

CITY OF WATERLOO, IOWA



CITY CLERK AND FINANCE DEPARTMENT

715 Mulberry St. • Waterloo, IA 50703 • (319) 291-4323 Fax (319) 291-4571
KELLEY FELCHLE • City Clerk MICHELLE WEIDNER, CPA • Chief Financial Officer

Mayor
QUENTIN
HART

October 7, 2016

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Dear Sir or Madam,

Rental unit registrations for the license period of January 1 to December 31, 2017 are due by **November 1, 2016**. The fee for registration is \$25.00 per rental unit. The fee will double to \$50.00 per rental unit on January 1, 2017 for failure to timely register. To make the process more convenient for you, we have multiple options for registering.

On the back of this letter, you will find directions to register online and pay by credit card, cash, or check. Checks can be made out to City of Waterloo. Credit card payments for rental registrations can only be accepted online and a 2.75% service fee is applied to the total cost of the transaction.

Paper forms are available at the City Clerk's Office on the first floor of City Hall located at 715 Mulberry Street or a fillable form can be submitted on the website listed below.

<https://weblink.cityofwaterlooia.com/forms/rental-unit>

If you have questions about any of the information listed above, please call the City Clerk's Office at 319-291-4323.

Regards,

City Clerk's Office

Online Registration Information

Website: <https://esuite.cityofwaterlooia.com/esuite.permits/WelcomePage.aspx>

Start of Business Date:

Username:

Email:

If you do not remember your password, please click the *forgot password* button in the Contractor Access section of the City of Waterloo Permits webpage. The web address along with online registration instructions can be found on the back of this letter.

WE'RE WORKING FOR YOU!

An Equal Opportunity/Affirmative Action Employer