

*Waterloo*

---

*Landlord*

---

*Manual*



---

Claire Kelly, Hiatt Holman,  
Kadel Coakley, Jane Holish,  
Oscar Rodriguez

# *Why Create a Landlord Manual?*



# *Why Create a Landlord Manual?*

- Waterloo lacks a well-defined document laying out guidance for its landlords and tenants.

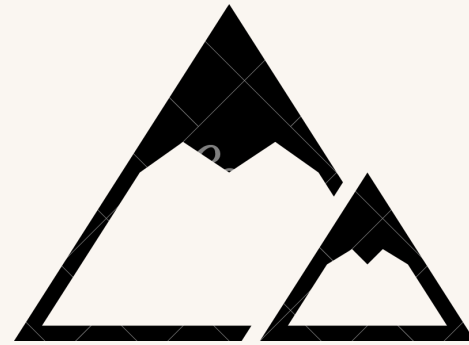


# *Why Create a Landlord Manual?*

- Waterloo lacks a well-defined document laying out guidance for its landlords and tenants.
- We plan on creating a manual that showcases all of the necessary rental information.

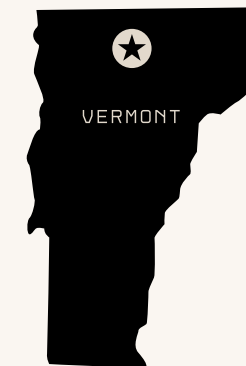
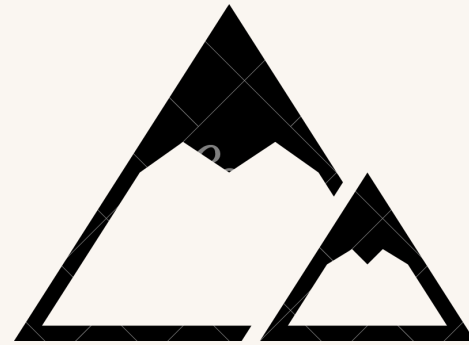


# *Best Practices*



# *Best Practices*

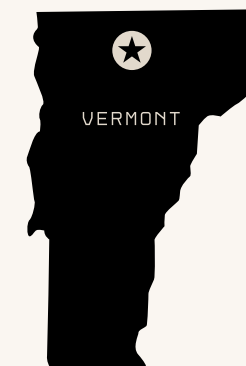
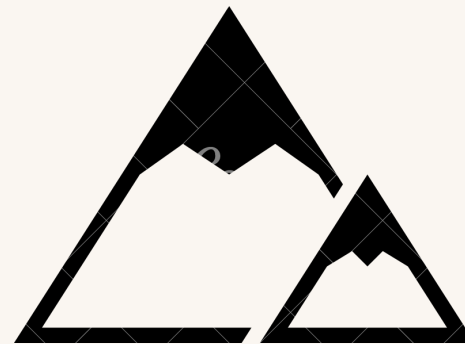
SEATTLE



# *Best Practices*

## SEATTLE

- The city created a landlord manual in 2017.
- It lays out rules regulations using concise language.



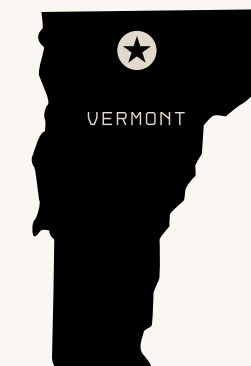
# *Best Practices*

## SEATTLE

- The city created a landlord manual in 2017.
- It lays out rules regulations using concise language.



## FORT COLLINS





# *Best Practices*

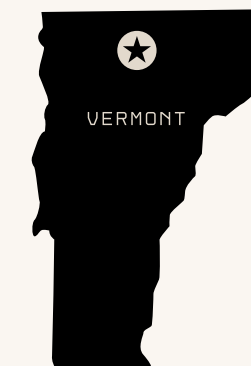
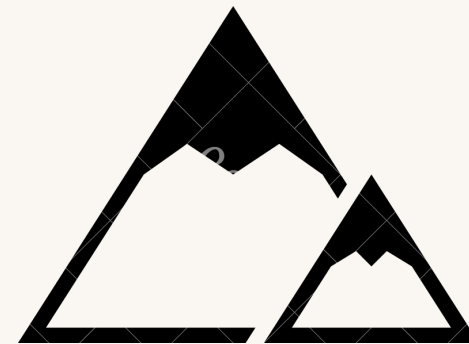
## SEATTLE

- The city created a landlord manual in 2017.
- It lays out rules regulations using concise language.



## FORT COLLINS

- Offers intuitive directions and guidance.
- They utilize a FAQ section, which is a useful tool.



