RENTAL HOUSING REGISTRATION APPLICATION

Building Official/Zoning Administrator
208 E Main Street, Manchester, Iowa 52057
Office 563.927.1112│Mobile 563.920.0867
www.manchester-ia.org

Manchester
IOWA
FAMILY. COMMUNITY. OPPORTUNITY.

Type of Rental Housing Registration Application	**New**	**Update**

PROPERTY ADDRESS:	**PROPERTY NAME (IF APPLICABLE):**	**DATE:**	**NO OF UNITS:**
LIST UNIT NUMBERS:			

OWNER INFORMATION
If different than Responsible Local Manager.

Name: Phone:

Address: Cell:

Email:

If provided, we will use email for routine notifications and information

RESPONSIBLE LOCAL MANAGER
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:

If provided, we will use email for routine notifications and information

REGISTRATION FEE
$20 per structure and $3 per additional unit *(No fee for updating information).*
Send payment with completed registration to: City of Manchester, 208 E Main Street, Manchester, IA 52057

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 Manchester's Rental Housing Code provided on the website at www.manchester-ia.org.

Signature of Owner or Responsible Local Manager (Required)

Check this box if you are willing to participate as a landlord participant for mediations involving other landlord violations.

For Office Use Only: Permit #:   Renewal Date: