Multiple Family Dwelling (3 or more units in a building)
RENTAL UNIT REGISTRATION FORM
Building Services   500 15TH AVE SW Cedar Rapids, IA 52404
Housing (319) 286-5197 / Fax (319) 286-5830 / CED Main Line (319) 286-5831

CITY ISSUED LANDLORD BUSINESS PERMIT NUMBER_____-_____

(PLEASE PRINT)
Apartment / Complex Name: _____

Property Office Address:_____
                  Street   City   St   Zip

Property Office Phone: _____ **Fax**:_____ **Email**:_____

Type Rental Unit Property: ____Apartment; _____Co-Op = **GPN**_____; Condo_____
                  See Inventory B

Date of Last Rental Inspection: _____**Total # of Buildings**: _____**Total # of Rental Units**: _____
                  mm/yyyy

Owner Information: _____ Phone #: _____
                  Name

Address:_____
             Street   City   State   Zip

Email Address:_____ Secondary #:_____

(If Applicable)

Property Mgmt / Operator Information:_____
                  Company Name
Contact Name/Registered Agent:_____; License #:_____

Business Address:_____

Phone # _____ Fax # _____ Cell # _____

Email Address:_____

The person signing this form acknowledges that this property is a residential rental unit and that the owner / operator / Agent has obtained a landlord business permit by the City of Cedar Rapids pursuant to Chapter 29 of the Municipal Code for this activity. Should any registration information change, the Housing Inspections Department shall receive a Change of Information or Deletion Form within thirty (30) calendar days after the change occurs unless prior arrangements are made with this office. Failure to comply with the provisions of this chapter or to falsify any information on this application may result in the revocation, suspension or denial of this registration. Fees, Fines and Penalties will be assessed in accordance to law. Annual Registration Fees = $25.00 per building + $8.00 per Unit. <u>Rental Registration fees paid are only good until June 30th</u>. <u>Fees will NOT be pro-rated.</u>

Signature:_____Date:_____License #_____
                  mm/dd/yyyy

INVENTORY A (used for all units that share a single GPN)

ZIP CODE_____

+++ Type of Rental Unit: _____Apartment;   _____Co-Op   **# of Rental Units in the building**:_____

Rental Unit Address (s):_____
<div align="center">Street Number(s)   Street Name</div>

+++ Type of Rental Unit: _____Apartment;   _____Co-Op   **# of Rental Units in the building**:_____

Rental Unit Address (s):_____
<div align="center">Street Number(s)   Street Name</div>

+++ Type of Rental Unit: _____Apartment;   _____Co-Op   **# of Rental Units in the building**:_____

Rental Unit Address (s):_____
<div align="center">Street Number(s)   Street Name</div>

+++ Type of Rental Unit: _____Apartment;   _____Co-Op   **# of Rental Units in the building**:_____

Rental Unit Address (s):_____
<div align="center">Street Number(s)   Street Name</div>

+++ Type of Rental Unit: _____Apartment;   _____Co-Op   **# of Rental Units in the building**:_____

Rental Unit Address (s):_____
<div align="center">Street Number(s)   Street Name</div>

+++ Type of Rental Unit: _____Apartment;   _____Co-Op   **# of Rental Units in the building**:_____

Rental Unit Address (s):_____
<div align="center">Street Number(s)   Street Name</div>

+++ Type of Rental Unit: _____Apartment;   _____Co-Op   **# of Rental Units in the building**:_____

Rental Unit Address (s):_____
<div align="center">Street Number(s)   Street Name</div>

+++ Type of Rental Unit: _____Apartment;   _____Co-Op   **# of Rental Units in the building**:_____

Rental Unit Address (s):_____
<div align="center">Street Number(s)   Street Name</div>

+++ Type of Rental Unit: _____Apartment;   _____Co-Op   **# of Rental Units in the building**:_____

Rental Unit Address (s):_____
<div align="center">Street Number(s)   Street Name</div>

INVENTORY B (used for all rental *condo* units that have their own GPN)

ZIP CODE_____

Number of Rental Units in the building:_____   **Number of Units in building Not Rental:_____**

Address: _____   **GPN**:_____
Street

Address: _____   **GPN**:_____
Street

Address: _____   **GPN**:_____
Street

Address: _____   **GPN**:_____
Street

Address: _____   **GPN**:_____
Street

Address: _____   **GPN**:_____
Street

Address: _____   **GPN**:_____
Street

Address: _____   **GPN**:_____
Street

Number of Rental Units in the building:_____   **Number of Units in building Not Rental:_____**

Address: _____   **GPN**:_____
Street

Address: _____   **GPN**:_____
Street

Address: _____   **GPN**:_____
Street

Address: _____   **GPN**:_____
Street

Address: _____   **GPN**:_____
Street

Address: _____   **GPN**:_____
Street

Address: _____   **GPN**:_____
Street

Address: _____   **GPN**:_____