# *Best Practices*

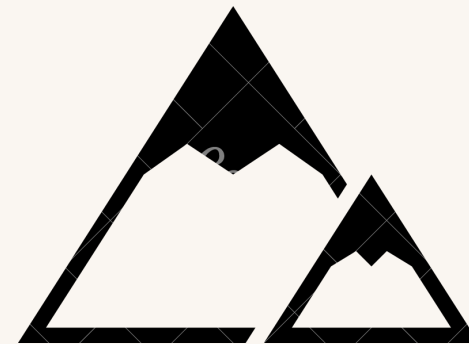
## SEATTLE

- The city created a landlord manual in 2017.
- It lays out rules regulations using concise language.

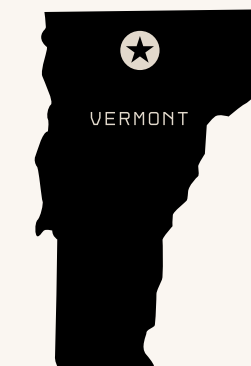


## FORT COLLINS

- Offers intuitive directions and guidance.
- They utilize a FAQ section, which is a useful tool.



## BURLINGTON



# Best Practices

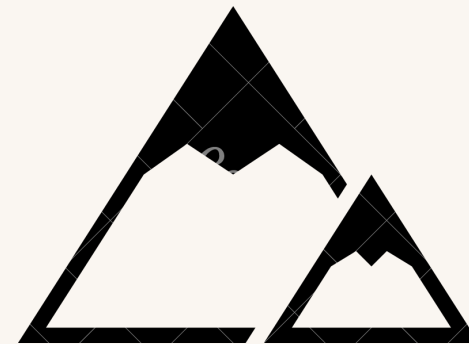
## SEATTLE

- The city created a landlord manual in 2017.
- It lays out rules regulations using concise language.



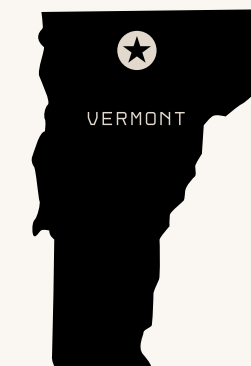
## FORT COLLINS

- Offers intuitive directions and guidance.
- They utilize a FAQ section, which is a useful tool.



## BURLINGTON

- This manual offers easily digestible information.
- It makes great use of hyper-links to reach relevant city-codes.



# Manual Overview

## Waterloo Landlord Manual

Waterloo Department of Human Services – Housing Authority  
2021



### Table of Contents

**Landlord Guidance**

- Understanding How to Start.....Pg. N/A*
- Expectations/Obligations.....Pg. N/A*
- Relevant Laws/City Codes.....Pg. N/A*

**Tenant Guidance**

- Expectations/Obligations.....Pg. N/A*
- Important Remedies.....Pg. N/A*
- Understanding Tenant Rights.....Pg. N/A*

**Sample Documents**

- Relevant Landlord Documents.....Pg. N/A*
- Relevant Tenant Documents.....Pg. N/A*

**Innovative Practices**

- Cedar Rapids Landlord Training.....Pg. N/A*
- Milwaukee Landlord Training.....Pg. N/A*

**FAQ Section.....Pg. N/A**

**Appendix**

- Top Waterloo Landlords.....Pg. N/A*
- HUD Fair Housing Prices .....Pg. N/A*
- Contact List.....Pg. N/A*

# *Landlord Guidance*

---



# *Landlord Guidance*

---

## **STARTING OUT**

- Teaching important steps that encompass the process of becoming a landlord

- 



# *Landlord Guidance*

---

## **STARTING OUT**

- Teaching important steps that encompass the process of becoming a landlord

## **EXPECTATIONS**

- Showcasing advice regarding a landlord's role after taking on tenants



# *Landlord Guidance*

---

## **STARTING OUT**

- Teaching important steps that encompass the process of becoming a landlord

## **EXPECTATIONS**

- Showcasing advice regarding a landlord's role after taking on tenants

## **REGULATIONS**

- Laying out important laws/city codes that affect the rental process for landlords





# *Tenant Guidance*



## DUTIES

# *Tenant Guidance*

- Follow building and housing codes that affect health and safety
- Proper use of appliances and facilities
- Avoid careless damage
- Avoid disturbing neighbors



# Tenant Guidance



## DUTIES

- Follow building and housing codes that affect health and safety
- Proper use of appliances and facilities
- Avoid careless damage
- Avoid disturbing neighbors

## REMEDIES

- End the lease with a proper written notice
- Tenant makes repairs and deducts from rent-owed
- Contacting the Housing Inspector

# Tenant Guidance



## DUTIES

- Follow building and housing codes that affect health and safety
- Proper use of appliances and facilities
- Avoid careless damage
- Avoid disturbing neighbors

## REMEDIES

- End the lease with a proper written notice
- Tenant makes repairs and deducts from rent-owed
- Contacting the Housing Inspector

## RIGHTS

- Receiving a 24-hour notice from the landlord before they can enter the residence
- A tenant is protected against retaliation for seeking to protect their housing rights
- It is illegal to discriminate housing based on a protected class

# *Sample Documents*

The idea of being a landlord or tenant can be daunting. These documents will provide relevant information regarding some aspects of the rental process.

