



Rental Property Maintenance and Code Guide

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About Property Maintenance Codes

The City of Davenport's Development & Neighborhood Services Department is responsible to inspect all rental housing per Iowa State and local codes. Code enforcement is necessary to conserve quality rental housing in Davenport and to promote the health, safety and general welfare of our community.

City Code Chapter 8.15
<https://ecode360.com/35566322>
Call Us | 563.326.6198
Email | dnsd.info@davenportiowa.com

It takes the joint efforts of investor-owners, tenants and the City to ensure a quality rental market in Davenport. Property owners should be committed to providing adequate, safe and sanitary living conditions.

The rental property code and periodic inspection process has many benefits to owner/investors:

- Periodic inspection helps to ensure properties do not deteriorate to the point where the Owner must invest substantial money to repair a rented/leased property.
- Property that does not meet health and safety standards is taken off the market, resulting in fairer competition for all property owners.
- The inspection program adds a degree of desirability to rent in Davenport versus cities that do not have an inspection program. Inspection provides confidence and trust in the quality of the rental market.

Rental Property Licensing Requirements

All rental property must be licensed by the City and must be periodically inspected to ensure safe, livable conditions exist. Property that is not compliant with City codes may be assessed fines, have the rental license revoked, and/or tagged and ordered vacated.

Chapter 8.15 of Davenport's Property Maintenance Code adopts the most current version of the International Property Maintenance Code.

Definition of Rental Property

All property occupied by anyone other than the legal owner or 1st consanguinity of record, is required to be inspected regardless if any rent is collected, unless the unit is occupied by a family member(s) of the 1st degree consanguinity. Units occupied by family members of the 1st degree of consanguinity are exempt from the rental program. Submit the form found at this link to record the property as exempt under the 1st degree of consanguinity rule, <https://bit.ly/34MMTOD>. Per Iowa Code a parent or a child of the property owner is considered a family member(s) of the 1st degree of consanguinity, https://ethics.iowa.gov/sites/default/files/consanguinity_chart_2021.pdf.

Any changes in occupancy may result in the property returning to the rental inspection program. Changes in occupancy must be reported to Development and Neighborhood Services at 563.326.6198. Failure to notify the Development & Neighborhood Services may result in operating a rental property without a license and can result in significant fines.

Rental Property License Application

All rental property must be licensed with the City of Davenport. The license must be renewed annually. The license may be revoked for violations of the Property Maintenance Code or failure to abate a nuisance.

[Apply for a new Rental License](https://codext.davenportiowa.com/forms/housing_survey.php) (https://codext.davenportiowa.com/forms/housing_survey.php)

Annual licensing fees are as follows.

Type of License	Four (4) Year Inspection Cycle*	Three (3) Year Inspection Cycle*	Two (2) Year Inspection Cycle*
Annual License Fee – Single Home/Parcel	\$30	\$40	\$60
Annual License Fee – Multi-Unit (per Parcel)	\$30 + Per Unit Fee	\$40 + Per Unit Fee	\$60 + Per Unit Fee
Multi-Unit Parcel Fee	\$5 per Unit > 1	\$5 per Unit > 1	\$5 per Unit > 1

*Inspection cycle is as determined by history of compliance. Refer to the Inspection Cycle Section.

Failure to obtain a valid rental license for a rental unit may result in the following: a penalty of \$500, the vacating of the structure and/or a municipal infraction citation.

Transfer (Change) of Ownership

Rental property with a change in ownership during the rental license cycle must register the change by submitting a [Rental License Application](https://codext.davenportiowa.com/forms/housing_survey.php) (https://codext.davenportiowa.com/forms/housing_survey.php). If annual licensing has not expired no payment will be due until the time at which renewal of the license is scheduled. If annual licensing has not been renewed annually licensing fees will apply.

Rental License Renewals

Owners of rental property are notified of the expiration of their rental license(s) and automatically sent an invoice to renew the license. Rental licenses automatically renew with property owner payment of the renewal invoice sent annually. No further action is needed.

