

Landlords of Linn County

Landlords Leadership

July Vacancy Rate:
4.5% vacancy based on
4089 units represented at
the July 2009 meeting

New Members:
Nancy Geiger
D&D Real Estate Hold-
ings

Renewals:
Becky Harris
Ladonna Reed
Mirage Properties
Ollie Dent
Conservation Services
JTD Enterprises
Apartment Finder
Keith Nemecek
Hummel Apartments
Jim Heskje Painting
Michael Thomas
Proud Home Properties
Marie Handley

AUGUST MEETING

EVICTIION PROCESS

Thursday, August 13, 2009

12:00 Noon

Metro Buffet (Blairs Ferry Rd NE)

New Information on Landlords of Linn County

New Mailing Address:
Landlords of Linn County
PMB 338
3315 Williams Blvd SW, Suite 2
Cedar Rapids, IA 52404

Visit us on Facebook:
Group:
Landlords of Linn County
Landlords of Iowa

Inside this issue:

Tech Tips	2
Crime Stats	2
Painting Tips	3
Property Value	3
A/C Tips	4
CR Civil Rights Code Changes	5
From The President	6

Up Coming Meetings

September Meeting

Thursday
September 10, 2009

12:00 Noon
Metro Buffet

Realtor Panel

October Meeting

No Meeting

State Convention

For meeting topic ideas,
please email
feuss99@Hotmail.com. The
Landlords of Linn County
Board of Directors would like
to hear your ideas for pro-
gram topics. Meetings are
typically noon-1pm on the
second Thursday of every
month.

Plumbing Update

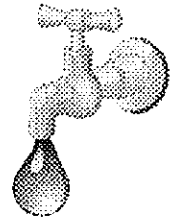
Some of you have inquired about when the Iowa Department of Public Health would start the process of writing administrative rules based on the plumbing law passed this session. After talking to contacts at Public Health, I believe it will be some time this fall, or approaching the end of the year, until this particular set of rules is written.

I'll let you know when I hear something more specific. We will be keeping in contact with IDPH so that we can have as much input as possible as to how the rules, which would affect us, will be written.

Joe Kelly

Vendor Spotlight

Dynamic Painting is a mother/daughter partnership that provides interior painting and wallpapering services to homeowners and landlords in the Cedar Rapids area. Mother, Raylene Grose, and daughter, Jenna Marzen, are experienced painters who decided to turn their passion into a business starting in the summer of 2009. Dynamic Painting is available to paint indoors, including faux finishes, and is also able to remove and/or install wallpaper. The family team offers experience at an affordable price and convenient availability. You can contact Dynamic Painting by calling at 319-560-0096 or e-mailing dynamicpaintingcr@gmail.com.



Need Assistance Filling a Vacancy?

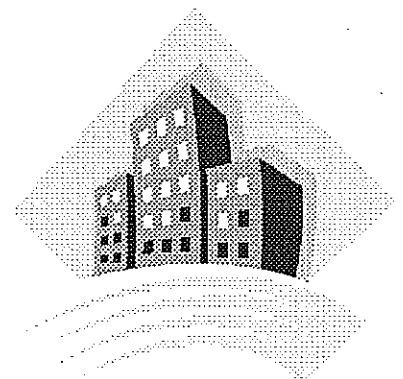
Housing Services would like to help you.

Did you know that the City of Cedar Rapids Housing Services Office offers a **FREE** Owner Referral Listing seen by 200+ families a month? This is a listing where an Owner can provide information about their unit coming available and Section 8 Voucher Holders can go to. The listing is given out to all Section 8 Voucher Holders at their Intake Briefing and all current tenants if they give notice to move. The listing is available anytime at our office or can be mailed or emailed out. The listing is updated as needed.

Housing Services is currently pulling names off our waiting list and currently has 200+ families out looking for housing with rent assistance. We are looking for all sizes, types and locations of available housing. **We strongly encourage all owners to screen all prospective applicants according to your policies and procedures.** Units located within the City of Cedar Rapids are required to have a current COC (Certificate of Compliance). The unit will also have to pass an HQS inspection. If you are need of filling some upcoming vacancies and are willing to work with the Housing Services office as well as Section 8 participants, please contact us with your unit information. Housing Services serves all of Linn & Benton Counties.

Please email Vicki @ v.klemm@cedar-rapids.org or Jeanne j.vice@cedar-rapids.org to have a unit listed. Please provide the following information: Date Available, Unit Size & Type (Example: 1 Br Apt or 3 Br House), Address of Unit, Rent, Tenant Utilities, and Appliances provided, Your Name and Phone number. You will need to contact Housing Services to have the unit removed from the list when you get it rented.

Additional information regarding the Housing Services Office as well as the Section 8 Rent Assistance Program can be found at <http://www.cedar-rapids.org/housing/section8.asp> or you can call 286-5872 if you do not have email or internet access.



CITY OF MARION HOUSING INSPECTIONS

Submitted by Ivy Meeker, Marion
Housing Inspector

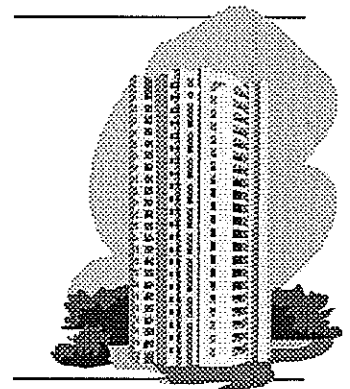
The Marion Fire Department previously conducted the rental housing inspections within the City of Marion. As the city grew, however, the fire department needed to concentrate on fire education and prevention and asked the Marion City Council to hire a housing inspector. In January 2007 a part-time housing inspector, Ivy Meeker, was hired to lead the Housing Inspection Division within the City of Marion Building Department. The combining of the housing division within the building department made sense since the two entities often worked simultaneously on the same properties and/or nuisances.

The Housing Division conducts the housing inspections in much the same manner as the fire department previously did and similar to the City of Cedar Rapids. Both cities enforce their respective City Codes with similar inspection cycles and fees. The City of Marion currently has over 3,700 rental units. A unit is a single apartment or a single family dwelling. Marion generally inspects rental properties on a 3-year cycle with a 5-year rotation given to those landlords who have passed two consecutive 3-year inspections without violations. The Marion inspector is also responsible for complaints involving the health and safety of residents whether they are owner occupied or rental units.

At the end of 2006, the Marion City Council approved the increase in status from a part-time inspector to full-time. As of July 1, 2009 the position of housing inspector has become full time. This position schedules the inspections, physically conducts the inspections, schedules the reinspections in cases of violations, conducts the reinspections, and completes all paperwork associated with the inspections including the notification of the owners/landlords and the billing preparation.

I describe myself and my responsibilities as a tenant advocate in that I make sure that owners/landlords keep their properties up to code. Some owners/landlords are only concerned with the rental income and not concerned with the condition of their properties. Tenants are often hesitant to speak up to the landlord about problems with the property for fear of rent increase or eviction. I am the voice for the tenants to ensure that the landlords keep the properties safe and neighborhood friendly. I often tell tenants that a very small percentage of landlords are irresponsible but I can't pick and choose what properties I inspect, so I must inspect them all and hold all landlords to the same standards.

I take pride in my responsibilities as a housing inspector and hope that I have earned the respect of the landlords I deal with. My phone is always open for communication and I run my division by the philosophy of "working *with* the landlords as opposed to working *above* the landlords" to achieve our common goals.



G-Mail—the new revolution.

A few years ago I heard about Gmail and I like many got my free account. At this writing anyone can get a free Gmail account with free storage up to 8GB which is likely more than you'll ever use!

