

## RESIDENTIAL RENTAL PROPERTY LICENSE APPLICATION

Property owner Name: \_\_\_\_\_

Property owner Address: \_\_\_\_\_  
Street
City
State
Zip Code

Property owner phone #'s \_\_\_\_\_

Property owner e-mail \_\_\_\_\_

Will the property owner be responsible for property management, maintenance, ect. ? (Y/N) \_\_\_\_\_

Property owners that do not live within 50 miles of the City of Dubuque are required to designate a local agent to respond to maintenance emergencies. Designated agent forms are available upon request or on the City of Dubuque website at: <http://www.cityofdubuque.org/rlis>

Rental Structure Address: \_\_\_\_\_

# Dwellings units in structure: \_\_\_\_\_ # Rooming units (i.e. dormitory units) in structure: \_\_\_\_\_

Unit addresses if applicable (e.g. #1,2, or A, B, ect.) : \_\_\_\_\_

Are any units in the structure owner occupied? (Y/N) \_\_\_\_\_ If yes, which unit(s)? \_\_\_\_\_

If unit(s) are vacant would you accept Housing Choice Voucher (Section 8)? (Y/N) \_\_\_\_\_  
 If No, why \_\_\_\_\_

Is recycling service currently available to tenants of the building? (Y/N) \_\_\_\_\_  
 If No, would you be interested in offering recycling service? (Y/N) \_\_\_\_\_

By signing below I acknowledge that all information provided is accurate to the best of my knowledge and I am hereby applying for a Rental Dwelling Operating License for the above-described property. I understand that the license will not be officially issued until the unit(s) have been inspected and found to meet the minimum requirements of the City of Dubuque Property Maintenance Code as adopted in city code 14-1J-1.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

NOTE: Property owners must notify the Housing Department Permits Clerk within five (5) days of any change of agent or ownership and within thirty (30) days for any change contact information including phone number and/or mailing address.

**License & inspection fees will be invoiced following receipt of this application.  
 Fee information is provided on the back side of this document.**

## **RENTAL LICENSE AND INSPECTION FEE SCHEDULES**

### **RENTAL LICENSING FEES**

<b>FEE</b>	<b>DUE</b>	<b>AMOUNT</b>	<b>NOTE</b>
Structure license fee	Annually	\$30.00 per building	Rental licensing fees will be prorated for the number of month's licensed first year in operation.
Dwelling unit license fee	Annually	\$25.00 per dwelling unit	
Rooming unit license fee*	Annually	\$15.00 per rooming unit	
<b>Rental license fees are invoiced at the rates listed following receipt of application</b>			

\*Rooming units are not bedrooms. Rooming units are a room or group of rooms that form a single habitable unit (similar to a dorm room). Rooming units do not contain bathroom or cooking facilities, but have access to shared facilities. If you are unsure of the number of dwelling or rooming units to be licensed, please contact the Housing & Community Development Department, Permits Clerk at 563-589-4231.

### **INSPECTION FEES**

<b>INSPECTION FEE</b>	<b>DUE</b>	<b>AMOUNT</b>
Dwelling inspection	Prior to inspections	\$50 per dwelling unit
Rooming unit inspection	Prior to inspections	\$30 per rooming unit
<b>Inspection fees are invoiced at the rates listed upon scheduling inspection.</b>		

**Make checks payable to: Dubuque Housing and Community Development Department. Include property address on the check or if making payment electronically via banking systems please include property address in notes.**

**NOTE: If the unit(s) were not previously licensed rentals or have not had an inspection recorded in the previous two (2) years, an inspection will be scheduled within 30 days.**