Rental Property Inspections

Rental properties are required to meet minimum standards established by the Property Maintenance Code. To ensure compliance with minimum standards, all rental property in the city is inspected on a regular basis.

Property owners are notified of scheduled inspection date(s) 30 days in advance of the inspection. Property owners may re-schedule inspections when a scheduling conflict exists. Cancellation and reschedules must be requested five (5) working days prior to the scheduled inspection and are either approved or denied at the inspector’s discretion. A fee of \$25 per unit scheduled for inspection will be charged for cancellations made less than five (5) working days prior to the scheduled inspection. A \$75 fee will be charged for no shows and day-of cancellations.

The frequency of inspection is dependent on the history of compliance with the Property Maintenance Code. Refer to the Inspection Cycle section for detail.

Inspections may also be required based on tenant complaint. Complaint inspections are made upon request and coordinated with the tenant making the complaint. Only after a tenant has exhausted efforts with the landlord will a complaint inspection occur. A letter will be sent to the property owner notifying them a complaint has been filed against the property. A \$50 inspection fee will be charged to the property owner if tenant complaints are founded upon inspection.

Property Availability – The Inspection

The owner, or a designated agent of the Owner, who is eighteen (18) years or older must be present during the

inspection. The tenant may be the agent for the owner. However, the owner has the ultimate responsibility to see that the inspection is completed.

Results of Inspection

Property Owners are either issued a Certificate of Compliance, or a Notice and Order identifying repairs that must be made to meet compliance standards at re-inspection(s), or an Order to Vacate if upon a third re-inspection repairs are not made.

When repairs are required to bring the property up to code, the owner is provided a timeframe to complete repairs and a re-inspection date is established to verify compliance. When repairs are completed properly, a Certificate of Compliance is then issued to the owner. The Certificate of Compliance is valid until the next inspection and is transferable to a new owner. However, the certificate may be revoked if new violations occur between inspection periods and are not corrected.

Failure to comply with a Notice and Order will result in the owner being charged substantial penalty fees, and could result in the rental unit or structure being vacated, and/or a municipal infraction citation being issued requiring an appearance in Scott County Court.

Rental Property License and Inspection Fee Schedule

Type of License and Fees	Inspection Cycle & Fees			Action Timetable
	2 YR	3 YR	4 YR	
Annual License Fee Single Parcel	\$60	\$40	\$30	Due upon receipt of invoice.
Annual License Fee Multi-Unit Fee Per Parcel	Single Parcel Fee + \$5 Per Unit Fee > 1			Due upon receipt of invoice.
Inspection Fee Single Home/Parcel and Multi-Unit	No Fee			Scheduled and due within 60 days of inspection due notice. Invoice due upon receipt.
First Re-Inspection Fee	\$50 per Unit			Scheduled and due within 30 days of initial inspection, if required. Invoice due upon receipt.
First Re-Inspection Fee per item remaining out of compliance at first re-inspection	\$10 per Item			
Second Re-Inspection Fee Single Home and Per Unit	\$75 per Unit*			Scheduled and due within 30 days of first re-inspection, if required. *Violation notice posted if third re-inspection required. Invoice due upon receipt.
Second Re-Inspection Fee Fee per item remaining out of compliance on second re-inspection	\$20 per Item*			
Third Re-Inspection Fee Single Home and Per Unit	\$150 per Unit**			Scheduled within 30 days of second re-inspection, if required. **Vacate order posted if upon third re-inspection out of compliance items are not corrected. Invoice due upon receipt.
Third Re-Inspection Fee Fee per item remaining out of compliance on third re-inspection	\$30 per Item**			
*Notice of violation affixed to property indicating that the property is in violation; owner has 30 days to repair. If repairs are not completed by the re-inspection date, building will be posted with a 30-day vacate notice.				
**Vacate order affixed to property; owner has 30-days to vacate the property.				
Exceptions. The City may extend repair timelines if the property owner/manager notifies the inspector of issues with contractor or material availability, or the Development and Neighborhood Services Director approves an owner's work plan for repairs laying out a timeline and milestones.				