So my Gmail account sat there and I occasionally checked it because I had my "primary" work and personal email accounts. I had my Blackberry email service setup to POP into or check/pull my email to my Blackberry every 5 minutes. It was great as I could see email when I wanted to away from my computer and I didn't have to worry about wireless WiFi Internet access.

Problem was when I'd view or reply to the email on the Blackberry, I'd see the email again when I later opened up Outlook and it downloaded my email again! I had to set my Blackberry to "leave mail on server" so I could get a copy of the email on my laptop for history. So I was wasting a lot of time looking at emails twice! (Today I use Gmail to pull all my email and I can send email from my email address. Plus I can access full Gmail on my Blackberry or iTouch and when I respond/reply or read an email it's in sync with all my devices! Read more below to learn how!)

So who knows how I learned or found out that you can have Gmail check your email similar to the Blackberry but keep all devices in sync! Plus I was able to eliminate using Outlook as well! (You can keep Outlook if you like) Let me explain:

If you haven't already first go to www.gmail.com and get your free account. You'll have to pick a unique name or you can use your existing email as you Gmail login but in case that ever changed I create a unique Gmail account so I had another email address @Gmail.com.

Next step is to login and in the upper right corner click on "Settings" and the page changes. Now near the top middle/leftish click "Accounts" and look for two items: "Send mail as" and "Get mail from other accounts"

Ok so at this point we'll assume you have your work or personal email address you want to keep and move the email over to Gmail. We'll call this You@YourEmail.com and you also have your new Gmail account You@Gmail.com

When you look at the area "Send mail as" you can add an email and here you add You@YourEmail.com and Gmail sends a confirmation to your email and you click on it in your OLD email program. Now in Gmail "Settings" you'll see your email has been verified and you can make this your default email so when you create a new email it's sent from Gmail but they use your email You@YourEmail.com Pretty cool huh!

Next step go down to "Get mail from other accounts" and here you'll need to enter your email You@YourEmail.com and your account password. It may ask for your email server names if the system can't figure it out. You can choose to "Leave mail on server" so a copy is kept on your old server and you can go back to using your old Outlook or POP mail client. I did this for a couple days and once I knew I wasn't going back I went in and changed this!

So I've covered a lot but let me now summarize: Just like you use Outlook or some POP3 email client to check your email and send your email, you can get a free Gmail account to do the same. You might think so what but the power here is you can now access your Gmail account via any computer with a web browser and Internet access! You can access via any Smartphones like Blackberry or iPhone/iTouch. Now when you view/reply/delete or read an email on one device, the account is updated on all devices!

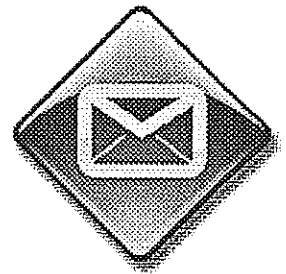
Gmail has made my life so much easier and let me leave you with a couple final tips: Gmail doesn't have "folders" but they use labels so it's weird at first but once you get your brain around it, labels work just as good!

I actually have two Gmail accounts, one for personal and one for business. I can check both accounts from any connected device and stay up to date!

If you cannot give up Outlook you can do all the above and then enable POP access for Outlook to check Gmail. You'll see emails twice but I know it's hard for some to give up Outlook!

Good Luck,

Bob Randklev



From the Desk of the President:

Landlord Convention

The countdown is on for the 2009 Landlords of Iowa State Convention in Clinton. The convention opens on Thursday, October 15 with registration and hospitality. Featured speakers on Friday, October 16 and Saturday, October 17 include officers from the Clinton and Davenport Police Departments, Landlords of Iowa state board members, Landlords of Iowa lobbyist, and two national landlord gurus, Mike Butler and Jeffrey Taylor. These are dynamic and interesting speakers. And, as always, one of the most important aspects of the convention is the networking and discussion that goes on between landlords. Sign up now to reserve your opportunity to dialogue with other landlords and property managers and to hear a fantastic slate of speakers. The convention is just two months away—add the dates to your calendar and sign up now.

