

## **INSTRUCTIONS FOR BETTENDORF'S RENTAL HOUSING PROGRAM**

Please complete the rental application and return with payment by placing it in the Payment Drop Box located in the City Hall lobby or send to Michelle Spencer via mail, email or facsimile (contact info below). If paying by check, please make your check payable to the City of Bettendorf, or you may pay over the phone with a credit card, Visa, MC or Discover.

At this time, inspection of your rental property is suspended due to the current COVID-19 situation. Once we resume the inspections, our fire department will be in touch with you regarding scheduling same. For questions, please contact Kelly Vale at 563-344-4030 or [kvale@bettendorf.org](mailto:kvale@bettendorf.org)

For questions about the sewer lien program, please contact Amy Henze in our Finance Dept. at 563-344-4003 or [ahenze@bettendorf.org](mailto:ahenze@bettendorf.org)

For questions about the tenant background check, please contact Sgt. Jeff Nelson in the Police Dept. at 563-344-4037 or [jnelson@bettendorf.org](mailto:jnelson@bettendorf.org)

If you have further questions, please feel free to contact Michelle Spencer at 563-344-4013 or [mspencer@bettendorf.org](mailto:mspencer@bettendorf.org)

Mailing Address:           City of Bettendorf  
                                  Attn: Michelle Spencer  
                                  1609 State St.  
                                  Bettendorf, IA 52722

Facsimile:                   563-344-4012

### **.FEES:**

\$25.00 for the first unit, and \$8 for each additional unit under the same roof

**\*\*Please note:** As of July 1, 2020, fees will increase to \$35 for the first unit, and \$10 for each additional unit under the same roof pursuant to Ordinance 04-20 passed and approved by Bettendorf City Council on March 17, 2020



1609 State Street, Bettendorf, IA 52722-4937 ● 563-344-4013

**RENTAL LICENSE APPLICATION**

Rental Licenses run the calendar year (January 1st through December 31st) and are transferable prior to expiration. Notices will be sent out for renewal. Fees are \$25 for one dwelling; dwellings with more than one unit under the same roof are \$25 for the first unit and \$8 for each additional unit. B&B's are \$25 for the first sleeping room and \$8 for each additional sleeping room. Each dwelling requires its own application.

Checks may be made payable to the City of Bettendorf. We also accept Visa, MC and Discover. Please mail application and payment to City of Bettendorf, Attn: Michelle Spencer, 1609 State Street, Bettendorf, IA 52722 or email: [mspencer@bettendorf.org](mailto:m Spencer@bettendorf.org)

For questions on licensing, please contact Michelle Spencer at 563-344-4013. For further information, please refer to Bettendorf City Code Title 10, Chapter 8, Article B found on our website: [www.bettendorf.org](http://www.bettendorf.org)

**RENTAL PROPERTY ADDRESS:**

Number of Dwellings \_\_\_\_\_ Units per Dwelling \_\_\_\_\_

Building Type: \_\_\_ Single Family Dwelling \_\_\_ Apartment Building \_\_\_ Duplex  
\_\_\_ Tri-Plex \_\_\_ Four-Plex \_\_\_ Condominium \_\_\_ B&B \_\_\_ Townhome

Complex Name (if applicable): \_\_\_\_\_

**PROPERTY OWNER:**

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_ Email address \_\_\_\_\_

**AGENT/PROPERTY MANAGER (IF ANY):**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Company Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_ Email address \_\_\_\_\_

**\*\*Correspondence concerning this property should be sent to: \_\_\_ Owner \_\_\_ Agent/ Property Manager**

**\*\*Pursuant to City Code all rental properties are subject to inspection every four years. You may refer to the Fire Department on the City Website [www.bettendorf.org](http://www.bettendorf.org) for additional information on inspections please contact Kelly Vale at 563-344-4030 or [kvale@bettendorf.org](mailto:kvale@bettendorf.org)**

\_\_\_\_\_  
**SIGNATURE OF PROPERTY OWNER**

\_\_\_\_\_  
**DATE**



1609 State Street, Bettendorf, IA 52722-4937 ● 563.344.4030

### APPLICATION FOR CERTIFICATE OF COMPLIANCE BETTENDORF HOUSING CODE

Landlords must hold a current Rental License and Certificate of Compliance to rent residential property within the City of Bettendorf, per City Code Section 10-8B-2 of the Minimum Housing Code.

