City of Council Bluffs, Iowa
Public Works Department
Office of the Building Official
Rental Registration Office
209 Pearl Street
Council Bluffs, IA 51503
(712) 890-5283

COPY

Date: January 16, 2020

To: Sherwood Forest Apartments
2009 Sherwood Ct.
Council Bluffs, IA 51503
(712) 328-7231

Customer ID # 26900

Invoice Due

BLID	Description	Late Fees Due
42914	2104 Nottingham Ct.	$600.00
43047	2001 Robin Ct.	$600.00
43081	2006 Sherwood Ct.	$600.00
42705	1516 Little John Cir.	$3,600.00
	Received ck # 4727	
		Late Fees Due $5,400.00

* Our office received the 2020 Rental Registration past the due date of December 31, 2019. The envelope was postmarked past the due date of December 31, 2019. A copy of the envelope is enclosed. Checks may be made payable to "City Treasurer". Payment is due upon receipt.

Return Payment to:

City of Council Bluffs
Attn: Treasurer's Office
209 Pearl Street
Council Bluffs, IA 51503

R773662 to 5

City of Council Bluffs, Iowa
Permits & Inspections Division
209 Pearl Street, Council Bluffs, Iowa 51503

2020 RENTAL PROPERTY REGISTRATION RENEWAL

MUNIS ID # 26900

SHERWOOD FOREST APARTMENTS
2009 SHERWOOD CT
COUNCIL BLUFFS, IA 51503

Phone number: 712-328-7231
Email address: sfiamanager@monarchinvestment.com

Property Manager Name (if applicable): Jennifer Walker

Street Address: 2009 Sherwood Court
City, State, Zip: Council Bluffs IA 51503
Phone number: 712 328-7231
Email address: sfiamanager@monarch.com

Return your paperwork and payment to:

Rental Housing Inspection Office
209 Pearl Street
Council Bluffs, IA 51503

RETURN BY DECEMBER 31, 2019 to avoid a late fee.

Make check payable to:
City Treasurer

IF PROPERTY MANAGER IS ON STAFF, PLEASE FORWARD TO THEM IN ORDER TO AVOID DUPLICATE PAYMENTS.

Write in your rental addresses and the number of units at each address. See next page for information on calculating dwelling fee.

BLID	Street Address	# of Units	Dwelling Fee
42914	2104 NOTTINGHAM CT	24	$445.00
43047	2001 ROBIN CT	24	$445.00
43081	2006 SHERWOOD CT	24	$445.00
42705	1516 LITTLE JOHN CIR	144	$2545.00

24238
24239
24240
24241

BLID	Street Address	# of Units	Dwelling Fee
+ $600, late = $1,045.00			
+ $600, late = $1,045.00			
+ $600 late = $1,045.00			
+ $3,600 late = $6,145.00			

RECEIVED
JAN 16 2020
BUILDING DIVISION

Signature of Responsible Party: _____ **Date:** _____

Print Name: _____ **Total Amount Paid for 2020:** $9,280.00

8.56.055 False information: It is unlawful for any person to intentionally provide false information to the City of Council Bluffs or any of its agents or employees during the performance of their official duties on any form, application or written correspondence.

Housing Code Chapter 17 Inspection Certification

Welcome to the city of Council Bluffs Permits and Inspections Department. In accordance with Iowa State Law, The City of Council Bluffs has, since 1996, promulgated a rental housing inspection program. The City of Council Bluffs requires that all rental property be registered with the Permits & Inspections Department annually by December 31st of the calendar year. Ordinance 6224 requires that all rental properties within the corporate limits of the City be inspected at least once within a three year cycle. Currently, the City has adopted the 2009 International Property Maintenance Code.

The code enforcement process really begins with your commitment to provide adequate, safe and sanitary living conditions. It takes a joint effort of investor-owners, tenants and the Permits and Inspections Division to achieve a viable property maintenance program. It is important to the City that as a property owner, you are familiar with health and safety regulations and requirements that not only affect an individual's living environment, but the quality of life in our community.

By signing and submitting this paperwork, you certify that you own/manage the rental properties listed herein.

Annual rental registration fees will vary depending on the type of dwelling or dwelling unit. Starting January 1, there is a $25.00 late fee. Follow the formula in the Payment Calculator shown below to calculate the late fee. The late fee is determined by the date your paperwork is postmarked or paid in person. After the initial inspection has been conducted on your rental property, a Certificate of Compliance or Notice of Violation will be mailed to you. If you have any questions, please contact the City's Housing Inspection Office at (712) 890-5283.

Rental Registration Fees (Municipal Code 17.090.020) Per Year:

a.	Single Family Dwelling	$35.00
b.	Two Family Dwelling	$70.00
c.	Multi-Family Dwelling*	$25.00 and $17.50 per unit
d.	Late fee for Non-Registration*	$25.00 per dwelling unit
e.	SFD fee for non-registration (per year)*	$200.00
f.	Duplex fee for non-registration (per year)*	$400.00
g.	Multi Family (per year)*	$200.00 and $50.00 per unit

* (c.) See below calculator for Multi-Family Dwelling Fees
* (d.) $25.00 cap
* (f., g., h.) will apply for a three year period if no violations are found in three year cycle.

Rental Registration Re-inspection Fee (Municipal Code 17.090.030):

1st Re-inspection	No Fee
2nd Re-inspection	$50.00 per inspection
3rd and Subsequent Re-inspection	$100.00 per inspection
No Show Fee for missing a scheduled inspection	$100.00
Inspection Fee for three year cycle for non-registered houses	$100.00 per inspection
Housing Board of Appeals Filing Fee (Municipal Code 17.11.050)	$50.00

PAYMENT CALCULATOR FOR MULTI-FAMILY DWELLINGS

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Questions?

Call 712-890-5283

$25	X		Total # of buildings	=	+
$17.50	X		Total # of units	=	+
$25	X		Total # of units		=

Sherwood Forest Apartments
2009 Sherwood Court
Council Bluffs, IA 51503

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15 JAN 2020 PM 1 L



City of Council Bluffs
Permits & inspections Division
209 Pearl St
Council Bluffs Iowa
51503

51503-087099