The two national-level speakers are Mike Butler and Jeffrey Taylor.

Mike Butler

Mike was raised in the south end of Louisville, Kentucky and bought his first house before age 20. Mike realized early on that he **MUST** have a strong foundation in order to grow quickly and *safely*. Mike has reviewed many property management software programs only to discover they fell short of what was needed. Those programs can cost thousands of dollars plus more for tech support. Mike has spent *THOUSANDS* of hours tweaking and researching Quicken® and QuickBooks Pro®. His method is getting the results that he needs. Mike has created courses that TEACH fellow investors how to use these programs to suit each investor's individual needs. He's created programs along with workshops for Tenant Tracking and Investors Books made EZ! Successful investing utilizing TENANT TRACKING and effective property management and bookkeeping techniques enabled Mike to retire in March 2000 after 13 years as a Louisville Police Detective. Find out more about Mike at his websites, www.MikeButler.com and www.vistaky.com

Jeffrey Taylor aka Mr. Landlord

MRLANDLORD.COM was started by Jeffrey Taylor a Virginia rental property owner and author of the bestselling books - The Landlord's Survival Guide and The Landlord's Kit. He and his wife have owned numerous rental properties from single family homes to apartment buildings for 23 years making many mistakes along the way and learning a lot from the school of hard knocks. Jeffrey Taylor has worked as an agent and trainer and for a property management company. He is CEO of Mr. Landlord, Inc., a national property management consulting firm which coaches landlords with one to one thousand rentals (specializing in assisting the mom and pop rental owners). Jeffrey Taylor is committed to helping other rental owners not have to make the same costly mistakes he and others have made and now speaks by invitation to real estate associations throughout the U.S. and elsewhere. Read more about Jeffrey Taylor and Mr. Landlord at www.mrlandlord.com.

Crime-Free Multi-Housing Program

Collaboration continues between Cedar Rapids neighborhood organizations, Landlords, the Police Department, and the Cedar Rapids Housing Enforcement office as we learn more about the Crime-Free Multi-Housing program and the way it has been implemented in Davenport. A group from Cedar Rapids and Marion, including police, housing services, and landlords, visited Davenport to meet with local police and landlords to learn more about Davenport's implementation. Landlords of Linn County was represented by Gary Grimm, Ken Klingler, and Keith Smith.

Key points from the meeting include:

Background checks by police

The police department has been able to setup a clearing house of tenant information. The police officer who started the background checks has the highest arrest record in the department. The background checks by the police also act as a deterrent to criminals. Prospective tenants who are criminals will either choose not to complete the background check form (self select out of renting) or be arrested if they have an outstanding warrant.

Community Policing

The police department needs to properly staff for crime prevention. The city of Davenport has a crime prevention department that interacts with the neighborhoods for crime prevention versus crime investigation. When the police officer knows who you are you are less likely to commit crime.

Nuisance Abatement Attorney

The city has a nuisance abatement attorney dedicated to supporting their program. The attorney determines which tenant, landlord, property needs to be abated and makes sure paperwork is properly filed to take action.

Collaboration between the police department and the landlords

The Crime Free Housing training is a very important education component for landlords to complete so they know what resources are available to them. Keeping an open line between the crime prevention department and individual landlords helps deter problem residents from moving into and staying in the community.