A current rental application must be on file in the office of the City Clerk before the scheduled rental inspection date. The Certificate of Compliance will be issued when this residential structure is found to be in compliance with the requirements of the Bettendorf Housing Code. All units are on a four (4) year inspection cycle. For additional information on inspections you may refer to the Fire Department on the city's website [www.bettendorf.org](http://www.bettendorf.org) or contact Kelly Vale at 563-344-4030 or [kvale@bettendorf.org](mailto:kvale@bettendorf.org)

**ADDRESS OF RESIDENTIAL STRUCTURE TO BE INSPECTED AND CERTIFIED:**

\_\_\_\_\_

Number of Dwellings \_\_\_\_\_

Units per Dwelling \_\_\_\_\_

Please check type of dwelling: \_\_\_ Single Family Dwelling \_\_\_ Apartment Building \_\_\_ Duplex \_\_\_ Tri-Plex  
\_\_\_ Four-Plex \_\_\_ Condominium \_\_\_ B&B \_\_\_ Townhome

**OWNER:**

**AGENT/PROPERTY MANAGER (IF ANY):**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Secondary Phone

\_\_\_\_\_  
Secondary Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

**\*\*Correspondence concerning this property should be sent to: \_\_\_ Owner \_\_\_ Agent/ Property Manager**

The City of Bettendorf is hereby authorized to make an inspection of the above listed residential structure(s) in accordance with the provisions of the Bettendorf Housing Code.

I, the undersigned, understand that if I do not comply with the provisions of the City of Bettendorf Housing Code which mandates this application and subsequent inspection of the property(ies) listed above, it may result in the structure(s) being ordered to be vacated and/or a municipal citation may be issued requiring my appearance in Scott County Court.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Agent/Property Manager (if any)



## RENTAL HOUSING INSPECTION PROGRAM



Questions regarding rental housing program and payment of housing program fees:  
(563) 344-4013

Questions about inspection scheduling and inspection reports: (563) 344-4030

For information or questions on other city services contact:  
(additional information may also be available at [www.bettendorf.org](http://www.bettendorf.org))

City Hall (563) 344-4000  
1609 State Street

Code Enforcement (563) 344-4064  
(overgrown grass/weeds, excessive debris/trash, snow removal from sidewalks, etc.)

Police Department (563) 344-4015  
1609 State Street

Streets/Sanitation/Recycling/Transit (563) 344-4088  
4403 Devils Glen Road

## GUIDE TO THE BETTENDORF HOUSING CODE

Iowa State Law requires the inspection of all rental housing on a regular basis. The City of Bettendorf Housing Inspection Program began in January 1986.

The **Housing Code** (Appendix A of the Municipal Code) was adopted as the primary code related to housing.

**Section 1 Minimum Housing Code** is applicable to all housing (rental and owner occupied)

**Section 2 Minimum Rental Housing Standards** provides requirements specific to rental housing.

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

There are many ways the Housing Inspection Program positively impacts the community. By enforcing compliance on a periodic basis, it is less likely that properties will deteriorate to the point where the owner must invest substantial money to repair the property. Those units that are not maintained will be taken out of the market resulting in fairer competition. Owners will not be able to operate substandard rental property. Another benefit is the attraction of renters to Bettendorf. The inspection program adds a degree of desirability to rent in Bettendorf versus cities that do not have an inspection program. Those with a choice may have a degree of confidence and trust in the quality of the rental market here that would lead them to rent in Bettendorf.

