

## City of Washington Annual Rental Property Registration

**Registration is due May 1, 2025.** 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://washingtونيowa.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: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### Property Manager's Information:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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
Example: 2220 Broadway Court(single family)	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				\$ 0.00

### 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.

**Landlords of Section 8 or HUD properties are not subject to inspection, but must re-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.**

Question may be directed to:  
Mark Chenoweth, 319-653-6584 ext. 124  
or [mchenoweth@washingtونيowa.gov](mailto:mchenoweth@washingtونيowa.gov)

Return this form to:  
City of Washington  
Rental inspections  
215 E. Washington Street  
Washington, IA 52353

For Office Use Only:

Total Fee Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Credit Card, Cash, Check # \_\_\_\_\_