



City of Norwalk launches Rental Housing Inspection Program

February, 27, 2014 – The Norwalk City Council adopted a rental housing code on September 5, 2013. This code establishes minimum requirements for rental properties to safeguard the public. Rental property is any property not occupied by the owner, even those occupied by family members who are not the owners.

Rental Property in the city must be licensed and inspected every two years by the Rental Housing Inspector. Rental properties are required to meet the minimum standards established by the City of Norwalk Code standards. All property owners are required to submit an application requesting a Rental Inspection Certificate of Occupancy. The application shall be accompanied by a one-time registration fee and an inspection fee. A copy of the fee schedule is available on the City's website at www.norwalk.iowa.gov. Upon receipt of an application, the City conducts an inspection of the premises and issues a Rental Certificate.

Below is a brief outline of the Rental Housing Inspection process:

- The rental property owner completes a rental inspection registration form and pays the appropriate registration and inspection fees.
- The property owner contacts the City of Norwalk Rental Housing Inspector to schedule an inspection.
- The inspector will visit the property and conduct the inspection. He or she will leave a copy of the completed checklist at the property after the initial inspection visit.
- If the rental unit(s) complies with the provisions of the Code, the inspector will issue a Rental Inspection Certificate of Occupancy.
- If violations are found, the property owner is responsible for correcting all violations. The inspector will return to the property and perform the re-inspection.
- Regular inspections must be performed on the property. Inspections are required every twenty-four (24) months.

Next Steps

Rental property owners will receive a letter from the Rental Housing Inspector notifying them of their inspection timeframe and next steps. If you have questions, please contact the Rental Housing Inspector, Capt. Doug Richardson, at 515-981-0228 ext. 2704 or via email at DRichardson@norwalk.iowa.gov.