

## Residential Rental Property License Application

### PROPERTY OWNER INFORMATION:

NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
Name of contact person

BUSINESS/LLC NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City, State, Zip

PHONE #: \_\_\_\_\_ ALT PHONE #: \_\_\_\_\_

WILL THE PROPERTY OWNER BE RESPONSIBLE FOR PROPERTY MANAGEMENT/MAINTENANCE? \* Yes/No

\*Property owners that do not live within 50 miles of the city limits of Dubuque are required to designate a local agent to respond to maintenance emergencies. Designated Agent Forms are available upon request, or online at [www.cityofdubuque.org/rllis](http://www.cityofdubuque.org/rllis).

### RENTAL STRUCTURE INFORMATION:

ADDRESS: \_\_\_\_\_  
Street City, State, Zip

NUMBER OF UNITS IN STRUCTURE: (answer below for each type)

DWELLING UNITS: \_\_\_\_\_

ROOMING UNITS: \_\_\_\_\_  
(i.e. dormitory units)

PLEASE LIST ALL UNIT ADDRESSES, IF APPLICABLE. (E.G. #1, #2, A, B, 1985, 1985 1/2, ETC.):

ARE ANY UNITS OWNER-OCCUPIED? (Y/N) \_\_\_\_\_ IF SO, WHICH UNIT: \_\_\_\_\_

IF UNIT(S) ARE VACANT, WOULD YOU ACCEPT A HOUSING CHOICE VOUCHER (SECTION 8)? (Y/N) \_\_\_\_\_

IF NO, WHY: \_\_\_\_\_

ARE YOU INTERESTED IN RECEIVING INFO ABOUT HOUSING CHOICE VOUCHER PROGRAM? (Y/N) \_\_\_\_\_

By signing below, I acknowledge that all information provided is accurate to the best of my knowledge and I am hereby applying for a Rental Property License for the above-described property. I understand that the license will not be officially issued until the unit(s) have been inspected and found to meet the minimum requirements for the City of Dubuque Property Maintenance Code as adopted in City Code 14-1J-1.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Property owners must notify the Housing Department Permits Clerk within five (5) days of any change of agent or ownership and within thirty (30) days for any change in contact information, including phone number and mailing address.

*License inspection fees will be invoiced following receipt of this application.  
Fee information is on the back side of this document.*

## RENTAL LICENSING AND INSPECTION FEE SCHEDULE

### RENTAL LICENSING FEES:

FEE	DUE	AMOUNT <sup>1</sup>
Structure License Fee	Annually	\$25.00 per building
Dwelling Unit License Fee	Annually	\$30.00 per dwelling unit
Rooming Unit License Fee <sup>2</sup>	Annually	\$15.00 per rooming unit

<sup>1</sup> Rental licensing fees will be prorated for the number of months licensed the first year in operation.

<sup>2</sup> Rooming units are not bedrooms; they are a room or group of rooms that form a single habitable unit (similar to a dorm room). They do not contain a bathroom or cooking facilities, but have access to shared facilities. If you are unsure of the number of dwelling or rooming units to be licensed, contact the Permits Clerk at 563-589-4231.

---

### INSPECTION FEES:

INSPECTION FEE	DUE	AMOUNT
First/initial inspection	n/a	no charge
All subsequent re-inspections	prior to inspection	\$85.00 per unit
HCV (Section 8) inspections	n/a	no charge
Verified complaint	prior to re-inspection	\$85.00 per unit
Missed inspections	prior to inspection	\$85.00 per unit

**Inspection fees are invoiced at the rates listed upon scheduling inspection/re-inspection.**

**Make checks payable to:** Dubuque Housing and Community Development Department  
*Please include property address on the check, or if making payment electronically via banking systems, please include property address in notes.*

**NOTE:** If the unit(s) were not previously licensed rentals or have not had an inspection recorded in the previous two (2) years, an inspection will be scheduled within sixty (60) days.