# Sample Documents

The idea of being a landlord or tenant can be daunting. These documents will provide relevant information regarding some aspects of the rental process.

## Lease Agreement

**RENTAL AGREEMENT/LEASE**  
**LANDLORDS OF IOWA, INC.**

**A-1. PARTIES [Tenant and Tenant's family], DWELLING UNIT AND TERM:** It is agreed this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, between \_\_\_\_\_ (Landlord) and \_\_\_\_\_ (Tenant[s]) and Tenant's Household listed as everyone who will occupy dwelling unit including names and relationships of all occupants and ages of all minor children:

NAME	AGE	RELATIONSHIP	NAME	AGE	RELATIONSHIP
1. _____	_____	_____	4. _____	_____	_____
2. _____	_____	_____	5. _____	_____	_____
3. _____	_____	_____	6. _____	_____	_____

that Tenant rents premises located at \_\_\_\_\_ Iowa (the "premises" or "unit"), for use by Tenant only as a residential dwelling unit, for a \_\_\_\_\_ term from the \_\_\_\_\_ day of \_\_\_\_\_ and including the \_\_\_\_\_ day of \_\_\_\_\_, at which time this agreement may be terminated by either party by giving a written thirty day notice. In the event that no such notice is executed by either party, then this Agreement shall be automatically extended as a month to month agreement until terminated by either party giving a thirty day written notice.

**A-2. RENT:** Tenant agrees to pay \$ \_\_\_\_\_ per month, in advance, on the first day of each month to the Landlord at \_\_\_\_\_ if Tenant takes possession on a date other than the first of the month, the first month's rent shall be the regular amount and rent shall be prorated for the second month on the basis of 30 days as follows: \$ \_\_\_\_\_ per day X \_\_\_\_\_ days = \$ \_\_\_\_\_ rent.

**A-3. PAYMENT OF RENT:** The initial payment of the rent and of the security deposit must be made in cash, money order or cashier's check. Thereafter, monthly rent payments may be paid by check until the first check is dishonored and returned unpaid. Rent also may be paid by cash, money order or cashier's checks made payable to \_\_\_\_\_ delivered to the Landlord on regular rent payment days at \_\_\_\_\_ or sent by mail at Tenant's risk to \_\_\_\_\_ Postmark OR \_\_\_\_\_ Date received will be considered date paid. Rents lost in mail will be treated as unpaid until received.

**A-4. PAYMENT POLICY:** Any payment will always be first applied to outstanding balances, late fees or other charges, with balance of the payment applied to rent due.

**A-5. RENTAL COLLECTION FEE FOR LATE RENT:** In the event rent is not received prior to \_\_\_\_\_ a.m./p.m. on the \_\_\_\_\_th of the month regardless of cause including returned checks, Tenant agrees to pay a late fee of \$10.00 per day not to exceed a monthly late fee of \$40.00.

**A-6. RETURNED CHECK CHARGE:** If for any reason a check used by Tenant to pay Landlord is returned without being honored by the bank, Tenant will pay: a returned check charge of \$30.00, a late fee, plus any penalty charged by Landlord's bank. If for any reason a check is returned or dishonored, no checks will be accepted for future rent payments. Knowingly presenting a check on an account that does not have sufficient funds is a criminal offense. (See Iowa Code Chapter 714)

**A-7. NONPAYMENT OF RENT:** Landlord will follow remedies provided by Iowa law if rent is unpaid when due.

**A-8. SECURITY DEPOSIT:** Tenant agrees to pay Security Deposit of \$ \_\_\_\_\_ to be held by Landlord. The Security Deposit may be in amount not exceeding two months' rent. Tenant's liability is not limited to the amount of the Security Deposit. Tenant may not apply the Security Deposit as an advance payment of rent for any month of the lease term or to Tenant's last month rent. Additionally, in compliance with Iowa Code §562A.12, Landlord may, at the conclusion of the lease or at time of lease termination, withhold all or a portion of the Security Deposit for the following reasons:

- to remedy Tenant's default in the payment of rent or other funds due Landlord pursuant to this Agreement, the attached Rules, Regulations and Responsibilities, or any other subsequent rule enacted pursuant to this Agreement;
- to restore the premises to its condition at the commencement of the tenancy, ordinary wear and tear excepted; and
- to recover expenses incurred in acquiring possession of the premises, should Tenant fail to surrender or vacate the premises upon noncompliance with this Agreement and notification of such noncompliance as required by law.