The meeting was informative. More will be learned about the Crime-Free Multi-Housing in the coming months. Additional detail about the program is available at the organization's website is www.crime-free-association.org.

www.landlordsoflinncounty.com

PMB 338

3315 Williams Blvd SW Suite 2
Cedar Rapids, IA 52404

President	Keith Smith	721-7141	smithke@mchsi.com
Vice-President	Julie Freeman	350-4072	jmjfaj@aol.com
Secretary	Kim Frederickson	366-0434	gatewaykim@imonmail.com
Treasurer	Stephanie Feuss	329-5378	Feuss99@hotmail.com
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	Bob Randklev	533-6927	BobR@skogman.com
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	Michele Formanek	396-3817	
	Garry Grimm	364-6172	gegrentals@aol.com
	Joyce Steffen	363-1233	bapjs@cedar-rapids.net
	Ken Klingler	377-9175	kkmk77@msn.com
Lobbyist	Joe Kelly		joe@iamha.org

Vendor Spotlight

When you place an order with Labor Finders my staff goes to work directly recruiting for the client and their specific needs. We don't just throw "a body" on the job as many other agencies in town do. If our clients order one person or 10 we treat each client like they are our only client. We actually do the background screenings required to place employees at apartment complexes--we don't just say that we did. I have been the branch manager in this office for 4 years now and my business has tripled in volume during that time because my clients know that we do truly go the extra mile to ensure that they are satisfied. If our client does not like someone's performance we will find a replacement right away with no charge to the client.

Our office is open 5:30am-6pm Monday through Friday. We also work weekends, but those hours vary based on client needs. Our office number is 319-862-0462 and my cell phone number is 319-651-9336. A discount we will offer to Landlords of Linn County members is 4 hours of free labor with a first time order of 8 hours or more.

Landlords of Iowa 2009 State Convention General Information

Location:

This year's state convention will be October 16-17, 2009 and the location is the **Best Western Frontier**, 2300 Lincolnway, Clinton IA 52732

Hotel Information:

A block of rooms has been reserved at the **Best Western Frontier** for the nights of October 15 & 16, 2009. Individuals are responsible for making their own reservations by calling the hotel directly at (563) 242-7112 or (800) 728-7112. Please be sure to say you are attending the Landlords of Iowa Convention to receive the special group rate of \$79 + tax for a single or double room. This special rate also includes a complimentary buffet breakfast on Friday and Saturday mornings. Rooms will be held until September 22, or until the block is filled.

A block of rooms has also been reserved at the **Wild Rose Casino** for the nights of October 15 & 16, 2009. Individuals are responsible for making their own reservations by calling the hotel directly at (563) 243-9000 or (800) 457-9975. Please be sure to say you are attending the Landlords of Iowa Convention to receive the special group rate of 89 + tax for a single or double room. This special rate also includes a complimentary buffet breakfast on Friday and Saturday mornings. The Wild Rose Casino is less than ¼ mile from the Best Western Frontier. Rooms will be held until September 22, or until the block is filled.

Registration Fee:

Please see Registration Form for pricing.

Registration fees include all meals, breaks, and booklet of handouts from speakers and exhibitors. You must be a member in good standing as of the convention date to receive the member rate.

If you have any questions about lodging please call:
Kathi Skovronski (563) 340-9149

LANDLORDS OF IOWA 2009 CONVENTION
October 15-17, 2009
Best Western Frontier Inn, Clinton Iowa

Your Membership Chapter* _____

*You must be a member in good standing as of the convention date to receive the member rate

First Person: _____ Badge Name: _____

Second Person _____ Badge Name: _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime Phone (____) _____ FAX Number (____) _____

E-Mail _____

<u>LLIA Member</u>	<u>By 9/15</u>	<u>After 9/15</u>	<u>LLIA Member – One Day Only**</u>	<u>By 9/15</u>
First Person	\$119	\$149	Friday – One Person	\$89
*Second Person	\$79	\$99	Saturday – One Person	\$89
*Notebook is only provided for 1 st person				
<hr/>				
<u>Non-Member</u>	<u>By 9/15</u>	<u>After 9/15</u>	<u>Non-Member – One Day Only**</u>	<u>By 9/15</u>
First Person	\$119**	\$149**	Friday – One Person**	\$89**
*Second Person	\$79**	\$99**	Saturday – One person**	\$89**
* Notebook is only provided for 1 st person				
** Non-Members add \$40.00 to cost registration for membership				

