



NEIGHBORHOOD SERVICE & TRANSIT DEPARTMENT  
10 First Street Northwest  
Mason City, IA 50401  
641-421-3380 FAX: 641-421-3623  
www.masoncity.net

## Change Request for Rental Property/Landlord License

**NO LONGER A RENTAL**

**NO LONGER A LANDLORD**

DATE: \_\_\_\_\_

LANDLORD: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

RENTAL PROPERTY ADDRESS: \_\_\_\_\_

I \_\_\_\_\_ certify that the above referenced property is no longer a rental property.

I have other registered properties and **WILL** continue to be a landlord in the City of Mason City.

I do not have other rental properties and **WILL NOT** continue to be a landlord in the City of Mason City.

Property is up for sale and **WILL NOT** be used as a rental.

IF SOLD, PROPERTY SOLD TO: \_\_\_\_\_

To my knowledge:

New owner will continue to rent this property

Property will not be used as a rental

Don't know

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*Any outstanding fees must be paid by the landlord before a Rental Dwelling Permit is cancelled.**

**Please return completed form to the City of Mason City and any outstanding fees.**

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### Office Use Only

RD#: \_\_\_\_\_

Outstanding Fees: \_\_\_\_\_

Approved: \_\_\_\_\_