good repair. Mold growth is not allowed.
- Smoke alarms shall be located as follows:
  - On the ceiling or wall outside of each sleeping area in the immediate vicinity of bedrooms.
  - In each room used for sleeping purposes.
  - In each story within a dwelling unit, including basements but not including crawl spaces and uninhabitable attics. *Iowa Code Chapter 210*
- Carbon Monoxide alarms must be installed in units with a fuel-fired heater or appliance or an attached garage. *Iowa Code Chapter 100*
- All fixtures and outlets should be in safe and functional condition or properly covered. Ground-Fault Circuit Interrupters (GFCI) are required for electrical outlets within six feet of a water source.
- Cooling must be available by operable windows or a working cooling system. Every bathroom must offer an operable window or a ventilation fan.

## Occupancy

- Tenants should not remove or disconnect smoke detectors.
- Extension cords should be used safely.
- Stairways and other egress paths should be kept clear.
- Garbage should not be allowed to accumulate in the unit or on the premises.
- Rodent and pest infestation should not be allowed to develop.

## Administrative

- Tenant background checks or waivers are required.
- Leases, rental agreements or waiver are required.