



Rental Property Out of Service*

(Please write legibly)

Property Owner's Home/Mailing Address		Rental Property Address(es)	
Name			
Address			
City	State	Zip	
Phone			

Reason for Removal			
Property is unoccupied and for sale	Property is vacant**	Property has been demolished	Property will be demolished on: _____
Property has been sold to another party - Name of Party _____			
Property is being rehabbed - Anticipated date of return to service: _____			
Other: _____			

Printed Name	
Signed Name	Date

****A building is considered vacant when there are no utilities running to it. Vacant buildings are required to be registered with the City of Oelwein by July 1st annually.**

*Should an owner desire to take his/her rental unit or property out of service for a minimum of sixty (60) days they may file with the City a written notice of the rental unit or property being taken out of service. While the unit is taken out of service they shall not rent or allow anyone to live within the rental unit or property until such time as the unit is re-registered with the City of Oelwein. Once the rental unit or property is registered with the City the owner shall pay a new rental registration fee and the property shall be inspected within sixty (60) calendar days of being re-registered. (City Council Resolution #5058-2018)

**You may submit this information via email to: BuildingAdmin@cityofuelwein.org or mail to:
 City of Oelwein Community Development Department • 20 2nd Ave SW Oelwein, Iowa 50662 • 319-283-5862**