



**RENTAL HOUSING REGISTRATION RENEWAL**

City of Waverly  
Community Development  
200 1<sup>st</sup> Street NE  
Waverly, IA 50677  
(319) 352-9208

**RENEWAL**

(Complete this renewal once every three years)

Rental Property Address \_\_\_\_\_ # of Units \_\_\_\_\_

List each unit number (i.e 1A and 1B) \_\_\_\_\_

<b>OWNER INFORMATION</b>	
Name: _____	Phone: _____
Address: _____	Cell: _____
Email: _____	
Please provide your email so we can use this for routine notifications.	

<b>RESPONSIBLE LOCAL MANAGER</b>	
(If different than Owner)	
This person is authorized to act on behalf of the owner concerning all matters of compliance with local ordinances and to receive all communications from the City and to respond on behalf of the owner.	
Name: _____	Phone: _____
Address: _____	Cell: _____
Email: _____	

**CHECK ALL THAT APPLY**

- NO changes to the dwelling units from previous self-inspection forms.
- Included are the updated self-inspection forms to reflect changes since previous self-inspection forms were filled out.
- Add owner and/or manager’s name, phone number and email address to a Landlord Database for prospective tenants looking for available rental units.

**(NOTE: If renewal is more than 30 days past due, a new registration fee will be assessed at \$20 per structure plus \$3 per unit).**

Send completed forms to:

**City of Waverly**  
**Zoning Office**  
**PO Box 616**  
**Waverly, IA 50677**  
**OR**  
**zoning@waverlyia.com**

\_\_\_\_\_  
Signature of Owner or Responsible Local Manager (Required)      Date

\*I certify that this information is true and complete to the best of my knowledge and that I have read a copy of the City of Waverly, Rental Housing Code provided on our website at [www.waverlyia.com/rental](http://www.waverlyia.com/rental).

For Office Use Only: Permit # \_\_\_\_\_ - \_\_\_\_\_ Previous complaints: \_\_\_\_\_

\_\_\_\_ Approved OR \_\_\_\_ Denied By: \_\_\_\_\_ Date: \_\_\_\_\_