

Name Opt-Out Program for the Cedar Rapids City Assessor's Web Page

The Cedar Rapids City Assessor's Office has created a *name opt-out* process allowing property owners the ability to have their names removed from the assessor's web site. All other property data will remain viewable.

Qualifications

Only primary residences will qualify.

Once a request is received by the assessor's office the homestead records will be reviewed. If the property owner has an allowed homestead the property qualifies for name removal and the request will be processed in a timely manner.

If the property does not have a homestead, the property owner will be required to show proof of residency such as a drivers license or voters registration card. Copies of such evidence will be attached to the request (social security numbers should be removed from the copies by any means necessary).

Rental properties will not qualify unless the owner lives in one of the units and can show proof of residency as described above.

Application

The request to remove a name from the assessor's web site must be made on the appropriate form. The form must be completed in its entirety which includes the date of application, the printed name(s) of the owner(s) with signature(s), a daytime telephone number, the fifteen digit GPN number of the property, as well as the address of the property.

If a property is owned by more than one individual, any one of the owners may make application.

Executors and conservators, acting on behalf of incapacitated owners, may request name removal by submitting proper documentation designating their powers.

Property owners may request an application via telephone, email, or by written correspondence.

Faxed or emailed applications are not valid – original signatures are required.

Term of Allowance

Name removal is based upon the request of the property owner for as long as the property owner maintains permanent and primary residency.

Once a property is no longer maintained as the primary residency by the person(s) requesting name removal, the present name of the new owner(s) of the property will once again be displayed on the assessor's web site.

Rescinding Terms of Name Removal

The Cedar Rapids City Assessor may rescind at any time the action of removing names from the assessors web site based upon the duties of the assessor or as duties are established by state and local law that conflict with this program.

