



## Request to Remove from Rental Housing Records

*Fire/Inspections Division*  
515 Clark Avenue, Room 205, Ames, Iowa 50010  
515-239-5153 FAX 515-239-5261  
[www.cityofames.org/inspections](http://www.cityofames.org/inspections)

**Address to be removed from the rental housing records (one address per form):**

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Number of units to be removed:  All  One  Two  Other: \_\_\_\_\_

**Owner Information:**

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Name

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Address City State Zip

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Phone Cell Phone

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Owner's Email

**Property Manager:** (local contact)

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Name

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Address City State Zip

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Phone Cell Phone

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Property Manager's Email

This request removes the above listed address as a registered rental property with the City of Ames as of the effective date listed below. This form must be signed and submitted to prevent the possible accrual of rental housing fees.

I understand that in order for this property to be used as rental property at any time in the future, this property must first be registered (complete a Rental Housing Registration Form) as a rental property, inspected by the City of Ames, and issued a valid Letter of Compliance.

Effective Date of Removal: \_\_\_\_\_

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Authorized Signature (owner or property manager on record with the Inspections Division)

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Official use only (date/time stamp)