This booklet is only a guideline. For complete information you should consult the Bettendorf Housing Code (Appendix A of the City of Bettendorf Municipal Code). The Housing Code is available on the web at [www.bettendorf.org](http://www.bettendorf.org).

### WHAT IS A RENTAL PROPERTY?

All property occupied by anyone (including family members) other than the legal owner of record, is considered rental property under the law and required to be inspected whether or not rent is collected.

### LICENSING PROCEDURES

All structures containing rental dwellings or boarding rooms must be licensed with the City of Bettendorf. This license must be renewed every year and are good for the calendar year. Owners of rental housing will be notified of the expirations of their licenses) with a bill for annual fees. A valid rental license is required for each rental unit in the City of Bettendorf. Failure to obtain a valid license may result in the structure being ordered to be vacated and/or a municipal citation may be issued requiring an appearance in Scott County Court. A Certificate of Compliance may be issued on request, but is not required to be posted

## **WHO NEEDS TO BE PRESENT DURING THE INSPECTION?**

An owner or designated agent must be present during the inspection. The tenant may be the agent for the owner. The owner has the ultimate responsibility to see that the problems/deficiencies noted during inspections are appropriately remedied.

Inspection dates and times can be rescheduled due to just cause. Twenty-four hour notice is required to reschedule an appointment and is at the discretion of the inspector. Owners/agents who do not show up for a scheduled inspection will be billed \$40.00 for the missed appointment. An additional inspection will need to be scheduled.

## **VIOLATIONS**

Failure to comply with a notice for corrections may result in the owner being charged penalty fees and/or the dwelling unit or structure being required to be vacated and/or a municipal infraction citation being issued requiring an appearance in Scott County Court. Each day a structure is not in compliance with the code is a separate offense and may be separately charged. (see the Housing Code for more information)

## **RIGHT TO APPEAL**

Any person claiming to be aggrieved by a notice issued as a result of an inspection may file a written appeal to the Housing Official. Upon receipt of any appeal filed pursuant to this section, the Official shall present it at the next regular or special meeting of the Building Board of Appeals. Contact the Housing Inspector for further information on the appeal process.

## **PERMITS**

Permits are required for many projects including remodeling, roofing, fencing, new furnace, new water heater and new plumbing fixtures. For information about permits please call the Bettendorf Building Inspection Services Department at 344-4074.

## **INSPECTION CHECKLIST**

The following is a list of basic requirements for all rental housing units. It is recommended that you review this list and conduct your own inspection prior to the housing inspector's visit. This list contains common violations. It is not intended to be a comprehensive list of all possible violations.

- **Garbage and Rubbish**

Are all yard areas free of rubbish and debris? The City of Bettendorf will pick up garbage and rubbish in City containers from structures containing 4 or fewer dwelling units. Call 344-4088 for further information. Owners of structures containing more than 4 units must hire a licensed hauler.

- **Public and Private Sidewalks**

Are the sidewalks and yard steps maintained in good repair-no excessive cracking, no changes in elevation of one inch or more, no excessive deterioration of the surface?

- **Roof**

Has the roof covering deteriorated? Does the roof leak? Are the sheathing, structural members, and overhangs in good repair?

- **Chimney**

Are there loose bricks? Is all mortar in place and tight? Is the chimney free of obstruction?

- **Gutters and Downspouts**

Is there a complete gutter and downspout system in good repair?

- **Exterior Walls**

Are the exterior wall members and siding in sound condition and able to prevent the elements (rain, snow, wind, etc.) from penetrating? Does the exterior of the building need painting due to peeling paint exposing wood to the elements?

- **Windows**

Are the windows free from breaks or cracks in the glass? Are they reasonably weather tight? Do the windows operate properly to provide ventilation and emergency egress?

- **Screens**

Are screens provided on all openable windows? Are all screens free from holes and tears and are the frames free from deterioration? Are screens tight-fitting, large enough to cover the entire window opening, installed on all windows and doors designed for ventilation?