Type of License and Fees	Inspection Cycle & Fees	Action Timetable
Tenant Complaint Inspection	No Fee if Charges Unfounded, \$50 Fee if Charges Founded.	
No Show or Cancellation Day-of Fee (failure to show)	\$75	Due upon receipt of invoice.
Late Cancellation Fee (less than 5 day notice)	\$25	Due upon receipt of invoice.
Failure to Register Rental Property Fine	\$500	Due upon receipt of invoice.
Rental License Re-instatement Fee	\$500	Due upon receipt of invoice.
Appeal Filing Fee	\$100	Due upon receipt of invoice.
Occupying Tagged Property/Parcel/Unit Fine	\$500 Fine, Plus \$20 per Day Fine each Day Violation Continues. Due upon receipt of invoice.	
Repair Action Plan Deviation, Without Approval	\$1,000	Due upon receipt of invoice.

→ Life Safety Issues. Inspections that identify an immediate health or safety hazard may require a vacate notice of 10 days or less.

Revocation of Rental License

Per City Code 8.15, the code official or designee shall have the authority to revoke a rental license on any property when: 1) it is in violation of the city code on a frequent and recurrent basis; 2) has a serious life safety violation and is ordered vacated; 3) fails to correct a founded complaint violation by the time that the third re-inspection for the same concludes; 4) the owner or manager fails to appear for three inspections/re-inspections in a row; or 5) the owner or agent provides false information to the city. The owner or agent of the affected property shall be notified in writing by certified mail of the license revocation.

Inspection Cycle

The period of time between regularly scheduled rental inspections is based on demonstrated code compliance; the more compliant a property is with code, the longer the inspection cycle is. Newly constructed buildings (registered within two years of final occupancy certificate) will automatically be assigned a four year cycle. Multi-unit properties with 12+ units are only eligible for a two or three year cycle.

A Violation Point Matrix, found in [City Code Chapter 8.15.145\(G\)](#), is used to determine what inspection cycle a property is placed on.

- Four (4) Year Cycle = Score of 0 to 100
- Three (3) Year Cycle = Score of 101 to 199
- Two (2) Year Cycle = Score of 200 points or more

Inspection cycles may be extended based on subsequent inspection.

Preparing for an Inspection

The City recommends either using the Violation Point Matrix found in City Code or the [Inspection Checklist found at this link](https://bit.ly/356Qwyk) (https://bit.ly/356Qwyk) before the day of a property's inspection. This will help property owner's avoid the need

for re-inspection and potential fines.

It is recommended all property owners have a heating appliance inspection performed on the property's HVAC system prior to inspection. Having the inspection performed in advance can save time and money or need for re-inspection. Property owners can find the [Heating Appliance Inspection form at this link](https://bit.ly/3gVs99e) (https://bit.ly/3gVs99e).

Other Rental Property Owner Requirements

- Landlord Education Assistance Program. All property owners who have rental property must complete the [Landlord Education Assistance Program \(Crime Free Multi-Housing Program\)](https://bit.ly/3540Bfg), (https://bit.ly/3540Bfg). The program is \$25 per person and provides tools and techniques rental property owners and managers can use to keep drugs and illegal activities off rental property. Crime prevention protects the value of property and the safety of our community.
- Lead-based Paint. The State of Iowa requires that all rental property owners inform their tenants of lead based paint that exists in the unit being rented. For more information on this requirement please contact the Scott County Health Department at 563.326.8618.

Right to Appeal

Any person who receives notice of violation of city code may appeal said notice and order pursuant to the procedures set forth in Section 2.86.020. If a timely request for appeal is not filed the order, decision or determination shall be conclusively presumed as being true and the recipient of the order, decision or determination the responsible party. If an appeal is filed a hearing shall be scheduled and held pursuant to [Chapter 2.86](https://ecode360.com/35715323) of the city code (https://ecode360.com/35715323).

A \$100 Appeal Filing Fee applies.