Please check below:

I will be attending the Thursday night hospitality? ____ **Yes** ____ **No**

I am interested in CEU's for Realtors? ____ **Yes**

I will be attending the Friday evening dinner? (Included with registration fee) but you **MUST** mark Yes or No to receive a dinner ticket. ____ **Yes** ____ **No**

Total Enclosed \$ _____ Pay by credit card ____ MasterCard ____ VISA Number:

Card Number _____ Expiration Date _____

Signature _____ (for Credit Card Payment Only)

Disclaimer: Landlords of Iowa, Inc. provided the names, addresses, phone numbers, and e-mail addresses of convention attendees to other convention attendees, vendors, and speakers. Please indicate if you **DO NOT** consent to the release of your information to convention attendees, vendors, and speakers by initialing here _____.

Make Check payable to **Landlord of Iowa** and return to:

Clinton Landlords Association
P.O. Box 155
Clinton IA 52732
Phone (563) 243-7854 Fax (563) 243-4777
E-Mail – djwaugh@gmail.com

Landlords of Iowa - 2009 State Convention Agenda

Thursday, October 15

- 5:30 – 8:30 PM Registration – Commons Area
- 4:30 – 8:00 PM Optional Pasta Buffet – Hotel Restaurant (on your own)
- 5:00 – 7:00 PM Landlords of Iowa Board Meeting – Meeting Room TBA
- 5:00 – 9:00 PM Hospitality – Commons Area

Friday, October 16

- 8:00 AM Registration, Breakfast Buffet - Visit Vendor-Pool Area
(Breakfast Buffet opens at 6:00am free for hotel guests)
- 9:00 AM Welcome - LLIA President - Keith Smith – Clinton Mayor–Rodger Holm - Clinton Chamber President-Julie Allesee – Director Clinton Convention Visitors Bureau – Ann Schmidt
- 9:15 AM Corporal Mark Burger – Davenport Police Department
Chief Brian Guy – Clinton Police Department
- 10:15 AM Break – Visit Vendors
- 10:30 AM Mike Butler – Subject: **"Rental Management using QuickBooks"**
- 12:00 PM Lunch - Commons Area
- 1:00 PM Lead Base Paint – Joelle Stolte – Environmental Specialist Sr.
- 1:45 PM Break-Out Session 1/Georgia Ballroom & Colonial Room
A. Social Networking – Gail Cudworth
B. Using Iowa Courts on Line/LLIA Forms on CD – Darryl Waugh
C. Plumbing
- 2:45 PM Break, Visit Vendors
- 3:15 PM Break-Out Session 2/Georgia Ballroom & Colonial Room
A. Social Networking – Gail Cudworth
B. Using Iowa Courts on Line/LLIA Forms on CD – Darryl Waugh
C. Plumbing
- 4:15 PM US Bank
- 5:15 PM Break - Vendor Presentations – Award Vendor Prizes
- 6:00 PM Buffet Dinner – Georgian Ballroom/Door Prizes/Awards
- 7:00 PM Entertainment – Travis Hosette
- 8:00 PM Hospitality Suite or Wild Rose Casino – 1/4 mile away

Saturday, October 17

7:30 am – 9:00 am	President's Breakfast – Lamp Room (Hotel Guests proceed through Breakfast Buffet)
8:00 AM	Registration (Breakfast buffet opens at 7:00am free for hotel guests)
9:00 AM	Announcements - ETC
9:15 AM	CAAD – Community Action Against Drugs
10:30 AM	Break – Hotel check-out
11:00 AM	Joe Kelly – LLIA Lobbyist, Legislative Update
12:00 PM – 1:00 PM	Buffet Lunch – Commons Area /Hotel check-out
1:00 PM – 2:30 PM	Jeffrey Taylor – Mr. Landlord – Subject – "How to fill Vacancies within 72 Hours"
2:30 PM	Break
2:45 PM	Speaker – Magistrate Mike Judge
4:00 PM	Closing and Evaluations



RENTAL INSPECTION CHECKLIST (Effective March 30, 2009)

TO GET A HEAD START...Use this checklist prior to your scheduled inspection. It may help you to avoid potentially costly reinspection fees. Please note that this list is not intended to include every possible violation of the housing code, but it does contain violations that are most commonly found during routine inspections.