Tenant is also aware that in accordance with Iowa Code §562A.12, any remaining Security Deposit will be returned only upon receipt of a forwarding address for the Tenant. In the case of multiple Tenants, any outgoing Tenant who leaves prior to the lease termination date relinquishes his/her interest in the Security Deposit unless the Landlord determines that the outgoing Tenant is not responsible for damages, including unpaid rent, which exceeds his/her interest in the Security Deposit. These cases will be treated individually, especially if Landlord is unaware of outgoing Tenant's departure. A new Rental Agreement will be drafted when Landlord becomes aware of out-going Tenants and at which time the Security Deposit will be brought back up to required amount.

**A-9. UTILITIES:** Tenant will transfer utilities into his/her name prior to occupying premises. Tenant is responsible for the following utility expenses:

\_\_\_ gas \_\_\_ electric \_\_\_ water \_\_\_ hot water \_\_\_ sewer \_\_\_ garbage \_\_\_ telephone \_\_\_ cable \_\_\_ satellite \_\_\_ other: \_\_\_\_\_

# Sample Documents

The idea of being a landlord or tenant can be daunting. These documents will provide relevant information regarding some aspects of the rental process.

## Lease Agreement

**RENTAL AGREEMENT/LEASE**  
**LANDLORDS OF IOWA, INC.**

A-1. PARTIES (Tenant and Tenant's family), DWELLING UNIT AND TERM: It is agreed this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, between \_\_\_\_\_ (Landlord) and \_\_\_\_\_ (Tenant[s]) and Tenant's Household listed as everyone who will occupy dwelling unit including names and relationships of all occupants and ages of all minor children:

NAME	AGE	RELATIONSHIP	NAME	AGE	RELATIONSHIP
1. _____	_____	_____	4. _____	_____	_____
2. _____	_____	_____	5. _____	_____	_____
3. _____	_____	_____	6. _____	_____	_____

that Tenant rents premises located at \_\_\_\_\_ Iowa (the "premises" or "unit"), for use by Tenant only as a residential dwelling unit, for a \_\_\_\_\_ term from the \_\_\_\_\_ day of \_\_\_\_\_ and including the \_\_\_\_\_ day of \_\_\_\_\_, at which time this agreement may be terminated by either party by giving a written thirty day notice. In the event that no such notice is executed by either party, then this Agreement shall be automatically extended as a month to month agreement until terminated by either party giving a thirty day written notice.

**A-2. RENT:** Tenant agrees to pay \$ \_\_\_\_\_ per month, in advance, on the first day of each month to the Landlord at \_\_\_\_\_, if Tenant takes possession on a date other than the first of the month, the first month's rent shall be the regular amount and rent shall be prorated for the second month on the basis of 30 days as follows: \$ \_\_\_\_\_ per day X \_\_\_\_\_ days = \$ \_\_\_\_\_ rent.

**A-3. PAYMENT OF RENT:** The initial payment of the rent and of the security deposit must be made in cash, money order or cashier's check. Thereafter, monthly rent payments may be paid by check until the first check is dishonored and returned unpaid. Rent also may be paid by cash, money order or cashier's checks made payable to \_\_\_\_\_ delivered to the Landlord on regular rent payment days at \_\_\_\_\_ or sent by mail at Tenant's risk to \_\_\_\_\_ Postmark OR \_\_\_\_\_ Date received will be considered date paid. Rents lost in mail will be treated as unpaid until received.

**A-4. PAYMENT POLICY:** Any payment will always be first applied to outstanding balances, late fees or other charges, with balance of the payment applied to rent due.

**A-5. RENTAL COLLECTION FEE FOR LATE RENT:** In the event rent is not received prior to \_\_\_\_\_ a.m./p.m. on the \_\_\_\_\_ of the month regardless of cause including returned checks, Tenant agrees to pay a late fee of \$10.00 per day not to exceed a monthly late fee of \$40.00.

