

City Ordinance Changes Impacting Rental Property

The Dubuque City Council amended the City Code of Ordinances impacting rental property. These changes were based on recommendations to the City Council from Dubuque's Safe Community Task Force.

Successful Rental Property Management Training Program



All Dubuque property owners/managers must attend the City's Successful Rental Property Management Training Program, (previously called Crime Free Landlord Training Program) or a program of continuing education approved by the City Manager. Licensed real estate professionals or those who have already completed this program are exempt from this requirement.

The **spring 2017 training session** is scheduled as follows at **NICC Town Clock Center, 680 Main Street.**

Thursday, March 23, 2017, 8:30 a.m. – 4:00 p.m. (Class #54296)

Check-in begins at 8:00 a.m. There will be an additional session scheduled in the fall of 2017.

To register, log on to www.nicc.edu/solutions. Enter "Successful Rental Property Management" in the search box. To register by phone, contact NICC at (563) 557-8271, ext 380. **REGISTRATION DEADLINE IS ONE WEEK BEFORE EACH TRAINING SESSION!**

Additional information about the training program, registration, and the training manual are available on the City of Dubuque's website at www.cityofdubuque.org/srpm.

For more information, contact either Lt. Scott Baxter, Crime Prevention Unit at (563) 589-4473 or sbaxter@cityofdubuque.org or City of Dubuque Neighborhood Development Specialist Jerelyn O'Connor at (563) 589-4110 or joconnor@cityofdubuque.org.

Criminal Background Checks

The City of Dubuque wants landlords to be successful. Screening applications is a proven way to stabilize rental properties, increase occupancies and reduce complaints. As of July 1, 2011, Dubuque rental property owners/managers must perform criminal background checks on all rental applicants.

- Background checks may be performed using the City's **free** services or by another service approved by Dubuque's city manager. The criminal background check must include a check for felony and misdemeanor charges and convictions.
- To use the City's free screening service, landlords must submit a "Background Check Consent Form" which has been completed and signed by the Prospective Tenant. Forms are available at the Dubuque Police Department, 770 Iowa Street, the City Clerk's Office, 50 W. 13th Street, or online at www.cityofdubuque.org/tenantscreening. Completed forms can be submitted in person to the Dubuque Police Department, via fax at (563) 587-3849, or via email at dlecrecords@cityofdubuque.org.



Tenant Database Available for City of Dubuque Landlords

The City of Dubuque has established a Tenant Database which contains information compiled from landlords owning rental property in the City of Dubuque, property management companies managing rental property in the City of Dubuque, and Iowa District Court Records.



Landlords who would like to participate in submitting information to this database may fill out a Tenant Database Submission Form and forward it to the Dubuque Police Department Records Division at 855 Central Avenue or fax it to (563) 587-3849. Forms are available online at www.cityofdubuque.org/tenantscreening and at the Police Department, 770 Iowa Street.

Landlords wishing to receive information from the database must sign and submit a waiver of release to the Police Departments Records Division where it will remain on file.

For questions regarding this information, please contact Dubuque Police Records at (563) 589-4443 or dlecrecords@cityofdubuque.org.

Nuisance Ordinance Enforcement

In an effort to maintain quality neighborhoods, the City of Dubuque is taking a strong stance on enforcement of the City's existing nuisance ordinance. Problems like waste accumulations, animal noise, and excessive calls for service or use of City resources may warrant additional enforcement by City staff. A full list of nuisances can be located at:

http://www.sterlingcodifiers.com/codebook/index.php?book_id=803

Resources for Landlords

Check out the City of Dubuque's website, www.cityofdubuque.org/landlords for additional information and resources for rental property owners.