

RENTAL PROPERTY LIEN EXEMPTION

The Rental Property Lien Exemption program is designed to assist rental property owners from having liens placed against their property due to failure by the tenant to pay utility bills they may be responsible for under their rental/lease agreement.

Landlords have a 30-calendar day window after the city is notified the tenant has started water service with the City of West Branch to provide written notice to the City under State of Iowa Code 384.84(4)(e). Participation in the program protects property owners from having unpaid charges for sewer, clean water and /of garbage utility fees assessed against their rental property while a tenant occupies the property. The program does not apply to charges for repairs related to service of sewer systems, stormwater drainage systems, sewer treatment and solid waste disposal if repair charges become delinquent.

Use the form below to register for the program.

PROPERTY OWNER INFORMATION

PROPERTY OWNERS NAME: _____

PROPERTY OWNERS ADDRESS: _____

PROPERTY OWNERS PHONE NUMBER: _____

PROPERTY OWNERS EMAIL: _____

LANDLORD INFORMATION

LANDLORDS NAME: _____

LANDLORDS TELEPHONE # _____

LANDLORDS EMAIL ADDRESS: _____

LANDLORDS BILLING ADDRESS: _____

RENTAL ADDRESS: _____
(INCLUDING APARTMENT NUMBER)

TENANT INFORMATION

EFFECTIVE DATE OF MOVE IN: _____

NAMES OF ALL ADULT TENANTS:

TENANTS PHONE# _____

DISCLAIMER:

- CURB STOP MUST BE IN OPERABLE ORDER. IF YOU ARE UNSURE OF THE STATUS, PLEASE REACH OUT TO US FOR ASSISTANCE.
- PUBLIC WORKS NEEDS TO BE ABLE TO ACCESS THE RESIDENCE WITHIN 24 HOURS OF NOTIFICATION OF A SHUT OFF.
- IF THE RESIDENCE IS A MULTIPLE UNIT RESIDENCE AND THERE IS ONLY ONE METER, OR CURBSTOP THE UTILITY ACCOUNT MUST REMAIN IN THE PROPERTY OWNERS NAME, AND THEREFORE NOT QUALIFIED FOR LEIN WAIVER.

DATE & SIGNITURE _____

OFFICE USE ONLY

DATE RECEIVED _____ ACCOUNT # _____

DEPOSIT PAID _____