**A-6. RETURNED CHECK CHARGE:** If for any reason a check used by Tenant to pay Landlord is returned without being honored by the bank, Tenant will pay: a returned check charge of \$30.00, a late fee, plus any penalty charged by Landlord's bank. If for any reason a check is returned or dishonored, no checks will be accepted for future rent payments. Knowingly presenting a check on an account that does not have sufficient funds is a criminal offense. (See Iowa Code Chapter 714)

**A-7. NONPAYMENT OF RENT:** Landlord will follow remedies provided by Iowa law if rent is unpaid when due.

**A-8. SECURITY DEPOSIT:** Tenant agrees to pay Security Deposit of \$ \_\_\_\_\_ to be held by Landlord. The Security Deposit may be in amount not exceeding two months' rent. Tenant's liability is not limited to the amount of the Security Deposit. Tenant may not apply the Security Deposit as an advance payment of rent for any month of the lease term or to Tenant's last month rent. Additionally, in compliance with Iowa Code §562A.12, Landlord may, at the conclusion of the lease or at time of lease termination, withhold all or a portion of the Security Deposit for the following reasons:

- to remedy Tenant's default in the payment of rent or other funds due Landlord pursuant to this Agreement, the attached Rules, Regulations and Responsibilities, or any other subsequent rule enacted pursuant to this Agreement;
- to restore the premises to its condition at the commencement of the tenancy, ordinary wear and tear excepted; and
- to recover expenses incurred in acquiring possession of the premises, should Tenant fail to surrender or vacate the premises upon noncompliance with this Agreement and notification of such noncompliance as required by law.

Tenant is also aware that in accordance with Iowa Code §562A.12, any remaining Security Deposit will be returned only upon receipt of a forwarding address for the Tenant. In the case of multiple Tenants, any outgoing Tenant who leaves prior to the lease termination date relinquishes his/her interest in the Security Deposit unless the Landlord determines that the outgoing Tenant is not responsible for damages, including unpaid rent, which exceeds his/her interest in the Security Deposit. These cases will be treated individually, especially if Landlord is unaware of outgoing Tenant's departure. A new Rental Agreement will be drafted when Landlord becomes aware of out-going Tenants and at which time the Security Deposit will be brought back up to required amount.

**A-9. UTILITIES:** Tenant will transfer utilities into his/her name prior to occupying premises. Tenant is responsible for the following utility expenses:

\_\_\_ gas \_\_\_ electric \_\_\_ water \_\_\_ hot water \_\_\_ sewer \_\_\_ garbage \_\_\_ telephone \_\_\_ cable \_\_\_ satellite \_\_\_ other: \_\_\_\_\_

## Inspection Form

**WATERLOO FIRE RESCUE**  
**INSPECTION REPORT**

**DETAILS**

Inspection Date: 02/21/2020 | Inspection Type: **PRE-INSPECTION** | Inspector: **BARRY STRATTON** | Shift: NIA | Station: NIA | Unit: NIA | Lead Inspector: BARRY STRATTON | Other Inspectors: NIA | Fee: \$50.00

STATUS	CODE	DESCRIPTION
FAIL	1018.1 - General	Aisles and aisle accessways serving as a portion of the exit access in the means of egress system shall comply with the requirements of this section. Aisles or aisle accessways shall be provided from all occupied portions of the exit access that contain seats, tables, furnishings, displays and similar fixtures or equipment. The minimum width or required capacity of aisles shall be unobstructed. Exceptions: Encroachments complying with Section 1005.7.  Inspector: BARRY STRATTON - Comments: Egress path from rear of building is unsafe and not to code.
FAIL	901.6 - <b>Fire</b> testing and maintenance	Fire detection, alarm, and extinguishing systems, mechanical smoke exhaust systems, and smoke and heat vents shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Nonrequired fire protection systems and equipment shall be inspected, tested and maintained or removed.  Inspector: BARRY STRATTON - Comments: Records needed for alarm system in building.
FAIL	907.2.11.2 - Groups R-2, R-3, R-4 and I-1	Single or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and I-1 regardless of occupant load at all of the following locations: 1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms, 2. In each room used for sleeping purposes, 3. In each story within a dwelling unit, including basements but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.  Inspector: BARRY STRATTON - Comments:
FAIL	82 - Unsafe Equipment	Was the presence of unsafe equipment noted during the <b>pre-occupancy</b> Equipment may include boilers, heating equipment, elevator, moving stairways, electrical wiring, and flammable liquid containers. (IFMC 108.1.2)  Inspector: BARRY STRATTON - Comments: Rear stairs, landings, & no handrails installed.

Printed on 02/20/2020 @ 10:30  
 Page 1 of 2

# Sample Documents

The idea of being a landlord or tenant can be daunting. These documents will provide relevant information regarding some aspects of the rental process.