- **Doors (Exterior)**

Are all the doors operable and reasonably weather tight? Is the door glass free from breaks or cracks? Are hinges, knobs, locks, and closures working properly? Do storm/screen doors have proper closers? Are screens and glass intact with impact resistive glass? All exterior doors must have a deadbolt lock with a thumb throw latch.

- **Doors (interior)**

Are interior doors leading into a common hallway 20-minute fire resistive solid core doors and are they self-closing? Are all interior doors free of damage, close properly and have locks (locks are required on bathroom doors)?

- **Foundation**

Is the foundation structurally sound? Are there any holes, cracks, crumbling of loose brick, stones, or block? Is all mortar in place and tight in joints? Does the exterior finish grade slope away from the building for proper drainage? Are there any areas allowing weather penetration into the foundation or dwelling?

- **Accessory Structures**

Are garages and storage sheds maintained in good condition, including paint and electrical wiring?

- **Exterior Painting**

Are any exterior surfaces in need of scraping and painting due to peeling paint exposing surface area to the elements?

- **Stairways, Porches, and Steps**

Are the stairways, porches, and steps properly constructed and maintained in a safe and sound condition? Are the steps and stairways having more than three risers provided with proper handrails? Do all stairways, porches, decks, and accessible roof areas over 30" from the ground have properly constructed guardrails?

- **Interior Painting**

Are walls, ceiling, windows, doors, and trim in need of plaster repair, scraping, or painting? Is there evidence of water damage?

- **Rodents, Insects, Pests**

Is there evidence of rodents, roaches, fleas, termites, or other insects or vermin?

- Sanitation

Is the unit free of excessive debris, clutter, and animal feces? Is the unit being maintained in a sanitary condition (floors clean, unit free of insect or rodent infestation, free of garbage or debris)?

- Adequate Lighting

Do all habitable rooms contain at least two electrical outlets or one electrical outlet and one permanently installed light fixture with wall switch? Do the public hallways, stairways, and cellar/basement area contain adequate electrical lighting? Are all habitable rooms provided with natural light by means of exterior glazed opening with an area not less than one-tenth of the floor area of such rooms with a minimum of ten square feet?

- Space and Occupancy

Does every dwelling unit have at least one room which has a minimum floor area of 120 square feet with one wall at least 7 feet in length? Do all other habitable rooms, except kitchen and bathroom, have a minimum floor area of 70 square feet?

*[Where more than two people occupy a room used for sleeping purposes, the required floor area shall be increased at the rate of 50 square feet for each occupant over two.] Are all ceilings a minimum of 7'6" in height?*

- Plaster

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

- Bathrooms

Do all bathrooms have an operating window or mechanical ventilation, proper plumbing without drips or leaks, sealed tub and shower enclosures, toilets in good working order, sinks that are in good condition without chips or cracks, and one duplex electrical outlet?

- Floors

Are the floors structurally sound? Are all floor and stair coverings free from tears and deterioration? Are they able to be maintained in a sanitary condition? Are they being maintained in a sanitary condition?

- Electrical

Is the electrical system properly fused and maintained in good operating condition? Is the electrical system properly grounded? Has the electrical system been properly installed? Does each habitable room contain at least two electrical outlets or one electrical outlet and one permanently installed light fixture with wall switch? Is there an excessive use or abuse of extension cords? Do all outlets, switches, junction boxes, fuse boxes, and service panels have covers? Is the wiring to and within all accessory buildings properly installed?

Are GFCI's provided and functioning correctly in kitchens and bathrooms for all outlets within 6 feet of sinks, tubs and other wet areas?

*Note: Before 1980, GFCI's were not required. Prior to 1970, three wire electrical systems were not required. In a residential structure that was constructed prior to these dates, it will be necessary to install GFCI outlets which conform to the current electrical code when it becomes necessary to replace an outlet in the areas noted above. For two wire electrical systems, this will require the addition of a ground wire for the outlet/circuit.*



- **Mechanical**

Do all gas-fired appliances have a gas shut-off valve located in the same room and within three feet of the appliance? Are all gas-fired appliances in good operating condition and properly vented? Is the heating apparatus capable of maintaining a constant temperature of at least 70 degrees during daytime hours?