*****The Cedar Rapids City Council adopted the 2006 version of the International Property Maintenance Code on March 30th, 2009. As a result a few changes have been enacted and are bolded in this checklist. (Please note that these are just a few significant changes to the code.)*****

Each Housing Structure

- ✓ Is the property registered in the current owner's name?
(Registration is \$50 (per structure). An investigative fee of \$50 shall be collected in addition to the regular registration fee for all rental properties which are not registered in the current owner's name or those not registered within 30 days of purchase or transfer of title.

Outside

- ✓ *****Are the street numbers visible from the street and alley (4 inch high minimum)?*****
- ✓ Is the siding and paint in good condition?
- ✓ Is the garage, and any other accessory structure such as a shed, in good condition?
- ✓ Does the roof leak?
- ✓ Are the steps (uniform riser height and tread), decks and landings in good condition?
- ✓ *****Do stairways with more than 4 risers have a handrail?*****
- ✓ Do any balconies, porches or landings 30 inches or more above grade have guardrails?
- ✓ Are any fences in good repair?
- ✓ Are the sidewalks in safe and sound condition?
- ✓ Are the gutters and/or downspouts in a good state of repair and directing rainwater away from the structure?
- ✓ Is the foundation in good repair?
- ✓ Is the yard free of junk, trash or debris?

Throughout the Housing Unit

Smoke Detectors, Fire Extinguishers and Combustibles

- ✓ *****Are detectors located inside each room used for sleeping purposes and outside of each sleeping area within 15 feet and on every floor level of the structure?*****
- ✓ In multi-family dwellings, are detectors also located every 30 feet in common corridors and at the top of each interior stairway?
- ✓ Is there at least 1 fully charged, properly mounted extinguisher in each dwelling unit not served by a common corridor or, for those structures with common corridors, 1 (one) 2A10BC extinguisher within 75 feet of each dwelling unit?
- ✓ Are all combustible materials stored at least 3 feet away from sources of ignition?
- ✓ Have all paint and gas cans, solvents, fuels, boat motors or other hazardous materials and items been removed from the heated portion of the dwelling?

Doors

- ✓ Do the exterior doors have locks in working order?
- ✓ Are the exterior doors weather tight?
- ✓ Are any storm or screen doors in good condition?
- ✓ Are the doors in good working order?

Windows

- ✓ Are there any broken or badly cracked windows?
- ✓ Are the windows weather tight and in good working condition (capable of remaining open without a means of support)?
- ✓ Do the windows have locks in good working order?
- ✓ Do the required openable windows have screens without rips, tears or holes?

- ✓ Does every habitable room have an openable window?
- Walls, Ceilings and Floors
- ✓ Are the walls and ceilings properly sealed, free from peeling paint and capable of being maintained in a sanitary condition?
 - ✓ Is the carpet ripped or torn, or otherwise causing a tripping hazard?
 - ✓ Are the floors structurally sound?
 - ✓ *****Do all habitable rooms have ceilings at least 7 feet in height? (Rooms with sloped ceilings should have 1/3 of the calculated floor space at 7 feet ceiling height.)*****
 - ✓ *****Bedroom size is a minimum 70 square feet.*****