## Lease Agreement

**RENTAL AGREEMENT/LEASE**  
LANDLORDS OF IOWA, INC.

A-1. PARTIES (Tenant and Tenant's family), DWELLING UNIT AND TERM: It is agreed this \_\_\_ day of \_\_\_\_\_, 20\_\_\_ between \_\_\_\_\_ (Tenant(s)) and Tenant's Household listed as everyone who will occupy dwelling unit including names and relationships of all occupants and ages of all minor children:

NAME	AGE	RELATIONSHIP	NAME	AGE	RELATIONSHIP
1. _____	_____	_____	4. _____	_____	_____
2. _____	_____	_____	5. _____	_____	_____
3. _____	_____	_____	6. _____	_____	_____

that Tenant rents premises located at \_\_\_\_\_ Iowa (the "premises" or "unit"), for use by Tenant only as a residential dwelling unit, for a \_\_\_\_\_ term from the \_\_\_\_\_ day of \_\_\_\_\_ and including the \_\_\_\_\_ day of \_\_\_\_\_, at which time this agreement may be terminated by either party by giving a written thirty day notice. In the event that no such notice is executed by either party, then this Agreement shall be automatically extended as a month to month agreement until terminated by either party giving a thirty day written notice.

A-2. RENT: Tenant agrees to pay \$ \_\_\_\_\_ per month, in advance, on the first day of each month to the Landlord at \_\_\_\_\_, if Tenant takes possession on a date other than the first of the month, the first month's rent shall be the regular amount and rent shall be prorated for the second month on the basis of 30 days as follows: \$ \_\_\_\_\_ per day X \_\_\_\_\_ days = \$ \_\_\_\_\_ rent.

A-3. PAYMENT OF RENT: The initial payment of the rent and of the security deposit must be made in cash, money order or cashier's check. Thereafter, monthly rent payments may be paid by check until the first check is dishonored and returned unpaid. Rent also may be paid by cash, money order or cashier's checks made payable to \_\_\_\_\_ delivered to the Landlord on regular rent payment days at \_\_\_\_\_ or sent by mail at Tenant's risk to \_\_\_\_\_ Postmark OR \_\_\_\_\_ Date received will be considered date paid. Rents lost in mail will be treated as unpaid until received.

A-4. PAYMENT POLICY: Any payment will always be first applied to outstanding balances, late fees or other charges, with balance of the payment applied to rent due.

A-5. RENTAL COLLECTION FEE FOR LATE RENT: In the event rent is not received prior to \_\_\_\_\_ a.m./p.m. on the \_\_\_\_\_th of the month regardless of cause including returned checks, Tenant agrees to pay a late fee of \$10.00 per day not to exceed a monthly late fee of \$40.00.

A-6. RETURNED CHECK CHARGE: If for any reason a check used by Tenant to pay Landlord is returned without being honored by the bank, Tenant will pay: a returned check charge of \$30.00, a late fee, plus any penalty charged by Landlord's bank. If for any reason a check is returned or dishonored, no checks will be accepted for future rent payments. Knowingly presenting a check on an account that does not have sufficient funds is a criminal offense. (See Iowa Code Chapter 714)

A-7. NONPAYMENT OF RENT: Landlord will follow remedies provided by Iowa law if rent is unpaid when due.

A-8. SECURITY DEPOSIT: Tenant agrees to pay Security Deposit of \$ \_\_\_\_\_ to be held by Landlord. The Security Deposit may be in amount not exceeding two months' rent. Tenant's liability is not limited to the amount of the Security Deposit. Tenant may not apply the Security Deposit as an advance payment of rent for any month of the lease term or to Tenant's last month rent. Additionally, in compliance with Iowa Code §562A.12, Landlord may, at the conclusion of the lease or at time of lease termination, withhold all or a portion of the Security Deposit for the following reasons:

- to remedy Tenant's default in the payment of rent or other funds due Landlord pursuant to this Agreement, the attached Rules, Regulations and Responsibilities, or any other subsequent rule enacted pursuant to this Agreement;
- to restore the premises to its condition at the commencement of the tenancy, ordinary wear and tear excepted; and
- to recover expenses incurred in acquiring possession of the premises, should Tenant fail to surrender or vacate the premises upon noncompliance with this Agreement and notification of such noncompliance as required by law.

Tenant is also aware that in accordance with Iowa Code §562A.12, any remaining Security Deposit will be returned only upon receipt of a forwarding address for the Tenant. In the case of multiple Tenants, any outgoing Tenant who leaves prior to the lease termination date relinquishes his/her interest in the Security Deposit unless the Landlord determines that the outgoing Tenant is not responsible for damages, including unpaid rent, which exceeds his/her interest in the Security Deposit. These cases will be treated individually, especially if Landlord is unaware of outgoing Tenant's departure. A new Rental Agreement will be drafted when Landlord becomes aware of outgoing Tenants and at which time the Security Deposit will be brought back up to required amount.