Do water heaters and boilers have a proper operating pressure relief valve? Is there a pressure relief valve drip leg extending to within 6" of the floor? Is there a gas line drip leg for each appliance?

- **Plumbing**

Does the building have adequate water pressure? Do all waste lines drain properly? Is the entire plumbing system free of leaks? Does each dwelling unit have a private three-fixture bathroom (sink, toilet, bathtub/shower)? Are all fixtures properly trapped and vented? Are proper materials being used for potable water and waste lines?

[CPVC material is not allowed to be used for supply lines.]

- **Egress**

Do all dwelling units/guest rooms below the third story have their own private/protected egress? Do all dwelling units/guest rooms above the second story have two means of egress remote from each other? Do all sleeping rooms below the first level have a proper means of egress?

- **Fire Extinguishers**

Are structures containing three or more units provided with approved type 2A serviceable fire extinguishers in common corridors on each floor level and the basement? Are the extinguishers no more than 75' apart on the same floor? Have they been checked and tagged by a fire equipment service company within the last 12 months?

- **Fire Alarm Systems and Exit Signs**

Is the fire alarm system (in buildings containing 16 or more units) installed and maintained in a proper working condition in accordance with all state and local codes? Is it annually inspected by an approved alarm system company? Is the equipment tagged showing the date of inspection?

Exit signs are required in common areas of apartments when two or more exits are required. If required, are they in place? Are they illuminated properly?

- **Smoke Detectors and CO detectors**

Do all dwelling units/guest rooms have approved, operable smoke detectors for each floor level including the basement? Do common corridors have operable smoke detectors in approved locations? All bedrooms and sleeping areas are required to have a smoke detector in each unit. A CO detector is required in the furnace room or in the vicinity of the gas fire appliance.

- **Combustibles**

Are all areas in structures containing gas-fired appliances free from combustibles and flammable liquids?

### **(10-8B-3) RENTAL HOUSING INSPECTION FEE SCALE**

Fees are due annually on January 1. License fees for new or newly sold rental properties may be prorated quarterly. If a rental property is sold the new owner shall register the property within thirty (30) days of sale. Once the application is received, a license will be issued. Landlords must hold a current license and certificate of compliance to rent residential property in the city of Bettendorf per Section 10-8B-2 of this article. A current application is due before the inspection date. All units are on a four (4) year inspection cycle. Life, health and safety related violations will be on a shorter inspection or reinspection time frame. Payment of the license fee shall pay for the City's administrative cost of license issuance, as well as one inspection per four (4) year cycle. Any out of cycle inspections, whether at tenant or landlord request shall follow the fee schedule set out below:

#### **Annual License Fee**

1 unit \$25.00

for each additional unit under one roof \$8.00

#### **Miscellaneous Charges**

No Show Fee \$40.00 per scheduled unit

Late Cancellation Fee \$40.00 per scheduled unit

Filing of Appeal \$50.00

#### **Inspection fees:**

Once per four year cycle \$0 (provided in license fee)

Out of cycle or reinspection fee \$50 per inspection

If inspection is at the request of tenant, and the complaint is not founded, the inspection fee of \$50 may be charged to the tenant.

Inspection pursuant tenant notification of security deposit -- \$50, with the fee waived if no violations of code found

Any of the above inspection fees may be waived by the rental inspector when the problem discovered is not a life safety issue and is rectified by the responsible party within thirty days. (2008 Code app. A § 15-12)



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**Landlords are hereby advised that in order to qualify for lien exemption, they must have a current rental license on the property.**

**Upon receipt of the completed form and attachments, the City shall no longer lien the property owner for unpaid utility charges pursuant State Law. In order to provide safe housing, the City will schedule a rental inspection of the property for \$50 which may be waived if there are no violations of the code or are minor and quickly repaired. And at such time shall mail the Tenant with notice that a deposit of \$100 will be required.**