Electrical System

- ✓ Does every habitable room have at least a switched light fixture and 2 duplex outlets or 1 switched duplex outlet plus another duplex outlet? Are the outlets located apart from each other in order to reduce the need for use of extension cords?
- ✓ Are all cover plates for outlets, switches and junction boxes in place?
- ✓ Are all switches, outlets and electrical fixtures in good working order?
- ✓ Are there any extension cords running through doorways or under carpets? This is not allowed.
- ✓ Are all outlets within 3 feet of a water source of the ground fault design?
- ✓ Is there adequate circuitry for the unit and is each fuse rated properly for its gauge of wiring?
- ✓ *****Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain at least one electric luminaire.*****

Mechanical

- ✓ **Does each room including bathrooms have adequate heat? 68 degrees measured at a distance of 3 feet above the floor. *** (Cooking appliances shall not be used to provide space heating to meet the requirements of this section.) *****
- ✓ Does the heating system operate properly?
- ✓ Has a licensed mechanical contractor or certified technician inspected the heating unit within the last year (or the unit is more than 2 years old)? The contractor or technician must complete the Status Report of Heating System form enclosed.
- ✓ Does the water heater have a temperature pressure relief valve with an extension pipe that extends to within 3-6 inches of the floor?
- ✓ Are all combustion gases vented to the outside?
- ✓ Are there any fuel burning devices located in bathrooms or sleeping areas? This is not permitted

Plumbing

- ✓ Do plumbing fixtures have adequate water pressure and do they operate properly?
- ✓ Do any supply or drain lines leak?
- ✓ Do all fixtures have proper traps to prevent the infiltration of harmful sewer gases?
- ✓ *****All kitchen and bathroom fixtures are required to supply a minimum of 1 gallon per minute.*****

In the Basement

- ✓ Are the steps and handrail in good repair? Is there an open side of the stairs? If so, it needs a guardrail.
- ✓ In order to be used as a sleeping area, the space must meet the requirements for finished walls and ceilings, ventilation, ceiling height, heating and egress. Escape windows must have a minimum net area of 5.7 square feet with a minimum net clear openable height of 24" and width of 20".
- ✓ Do clean-out openings and floor drains have proper covers?
- ✓ Is there a switched ceiling or wall-type light fixture?

In the Kitchen

- ✓ Are there separate outlets for the stove and refrigerator in addition to 2 duplex outlets?
- ✓ Is there a switched ceiling or wall-type light fixture?
- ✓ Are any electric outlets within 3 feet of water of the ground fault design?
- ✓ If supplied, is the garbage disposal in operable condition? If not, it must be repaired, replaced or removed.
- ✓ Is the floor able to be easily kept in a clean, dry condition?
- ✓ If supplied, are the refrigerator, stove or microwave maintained in safe working condition?

In the Bathroom

- ✓ Is there a switched ceiling or wall-type light fixture?
- ✓ If there is a lavatory in the bathroom, is there at least 1 single convenience ground fault electrical outlet? Are any outlets within 3 feet of water of the ground fault design?
- ✓ Are all of the bathroom fixtures working properly?
- ✓ Is the floor able to be easily kept in a clean, dry condition?
- ✓ Is there an openable window or adequate mechanical ventilation?

Public Halls and Stairways

- ✓ Are passageways and stairways in buildings with 5 or more units adequately lighted at all times?

Support Our Vendor Members

ACCOUNTING

John Freeman

APPLIANCES

Coinmach

Lampe Appliance Service

Metro Appliance

BATH TUB RESURFACING

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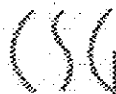
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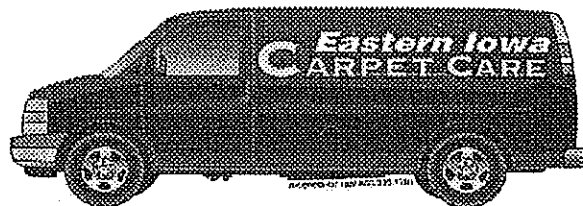


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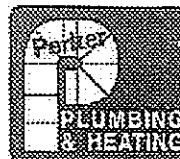
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