RENTAL HOUSING REGISTRATION RENEWAL APPLICATION
Building Official/Zoning Administrator
208 E Main Street, Manchester, Iowa 52057
Office 563.927.1112 | Mobile 563.920.0867
www.manchester-ia.org

DUE ONCE EVERY 3 YEARS

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

CHECK ONE
☐ 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 completed.

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.

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)

For Office Use Only: Permit # _____________________________  Previous Complaints: _____________________________

☐ APPROVED  ☐ DENIED  DATE: _____________________________  Signature _____________________________