

City of Washington Annual Rental Property Registration

Registration is due May 1, 2024. Late registrations are subject to double fees. Failure to register may result in a municipal infraction, which can lead to a court-ordered daily fine until the property is in compliance. If you have sold a property or are in contract to sell a property, please send an amended form so our records can be updated and corrected. Fees below are assessed annually and cover both registration and inspection costs. Online registration is available at: <https://washingtioniowa.gov/city-government/development-services/rental-inspections>. **Please specifically note any Section 8/HUD properties and be aware that a lesser fee schedule applies for those properties.**

Property Owner's Information:

Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Telephone: (____) _____ Email: _____

Property Manager's Information:

Name: _____ Company Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Telephone: (____) _____ Email: _____

Pursuant to the Washington Code of Ordinances, all rental housing owners must provide listing of their property addresses and the number of units. (please attach additional sheets if necessary)

Property Address	# Units	First Unit (\$25)	Add'l Unit (\$5/unit)	Total Fee
<i>Example: 2220 Broadway Court(single family)</i>	1	\$25.00	0 Units=\$0	\$25.00
2220 E. Main St. (quad plex)	4	\$25.00	3 units x \$5 =\$15	\$40.00
Total Fee Due				

FEES ADOPTED BY WASHINGTON CITY COUNCIL:

\$25 for the first unit of each building, \$5 each additional unit in building.

Re-inspection for units not in compliance on the second re-inspection shall be \$50. This applies to each subsequent re-inspection. This fee also applies to re-scheduling of appointments due to no show on the part of the owner/manager.

Newly constructed rental housing or ownership transfers must be registered within 30 calendar days of readiness for occupancy or transfer. No additional fee applies to currently registered properties changing ownership.

Landlords of Section 8 or HUD properties are not subject to inspection, but must register each unit for \$5 and be able to furnish the most recent state inspection if requested by the City Administrator or designate to verify inspection.

Return this form with fee to:

Questions may be directed to:
Jeff Duwa, 319-653-6584 ext. 124 or
jduwa@washingtioniowa.gov

**City of Washington
 Rental Inspections
 215 E. Washington St.
 Washington, IA 52353**

Office use only:

Total Fee Paid _____ Date Paid _____ Credit Card Cash Check # _____