



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 _____