A-9. UTILITIES: Tenant will transfer utilities into his/her name prior to occupying premises. Tenant is responsible for the following utility expenses: \_\_\_\_\_ gas \_\_\_\_\_ electric \_\_\_\_\_ water \_\_\_\_\_ hot water \_\_\_\_\_ sewer \_\_\_\_\_ garbage \_\_\_\_\_ telephone \_\_\_\_\_ cable \_\_\_\_\_ satellite \_\_\_\_\_ other: \_\_\_\_\_

## Inspection Form

**WATERLOO FIRE RESCUE**  
INSPECTION REPORT

DATE: 02/21/2020 | INSPECTOR: BARRY STRATTON | TYPE: RENT | SHIFT: NIA | STATION: NIA | UNIT: NIA | LEAD INSPECTOR: BARRY STRATTON | OTHER INSPECTORS: NIA | FEE: \$50.00

STATUS	CODE	DESCRIPTION
FAIL	1018.1 - General	Aides and aisle accessways serving as a portion of the exit access in the means of egress system shall comply with the requirements of this section. Aides or aisle accessways shall be provided from all occupied portions of the exit access that contain seats, tables, furnishings, displays and similar fixtures or equipment. The minimum width or required capacity of aides shall be unobstructed. Exceptions: Encroachments complying with Section 1005.7.  Inspector: BARRY STRATTON - Comments: Egress path from rear of building is unsafe and not to code.
FAIL	501.6 - Fire detection, alarm, and extinguishing systems, mechanical smoke exhaust systems, and smoke and heat vents shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Nonrequired fire protection systems and equipment shall be inspected, tested and maintained or removed.  Inspector: BARRY STRATTON - Comments: Records needed for alarm system in building.	
FAIL	507.2.11.2 - Groups R-2, R-3, R-4 and I-1	Single or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and I-1 regardless of occupant load at all of the following locations: 1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms, 2. In each room used for sleeping purposes, 3. In each story within a dwelling unit, including basements but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.  Inspector: BARRY STRATTON - Comments:
FAIL	82 - Unsafe Equipment	Was the presence of unsafe equipment noted during the inspection? Equipment may include boilers, heating equipment, elevator, moving stairways, electrical wiring, and flammable liquid containers. (IFMC 108.1.2)  Inspector: BARRY STRATTON - Comments: Rear stairs, landings, & no handrails installed.

Printed on 02/20/2020 @ 10:30  
Page 1 of 2

## Dispute Form

**LANDLORD-TENANT COMPLAINT FORM**

**PART I: Person(s) Filing the Complaint**  
 Landlord  Tenant  
Mr./Mrs./Ms. \_\_\_\_\_  
Mr./Mrs./Ms. \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

**PART II: Complaint Against**  
 Landlord  Tenant  
Mr./Mrs./Ms. \_\_\_\_\_  
Mr./Mrs./Ms. \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

**PART III: Rental Property**  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Name of Complex (if applicable) \_\_\_\_\_  
Check One:  
 Single-Family (House/Townhouse)  
 Multi-Family (Apartment/Condo/Accessory)

**PART IV: Complaint**  
1. Issue (Check one or more):  Security Deposit  Lease  Notice to Vacate  Condition of Property  Other  
2. State specific complaint (Attach additional pages if necessary) \_\_\_\_\_  
3. State what action(s) will resolve your complaint \_\_\_\_\_

I hereby certify that the statements made on this form and in the attached documents are true and complete to the best of my knowledge, information and belief. (If there is more than one landlord/tenant on the lease, all parties must sign this complaint form.)

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_  
Signature(s) \_\_\_\_\_ Date \_\_\_\_\_  
Have you sent a copy of this form to the other party?  Yes  No Date \_\_\_\_\_



# ***Innovative Practices***

## **Landlord Trainings**



# ***Innovative Practices***

## **Landlord Trainings**

**Cedar Rapids, IA**



# *Innovative Practices*

## **Landlord Trainings**

### **Cedar Rapids, IA**

- **Cedar Rapids holds a Landlord Training session for new landlords twice a year**
- **Presents info on housing and property standards, tenant rights and screening tips, evictions, etc.**

# *Innovative Practices*

## **Landlord Trainings**

### **Cedar Rapids, IA**

- **Cedar Rapids holds a Landlord Training session for new landlords twice a year**
- **Presents info on housing and property standards, tenant rights and screening tips, evictions, etc.**

