



Scott County Rental Licensing

400 W. Fourth Street

Davenport, Iowa 52801

Tenant Questions: (563)-326-8625 OR Sheriff@scottcountyiowa.gov

General: (563)-326-8643 OR Planning@scottcountyiowa.gov



RENTAL PROPERTY PERMIT APPLICATION AND REGISTRATION

All multi-family rental units must be registered with Scott County. Please complete the following information and return to the Scott County Sheriff's Department. Copies may be made for additional buildings. For property owned by a company or LLC, the name and contact of a **person** is required. Property registrations that do not include the **name, phone number and contact information** for a **person** are invalid and will be considered a violation of the Scott County Code. If changes in ownership or property managers occur, the updated information must be provided within 30 days. A separate registration form is required for EACH BUILDING containing rental dwelling units.

Check One: New Rental: Annual Renewal: No Longer Rental:

Building Address: _____

Business Name: _____

(Ie, Best Rentals, Premier Apartments, etc...)

Number of Units **in this building**: _____

Please list the residential unit numbers: _____
(Ie: 1A, 1B, 2A, 2B- 101, 102,201,202 etc...)

Property Owner:

Name: _____ PHONE: _____

Address: _____ E-MAIL: _____

City: _____ State: _____ Zip Code: _____ - _____

If owners name is a business, provide the name of the contact person who is NOT the on site manager. If the Property Owner listed above is the primary contact persons name, this section is not required.

Name: _____ PHONE: _____

Address: _____ E-MAIL: _____

City: _____ State: _____ Zip Code: _____ - _____

Property Manager: (If different than the owner listed above)

Name: _____ PHONE: _____

Address: _____ E-MAIL: _____

City: _____ State: _____ Zip Code: _____ - _____

In the event violations of law occur on a rental property, contact and legal notices will be made based on the information provided on this form.

Rental License Submittal Checklist:

 Rental Application for EACH building; Tenant information for EACH unit (Form Attached);

~~___ Annual License Fee; ___ Rental Building Inspection Checklist (Form Attached)~~

SCOTT COUNTY SHERIFF DEPARTMENT

TENANT BACKGROUND CHECK

Name: Last _____ First _____ Middle Initial _____

Social Security #: _____ - _____ - _____ D.O.B. _____/_____/_____

Phone: _____ Alternate Phone: _____

Current Address: _____

Street # City State Zipcode
Rent: [] Own: [] Living with Family Member: []

If Renting, Name of Current Landlord: _____ Phone: _____

List all aliases: _____

List any co-applicants: _____

List any children who will be living in the household.

Child 1: _____ Child 2: _____ Child 3: _____

D.O.B.: _____ D.O.B.: _____ D.O.B.: _____

Child 4: _____ Child 5: _____ Child 6: _____

D.O.B.: _____ D.O.B.: _____ D.O.B.: _____

Current Employer: _____

Address: _____ Phone: _____

Street # City State Zipcode

Please list any additional information you feel is relevant: _____

I authorize the release and verification of all information needed to complete a full background report including criminal and consumer credit report.

Applicant (Print Name) Date

Applicant (Signature) Date.

NOTE: * All fields must be completed in full or request will not be processed.*****

This information is being provided at the request of Landlord and Landlord agrees that the decision to rent is the Landlord's SOLE decision. The Scott County Sheriff Department is not an agent of Landlord nor does it guarantee or warrant the character or suitability of a tenant. The city is simply providing information requested.

Property Agent Date

Name of Property

Property Address

Phone # Fax #

SCOTT COUNTY RENTAL LICENSING

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RENTAL BUILDING INSPECTION CHECKLIST

The Scott County Housing Code which is based on the **2015 international Property Maintenance Code** requires Park View multifamily and townhouse rental properties to meet certain standards established by the code. It is the responsibility of the landlord/Rental Permit holder to comply with all code requirements. Prior to issuance of a rental permit for a rental unit the applicant must indicate compliance with all items listed on this check list. For Landlords- Iowa law states that inspections may be completed provided proper notice is given to the tenant according to the process outlined in the lease. For tenants- Iowa Law states that inspections may be made after the tenant provides a dated letter to the landlord giving notice of necessary repairs and then allowing ten days for the landlord to make corrections or take other action. **Scott County does NOT arbitrate landlord/tenant disagreements.**

Code Requirements

Comply
(initial)

All check list items must indicate compliance prior to issuance or renewal of a rental permit

ACCESSORY STRUCTURES. Are fences, garages and sheds in good condition, including any electrical wiring? _____

ADEQUATE LIGHTING. Do the public hallways, stairways and cellar areas contain adequate lighting? For multi-family areas, are exterior walkways and parking areas well-lit to the public way? Is there lighting outside all exterior doors? _____

BATHROOM VENTILATION. Do all bathrooms have an operable window or mechanical ventilation? _____

COMBUSTIBLES. Are all areas in structures containing gas-fired appliances free from combustible materials and liquids? _____

DOORS. Are all doors operable and reasonably weather tight? Are hinges, knobs, locks and closures working properly? _____

