



Rental Housing Registration Application

Fire/Inspections Division
515 Clark Avenue, Ames, Iowa 50010
515-239-5153 FAX 515-239-5404
www.cityofames.org/inspections

Type of Rental Housing Registration Application: Presale/Pre-conversion Transitional
 Update New

Rental Property Address: _____

Property Owner: (please print) Please send property owner invoice YES NO

Name

Address City State Zip

Phone Cell Phone

Owner's Email

The party identified below is designated by the owner to manage this property and to maintain it in compliance with the Ames Rental Housing code, to accept and respond to official correspondence, to schedule and attend inspections, and to accept responsibility for all duties assigned to the owner by the Code. ***If you are the presale buyer please note the section below regarding billing for presales.***

Property Manager **Pre-Sale Buyer** Please send property manager invoice YES NO
(Local contact)

Name

Address City State Zip

Phone Cell Phone

Property Manager's or Presale Buyer's Email

Property Information:

Owner occupied? Yes No if yes, unit number: _____

Type of rental: Single-Family Duplex 3-6 Units 7-20 Units 20+ Units

Signature Date

Presale Only: This form must be submitted before an inspection will be scheduled. Approval from the current home owner is required. If it is decided NOT to register the property as a rental, then a fee of \$53.56 will be assessed, otherwise, there is no charge for this inspection. A Rental Housing Registration Form will be required to register the property as a rental.

I certify that the current home-owner is aware of and approves of a pre-sale inspection being conducted:

Signature Date

Official use only (date/time stamp)