### **Milwaukee, WI**



# *Innovative Practices*

## **Landlord Trainings**

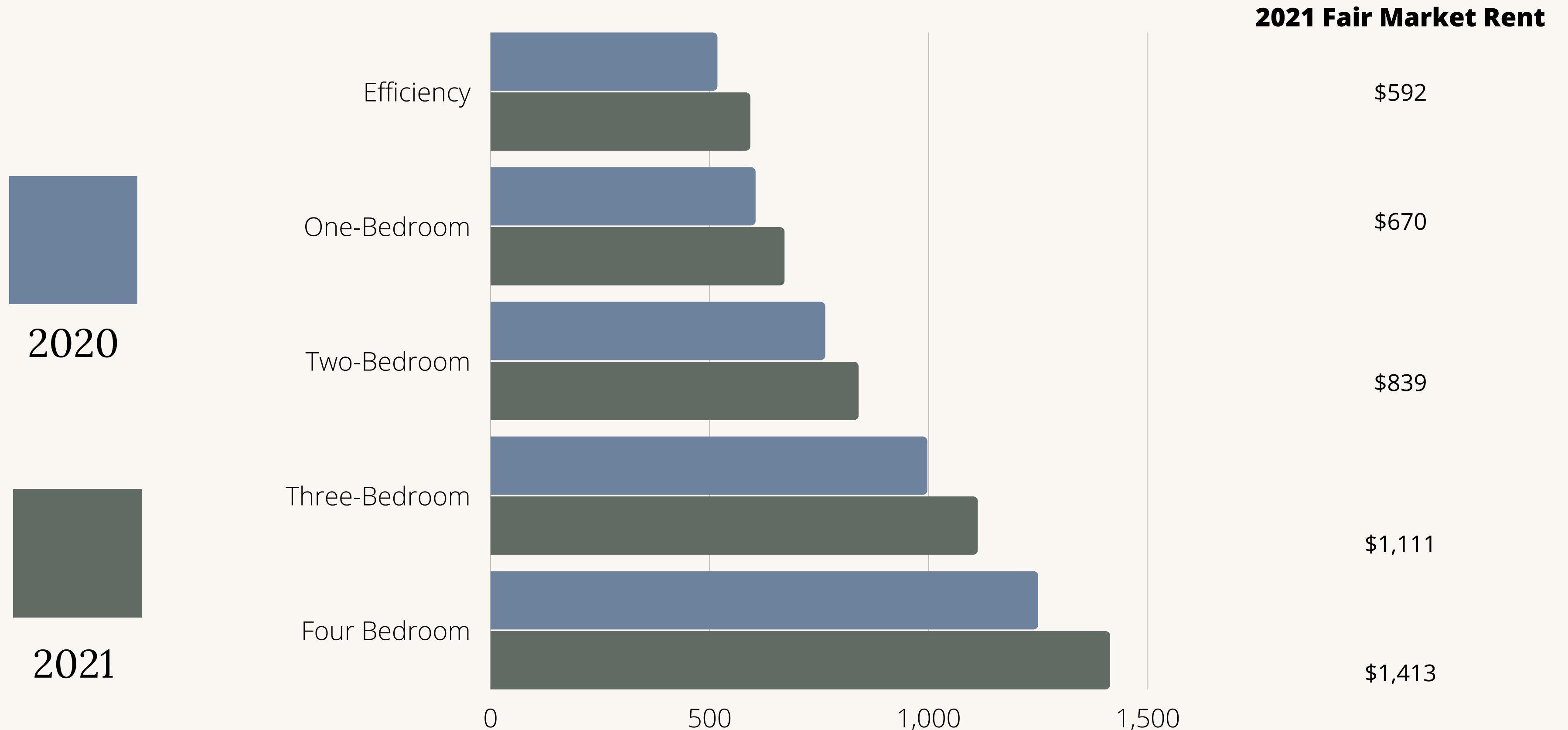
### **Cedar Rapids, IA**

- **Cedar Rapids holds a Landlord Training session for new landlords twice a year**
- **Presents info on housing and property standards, tenant rights and screening tips, evictions, etc.**

### **Milwaukee, WI**

- **Milwaukee hosts a free landlord training program throughout the year**
- **It teaches landlords about housing laws/codes and best practices within the city**

# Fair Market Pricing in Waterloo (HUD)



# Sources

- [https://www.cedar-rapids.org/local\\_government/departments\\_a\\_-\\_f/building\\_services/housing\\_inspections/landlord\\_training.php](https://www.cedar-rapids.org/local_government/departments_a_-_f/building_services/housing_inspections/landlord_training.php)
- <https://www.burlingtonvt.gov/sites/default/files/LeadProgram/RENTINGinVERMONT.pdf>
- [https://www.walandlord.org/uploads/1/2/5/5/125538727/1.\\_city\\_of\\_seattle\\_landlord\\_tenant\\_laws.pdf](https://www.walandlord.org/uploads/1/2/5/5/125538727/1._city_of_seattle_landlord_tenant_laws.pdf)
- <https://www.fcgov.com/building/pdf/rental-brochure.pdf?1616684840>
- <https://city.milwaukee.gov/DNSPrograms/lltp>
- <https://www.huduser.gov/portal/datasets/fmr.html>