**If the deposit is not paid within 10 business days, City services may be discontinued to the property without further notice to the Landlord, and the rental license will be suspended for the property. Landlord is not relieved from providing safe, sanitary living conditions for all tenants. Cessation of City services may result in placarding the premises as unfit for human habitation.**

**Pursuant Sec. 3. Section 384.84, subsection 4, Code Supplement 2011, Landlords need to complete a new “Notification of Tenant Responsibility” each time a new tenant will occupy the premises. A new deposit of \$100 will also be required.**

**Thank you.**

**City of Bettendorf**

**NOTIFICATION OF TENANT RESPONSIBILITY  
CITY OF BETTENDORF UTILITY CHARGES**

Date of notification: \_\_\_\_\_

Address of rental property: \_\_\_\_\_

Current rental license #: \_\_\_\_\_

**Please attach copy of lease agreement**

Landlord Name: \_\_\_\_\_

Landlord Address: \_\_\_\_\_

Landlord City-State-Zip: \_\_\_\_\_

Telephone #'s: \_\_\_\_\_ or \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Tenant #1: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License number: \_\_\_\_\_

Workplace: \_\_\_\_\_

Work Telephone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Tenant #2: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License number: \_\_\_\_\_

Workplace: \_\_\_\_\_

Work Telephone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Tenant #3: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License number: \_\_\_\_\_

Workplace: \_\_\_\_\_

Work Telephone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please add additional pages, if necessary, for more tenants.

Date Tenancy begins: \_\_\_\_\_

Return completed form to Finance Department, 1609 State St., Bettendorf, IA 52722.  
Landlord protection from lien will begin when the completed form and all attachments  
are received and reviewed by the Finance Department.

Reviewed by Finance Department/All required documents received. \_\_\_\_\_



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### TENANT NOTIFICATION AND BILLING

**Your landlord has provided notice to us that YOU are responsible for payment of all quarterly city charges for the unit that you are renting. This includes any combination of sewer, garbage and storm water fees. You are required to provide the city with a \$100.00 deposit on your account.**

Payment of the \$100 must be made within the next 10 business days. Failure to make the deposit payment and the future quarterly billings may result in collections, wage garnishments, negative credit reporting, City services being discontinued and suspension of the rental license on the property.

Upon the end of your rental of the above property, and the payment of all charges owing, you may request the deposit be returned to you by contacting the Finance Department, City Hall, 1609 State St., Bettendorf, IA 52722. 563-344-4000.

Funds will be returned to you within 30 days after all charges owing on the rental unit as of the day you leave the property are paid.

-----  
Please detach and return this portion with your payment

Property Address: \_\_\_\_\_, Bettendorf, IA

Tenant Name(s): \_\_\_\_\_

Tenant Notification Date: \_\_\_\_\_

**\$100 deposit required within 10 business days. Due no later than \_\_\_\_\_.**

Please make your check payable to:

City of Bettendorf  
Utility Deposit  
1609 State Street  
Bettendorf, IA 52722

## BETTENDORF POLICE DEPARTMENT TENANT BACKGROUND CHECK

Name: \_\_\_\_\_  
Last
First
Middle Initial

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street
City
State
Zip Code  
 Rent  Own

If renting, name of current landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

List all aliases: \_\_\_\_\_

### 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: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer address: \_\_\_\_\_  
Street
City
State
Zip Code

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.**

\_\_\_\_\_ Applicant (print or type name)

\_\_\_\_\_ 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 the landlord and the landlord agrees that the decision to rent is the landlord's SOLE decision. The City of Bettendorf is not an agent of the landlord, nor does it guarantee or warrant the character or suitability of a tenant. The City is simply providing the information requested.

Property Agent	Date
Name of Property	City of Bettendorf Rental License #
Property Address	E-mail address
Phone #	Fax #

**Please return to the Crime Prevention Unit, Bettendorf Police Department, Fax #563-344-4133**