

# Rental Housing Registration

Registration of Rental Housing properties within Hampton city limits is the first step towards compliance with Rental Housing regulations.

A completed registration form for a rental housing permit & initial inspection fees must be submitted at City Hall by the property owner or manager.

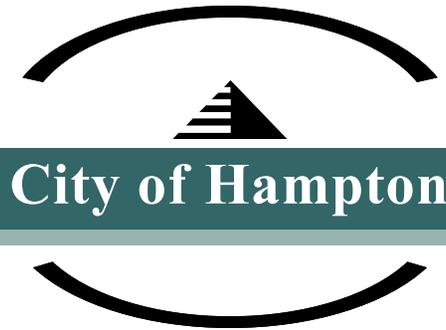
**Initial Inspection Fee: \$75.00**  
Multi-Dwelling/Rooming House:  
Add \$15.00 per each additional unit.  
(Re-inspection may be required, if property is found non-compliant initially. Re-inspection Fee of \$30.00 per unit is payable in advance.)

**Permit Fees:**  
Single-Family or Duplex:  
\$20 per structure

Multi-Dwelling /Rooming House:  
\$20 per structure (1st unit)  
Plus \$3.00 for each additional unit

[Example: Apartment building with four dwelling units; \$20.00 (1st. unit) + \$9.00 (3 additional units @ \$3.00 ea.) = \$29.00]

*Rental Housing non-compliance may result in property owner being cited with applicable municipal infraction(s).*



City of Hampton

## HAMPTON MUNICIPAL CODE OF ORDINANCES

Chapter 152 documents the adoption of the *2006 International Property Maintenance Code*, serving as the City's guide for property maintenance standards, which must be inspected and verified for compliance before a rental housing permit is granted by the City of Hampton.

**Code Enforcement Officer**  
**Doug Tarr**  
**641-456-4853**

*International Property Maintenance Code*  
2006 Edition  
Published by the International Code Council

City of Hampton  
122 First Avenue NW  
Hampton, IA 50441  
641-456-4853  
www.hamptonia.us

# Rental Housing Guidelines



**Code Enforcement Officer**  
**Doug Tarr**

# Rental Housing Registration & Permit Process

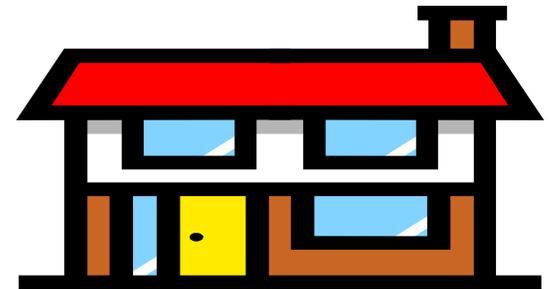
- The Property Owner must register the property with the City of Hampton by completing an Application for Rental Housing Permit form. Inspection fee must be submitted at registration.
- Inspection and re-inspections are scheduled at City Hall and are carried out by the City's Code Enforcement Officer or designated staff. A checklist of basic compliance safety and health standards is available at City Hall upon request.
- Inspections are typically conducted on Thursdays, beginning at 9:00 a.m. and as late as 3:00 p.m., unless other arrangements are necessary. The owner or their property manager must be present during the inspection.
- If the property is found to be in compliance, the City will issue a Rental Housing Permit, which is valid for up to FIVE years. (Any subsequent reports or complaints of violations in the interim may be investigated by the City.)



- If the premises fails to comply with the provisions of the Code, the Property Owner or Manager will be notified with an itemized list of violation(s) to be corrected, setting a deadline for compliance.
- It is the Property Owner's responsibility to remedy ALL violations and contact City Hall to have the property re-inspected within the time frame stated on the notice of violations. A fee of \$30.00 per unit must be paid in advance of any re-inspection at City Hall. If the property is not compliant within the allowed time frame, extensions may be granted by the Code Enforcement Officer or additional action may be taken by the City, including citing of applicable Code infractions and potential enforcement of denied occupancy, if appropriate.
- If the property passes re-inspection, a report of compliance will be documented for the file, and a Rental Housing Permit will be issued to the property owner by City Hall.

[A copy of the Rental Housing Compliance checklist used by the City is available upon request at City Hall.]

Residences not occupied by the owner are subject to rental housing standards, whether rent is collected or not. Regular inspections must be performed on the rental property. Rental Housing Permits are renewable every five years by submitting a renewal application and paying the initial inspection fee. Properties inspected by H.U.D. for tenants eligible for H.U.D. status must be registered as a rental, but satisfactory H.U.D. inspection documents must be provided to the City. It is the Property Owner's responsibility to make arrangements to have the property in compliance and inspected on schedule.



**INSPECTION COMPLIANCE  
INQUIRIES MAY BE DIRECTED TO:  
DOUG TARR  
CODE ENFORCEMENT OFFICER**

**City of Hampton  
122 First Avenue NW  
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