



BOONE FIRE DEPARTMENT

RENTAL HOUSING DIVISION
923 8TH ST. BOONE, IA 50036
515-432-3446
www.boonegov.com/rental



Website Rental Property Registration Instructions

The purpose of this guide is to assist you in the registration process for rental properties.

Step 1- Go to www.boonegov.com/rental and click on the rental unit registration under City Resources.

Boone Iowa Rental Code x

www.boonegov.com/rental.html

Home | Newsletter | Applications | Site Map | Resources | RFP/Bids | Careers | Contact Us

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CITY OF BOONE

Boone Rental Code

Phone Numbers:
Fire Chief: (515) 432-3436
Rental Code Misc. calls: (515) 432-3446

Welcome to the Rental Code Website for Boone, Iowa

Please check back often as we will add more information as it becomes available.

City Resources:

- [Rental Code](#)
- [Fees](#)
- [Rental Unit Registration](#)

Other Resources:

- [State of Iowa Uniform Tenant Landlord Law](#) (To simplify, clarify, modernize and revise the law governing the rental of dwelling units and the rights and obligations of landlord and tenant; and to encourage landlord and tenant to maintain and improve the quality of housing.)

Rental Unit Registration

←

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10:38 AM
8/17/2016

Step 2- Create a login for the registration site

The screenshot shows a web browser window with the following elements:

- Browser Tab:** Log In
- Address Bar:** utilitybilling.boonegov.com/Rental/Account/Login.aspx?ReturnUrl=%2fRental%2f
- Header:** CITY OF BOONE (left), Log in (right)
- Section:** LOG IN
- Text:** Please enter your email address and password. [Register](#) if you don't have an account.
- Section:** Account Information
- Form Fields:**
 - Username:** Input field with a red asterisk.
 - Password:** Input field with a red asterisk.
 - Keep me logged in:** checkbox.
- Buttons:** Log In
- reCAPTCHA:** I'm not a robot checkbox and reCAPTCHA logo with links for Privacy and Terms.

The Windows taskbar at the bottom shows the following icons from left to right: Internet Explorer, File Explorer, Windows Media Center, Mail, Firefox, Word, Excel, Chrome, and a printer icon. The system tray on the right shows the time as 10:39 AM and the date as 8/17/2016.

Step 3- Fill out the information requested, do not click the submit button until you have gone to the bottom of the page and added your **new property**. You are required to fill out the owner information and business information (this may be redundant for some if you are using your personal information as your business). You may elect to fill out the property management portion if you have someone that manages the property or for an extra person in the event of an emergency they can be a second contact.

Owner Information-

City of Boone Rentals X
utilitybilling.boonegov.com/Rental/RentalInfo.aspx

CITY OF BOONE Manage Logged in as: jadams Log out

RENTAL PROPERTY INFORMATION

Owner / Representative Information **Mailing Address** **Physical Address**

Owner's name must be as it appears on Boone County Assessor's Records.

First Name: **Address:** **Address:**

Middle Name: **Apt/Unit:** **Apt/Unit:**

Last Name: **City:** **City:**

Email Address: **State:** **State:**

Primary Phone: **ZIP:** **ZIP:**

Primary Phone Type:

Secondary Phone:

Secondary Phone Type:

Tertiary Phone:

Tertiary Phone Type:

Business Information

If the property is owned by a business, coporation, or partnership, please provide the name of the person authorized to sign for the business, corporation, or partnership.

First Name:

10:40 AM 8/17/2016

Business Information and Property Management Information-

If you have multiple businesses that own rental property you must register those businesses separately. The business name and properties must match each other.

The screenshot shows a web browser window with the URL `utilitybilling.boonegov.com/Rental/RentalInfo.aspx`. The page title is "CITY OF BOONE" and the user is logged in as "jadams".

Business Information

If the property is owned by a business, corporation, or partnership, please provide the name of the person authorized to sign for the business, corporation, or partnership.

Fields for Business Information:

- First Name:*
- Last Name:*
- Business Name:*
- Business ID # / SSN:*
- Email Address:*
- Primary Phone:*
- Primary Phone Type: (Dropdown menu with "Cell" selected)

Property Management Information

If the property is managed by a company or alternate person, please identify the following information.

Property Management Information	Mailing Address	Physical Address
Company Name:	Address:	Address:
Contact First Name:	Apt/Unit:	Apt/Unit:
Contact Middle Name:	City:	City:
Contact Last Name:	State:	State:
Email Address:	ZIP:	ZIP:
Primary Phone:		

At the bottom of the browser window, the taskbar shows the Windows Start button, Internet Explorer, and other applications. The system tray shows the time as 11:23 AM on 8/17/2016.

Step 4- Click New Property Button to add your rental properties

Click **New Property** Button before clicking the submit button, you can add multiple properties under the same business name. If you have multiple businesses that have rental properties you must register those different businesses separately.

The screenshot shows a web browser window with the URL `utilitybilling.boonegov.com/Rental/RentalInfo.aspx`. The page header includes the City of Boone logo and navigation links for 'Manage', 'Logged in as: jadams', and 'Log out'. The main content area is divided into three sections: 'Property Management Information', 'Mailing Address', and 'Physical Address'. The 'Property Management Information' section includes fields for Company Name, Contact First Name, Contact Middle Name, Contact Last Name, Email Address, Primary Phone, Primary Phone Type (dropdown), Secondary Phone, Secondary Phone Type (dropdown), Tertiary Phone, and Tertiary Phone Type (dropdown). The 'Mailing Address' section includes fields for Address, Apt/Unit, City (dropdown), State (dropdown), and ZIP. The 'Physical Address' section includes fields for Address, Apt/Unit, City (dropdown), State (dropdown), and ZIP. A 'Submit' button is located at the bottom right of the form. In the bottom left corner, there is a 'Properties' section with a green 'New Property' button. A white callout box with a black border is positioned over the 'New Property' button, containing the text 'New Property Button' and a black arrow pointing left towards the button. The Windows taskbar is visible at the bottom of the screen, showing the time as 10:41 AM on 8/17/2016.

Step 5- Once you have added all of your properties you can select the submit button.

The screenshot shows a web browser window with the URL `utilitybilling.boonegov.com/Rental/RentalInfo.aspx`. The page header includes the City of Boone logo and navigation links like 'Manage', 'Logged in as: jadams', and 'Log out'. The main content area is titled 'Property Management Information' and includes a note: 'If the property is managed by a company or alternate person, please identify the following information.' The form is organized into three columns: 'Property Management Information', 'Mailing Address', and 'Physical Address'. Each column contains several input fields for text, dropdown menus (for State and Phone Type), and a ZIP code field. A 'Submit' button is positioned at the bottom right of the form. A callout box with a black border and white background, containing the text 'After Adding Properties Click the SUBMIT button' and a right-pointing arrow, is overlaid on the form to highlight the submission step.

Once you have registered your properties you will receive an invoice from the City of Boone for your Rental Permit Registration fees. Starting January 1st 2017 the City will be conducting rental unit inspections. You will be notified by the City with the date and time of inspection of your property.