EGRESS. Do all dwelling units on the 1st and 2nd story have separate exits to the outside or 2 different paths to exit the building? Do all dwelling units on and above the 3rd story have 2 paths to exit the building? _____

ELECTRICAL. Is the electrical system properly fused, grounded, installed and maintained in good operating condition? Does each habitable room contain at least 2 electrical outlets or 1 electrical outlet and 1 permanently installed light fixture with a wall switch? Does the bathroom have at least 1 electrical outlet and are ALL bathroom and kitchen outlets GFCI protected? Is there an excessive use of extension cords or cords run under rugs or floor coverings? Do all outlets, switches, junction boxes, fuse boxes and service panels have covers? Are outlets within 6' of a sink or water source GFCI protected? _____

EXTERIOR COVERINGS. Is the siding and paint in good condition? Are any of the following in need of scraping and painting due to peeling paint: exterior siding, building trim, roof overhang, soffit, fascia, windows, porches, decks, doors, stairways, accessory buildings and other surfaces? _____

EXTERIOR WALLS. Are the exterior walls and siding in sound condition and preventing the elements from penetrating? _____

FIRE EXTINGUISHERS. Are structures containing three or more units with common interior corridors provided with type 2A serviceable fire extinguishers at each floor level and the basement? _____

FLOORS. Are all floor and coverings structurally sound, free from tears and deterioration and being maintained in a sanitary condition? _____

FOUNDATION. Is the foundation structurally sound? Are there holes, cracks, crumbling or loose brick, stone or block or loose mortar joints? Does exterior finish grade slope away from the building for proper drainage? Are there any areas allowing weather penetration into the foundation or dwelling? _____

GRADING AND DRAINAGE. Does rain water drain away from the structure and not pool for more than 24 hours? _____

GUTTERS AND DOWNSPOUTS. Is there a complete gutter and downspout or other roof drainage system in good repair and discharging properly? _____

IDENTIFICATION. Are the address numbers visible from the street and alley sides with at least 4 inch high, 1/2" thick Letters? Do all dwelling unit doors entering the individual units have identification numbers on them? _____

INTERIOR PAINTING. Are walls, ceilings, windows, doors and trim in need of scraping and painting? _____

MECHANICAL. Do all gas-fired appliances have a gas shut-off valve located in the same room and within 3' of the appliance? Are all gas-fired appliances in good operating condition and properly vented? Is the heating system capable of maintaining a constant temperature of 68 degrees without using portable heaters or cooking appliances? Do water heaters and boilers have a proper relief valves? Is there a relief valve drip leg extending to within 6" of the floor? Is there a gas line drip leg for each appliance? If the gas lines include CSST, are they properly bonded? _____

PLASTER. Is all interior wall and ceiling plaster intact, including above suspended ceilings? _____

PLUMBING. Does the building have adequate water pressure and do waste lines drain properly? Is the entire plumbing system free of leaks? Does each dwelling unit have access to a 3-fixture bathroom? Are all plumbing fixtures properly trapped and vented? Are proper materials being used for potable water and waste lines? _____

SIDEWALKS. Are the sidewalks and yard steps maintained in good repair so there is no excessive cracking or changes in elevation of 1/2" or more between slabs? _____

RODENTS AND INSECTS. Is the dwelling unit free of evidence of rodents, roaches, bedbugs, fleas, termites, vermin, or other infestation? _____

ROOF. Does the roof leak? Are the roof sheathing, structural members and overhang in good repair? _____

SANITATION. Is the unit free of excessive debris, clutter and animal feces? Is the unit being maintained in a sanitary condition? Are floors kept clean or is there an accumulation of garbage or debris, etc? If a multi-family building, are the sanitation dumpsters shielded from other properties view and capable of being closed at all times? _____

SCREENS. Are all screens free from holes and tears and are the frames free from deterioration? _____

SMOKE AND CARBON MONOXIDE DETECTORS. Do all dwelling units have approved operable smoke detectors in each sleeping room, within 15 feet outside of each sleeping room and one on each floor level? Do common corridors have operable smoke detectors in approved locations? New and replacement Smoke detectors must be dual sensor. Are there Carbon Monoxide detectors within 15 feet outside of each sleeping room? _____

SPACE AND OCCUPANCY. Does every dwelling unit have at least one room with a minimum floor area of 120 square feet and one dimension at least 7' in length? Do other habitable rooms (kitchen and bathroom excluded) have a minimum floor area of 70 square feet? Are ceilings in habitable spaces, bathrooms, kitchens and corridors a minimum of 7' in height? Do ceiling fans provide at least 6'4" of clearance from the floor? All sleeping rooms must have emergency escape and rescue windows with a maximum sill height of 44 inches, minimum net openable area of 5.7 square feet and a minimum net clear openable height of 24" and width of 20". (Egress windows at grade level require 5.0 Square Feet of openable area) _____

STAIRWAYS, PORCHES, AND STEPS. Are the porches, decks, stairs and walking surfaces properly constructed and maintained in a safe condition? Are the stairways having more than 3 risers provided with properly constructed handrails? Do all stairways, porches, decks and accessible roof areas more than 30" from the ground have proper guards? Do the stairways have uniform runs and risers? _____

