



WELCOME

ANKENY LANDLORDS

!

July 1, 2018

ANKENY RENTAL INSPECTIONS

- Commencing on July 1, 2018, the Ankeny Code Enforcement Division will begin conducting rental inspections
 - In the interim, inspections shall be conducted and completed by City of Ankeny approved 3rd party inspectors

CITY OF ANKENY CODE ENFORCEMENT PERSONNEL

- John Cabeen, Code Enforcement Officer II
- Brad Pruismann, Code Enforcement Officer I
- John Olson, Code Enforcement Officer I

CITY OF ANKENY RENTAL HOUSING CONTACT INFORMATION

- John Cabeen, Code Enforcement Officer II
– Ph: (515) 963-3546
- Brad Pruismann, Code Enforcement Officer I
– Ph: (515) 963-3555
- John Olson, Code Enforcement Officer I
– Ph: (515) 963-3545

Email: rentalhousing@ankenyiowa.gov

ANKENY RENTAL UNITS

- More than 6,000 rental units
- Approximately 1,000 Single Family Units
- Approximately 5,000 Multi-Family Units

ANKENY RENTAL REGISTRATION and INSPECTIONS

- Notice of registration renewal will be sent electronically by Ankeny Code Enforcement personnel
- Initial registration and renewal fees shall be paid prior to scheduling an inspection
- Upon receipt of payment, Ankeny Rental Housing Inspectors will contact you to coordinate an inspection time

RENTAL CERTIFICATE AND INSPECTION FEES

The fee incurred for rental inspection(s) will include the registration and issuance of a rental certificate

For other than re-inspection fees, as applicable, there are no additional fees anticipated

ANKENY RENTAL REGISTRATION

Landlord Responsibility for Rental Registration

- Landlords are required to forward any change in property ownership
- Landlords are required to forward any change in contact information of responsible personnel
- Contact information must include email contacts

RENTAL REGISTRATION DURATION and INSPECTION FEES

Single Family Dwelling Registration

- Three years
- Single Family Inspection Fee
 - Initial Inspection (new) \$50
 - Renewal \$50
 - Initial re-inspection \$0
 - Additional re-inspection \$25

RENTAL REGISTRATION DURATION and INSPECTION FEES

Two-Family Dwelling Registration

- Three years
- Two-Family Inspection Fee
 - Initial Inspection first unit (new) \$50
 - Initial Inspection additional units (new) \$25
 - Renewal first unit \$50
 - Renewal additional units \$25
 - Initial re-inspection per unit \$0
 - Additional re-inspection per unit \$25

RENTAL REGISTRATION DURATION and INSPECTION FEES

- Multi-Family Dwelling Registration
 - Three years
- Multi-Family Inspection Fee
 - Initial Inspection first unit (new) \$50
 - Initial Inspection additional units (new) \$25
 - Renewal first unit \$50
 - Renewal additional units \$25
 - Initial re-inspection per unit \$0
 - Additional re-inspection per unit \$25

ANKENY RENTAL INSPECTIONS

Landlord Responsibility for Rental Inspections

- Landlords shall notify tenants of pending inspection
- Landlords or their responsible personnel shall be present at inspections

INSPECTION CHECKLIST

- 1. Exterior: Structure, Shelter and Maintenance**
- 2. Interior: Structure, Shelter and Maintenance**
- 3. Emergency Escape Windows and Doors**
- 4. Room Size and Condition**
- 5. Heating System**
- 6. Electrical Standards**
- 7. Plumbing and Hot Water**
- 8. Sanitation Standards: Bathrooms**
- 9. Sanitation Standards: Kitchen**
- 10. Mechanical/Laundry Rooms**
- 11. Owners' Obligations**
(available on the website)

Common Email Address

- For electronic submission of documents, rather than forwarding to an individual, use the following account:

rentalhousing@ankenyiowa.gov

- Do not send directly to City staff unless specifically requested!

QUESTIONS?

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