



## Waiver and Release Instructions

### Redact Deedholder Name from Cedar Rapids City Assessor Website

Cedar Rapids Assessor's Office  
500 15<sup>th</sup> Ave SW  
Cedar Rapids, IA 52404  
Ph: (319) 286-5888  
Fax: (319) 286-5880  
[crassessor@cedar-rapids.org](mailto:crassessor@cedar-rapids.org)

The Cedar Rapids City Assessor's Office allows deedholders to have their name redacted from the City Assessor's website; all other parcel data will remain visible for public viewing.

#### **Qualifications**

Only primary residences may qualify. Rental properties are ineligible unless the deedholder lives in one of the units and can show proof of residency as described below. Vacant properties are ineligible.

Once a request is received by the City Assessor's Office, the homestead records will be reviewed. If the parcel's deedholder has an allowed homestead on said parcel, that parcel will qualify for name redaction.

If the parcel does not have a homestead, the parcel deedholder will be required to show proof of residency such as a driver's license or voter registration card. Copy of such evidence must be provided at the time of the request. *[Social security numbers must be redacted from all submitted documents.](#)*

#### **Application**

The request to redact a deedholder name from the City Assessor's website must be made on the appropriate form. The form must be completed in its entirety, including date of application, printed deedholder(s) name, deedholder(s) signature, daytime phone number, the deedholder(s) 15-digit parcel number, and the parcel's property address. If the parcel is deeded to more than one individual, any one of the deedholders may make application.

Executors and conservators acting on behalf of incapacitated deedholders may request deedholder redaction by submitting proper documentation designating their powers.

Applications will be accepted by fax to 319-286-5880, by email to [crassessor@cedar-rapids.org](mailto:crassessor@cedar-rapids.org), in person or by mail to Cedar Rapids Assessor, 500 15<sup>th</sup> Ave SW, Cedar Rapids, IA 52404.

#### **Terms of Allowance**

Deedholder redaction is based upon the request of the deedholder(s) for as long as the deedholder(s) maintain permanent and primary residency. Once a parcel is no longer maintained as the primary residency by the deedholder(s) requesting name redaction, said redaction will cease and that parcel's new deedholder(s) name will be displayed on the City Assessor's website.

#### **Rescinding Terms of Name Removal**

The Cedar Rapids City Assessor may rescind, at any time, the action of redacting deedholder names from the City Assessor's website based upon the duties of the City Assessor or as duties are established by state and local law that conflict with this program.



# WAIVER AND RELEASE

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The undersigned, \_\_\_\_\_, being of legal age, hereby acknowledges in consideration of the Cedar Rapids City Assessor removing my name from it's Cedar Rapids City Assessor's website, hereby waive, release, acquit and forever discharge the Cedar Rapids City Assessor, the City of Cedar Rapids Iowa, and all officers, agents, and employees thereof, and all persons, firms and corporations from any and all liability whatsoever, including all claims, demands, and causes of action of every nature affecting me which I may have or ever claim to have by reason of or in any way related to or arising from my request to remove this information.

I am executing this Release solely in reliance upon my knowledge, belief, and judgment and not upon any representations made by the party released or by any other person on their behalf. My request notwithstanding, I specifically understand that records of the Cedar Rapids City Assessor and the duties related to those records are established by state law. I specifically understand that the Cedar Rapids City Assessor may at any time rescind the action of redacting my name from the Cedar Rapids City Assessor's website.

Words and phrases herein shall be construed as singular or plural according to the context.

**I HAVE READ THE FOREGOING RELEASE AND UNDERSTAND ITS TERMS AND FREELY AND VOLUNTARILY SIGN THE SAME.**

### **CAUTION: THIS IS A WAIVER AND RELEASE – READ BEFORE SIGNING**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Deedholder Name (printed)

\_\_\_\_\_  
Deedholder Signature

\_\_\_\_\_  
Deedholder Name (printed)

\_\_\_\_\_  
Deedholder Signature

\_\_\_\_\_  
Daytime Phone Number

### **THE FOLLOWING MUST BE COMPLETED BEFORE SUBMITTING THIS WAIVER AND RELEASE (please print)**

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
15-digit parcel number of property

\_\_\_\_\_  
Property Address

**ONLY THE PRIMARY RESIDENCE WILL QUALIFY – RENTAL AND VACANT PROPERTIES ARE INELIGIBLE**