



RENTAL DWELLING PERMIT APPLICATION

Single Family or Duplex Unit

Complete one application per building

Please type or print legibly

New Application

Renewal

New Construction

Transfer

Legal address of rental unit: _____

Type of dwelling: Single Family Duplex

Mailing address of rental unit(s): _____

OWNER INFORMATION

Owner of Record: _____

Company Name (if any): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____

Fax: _____ *Landlord License # _____

Email: _____

Correspondence Yes No

Fee Invoice Yes No

Scheduled Inspection Yes No

MANAGER or AGENT INFORMATION (if applicable)

Name: _____

Company Name (if any): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____

Fax: _____ *Landlord License # _____

Email: _____

Manager/Agent to receive:

Correspondence Yes No

Fee Invoice Yes No

Scheduled Inspection Yes No

*Each rental unit must be associated with a landlord license. This license may be held by either the property owner or Manager/Agent. Landlord Licenses are available from the Neighborhood Services Division.

I understand that this application will be used for the purpose of applying for a Rental Dwelling Permit and that by accepting this form, the City of Mason City has not automatically granted a Rental Dwelling Permit for this property. I hereby certify that all information contained herein is true and accurate. I understand that if any of the above information changes, a new registration is required within 30 days of such change. I hereby grant permission to the City of Mason City to make inspections of the structure listed herein to determine its compliance with City Rental Housing codes. I agree to maintain the premise to standards which are set by the City of Mason City at all times. I understand that failure to comply with these requirements may result in monetary fines and/or non-issuance or revocation of a Rental Dwelling Permit.

Signature

Date

OFFICE USE ONLY

Received: _____ Entered: _____ RD#: _____

Neighborhood Services Division

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www.masoncity.net