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# COUNTY OF POLK

## Public Works Department

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Robert Rice, Director  
5885 NE 14 Street  
Des Moines, Iowa 50313  
Ph 515.286.3705  
Fax 515.286.3437

### Time of Transfer (TOT) Inspection Review Coversheet

This coversheet must be completed and accompany all Iowa DNR TOT inspection forms.

Address of Property: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner/Seller: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Seller Real Estate Agent: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

Buyer: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Buyer Real Estate Agent: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

If a Real Estate Agent(s) is not involved, enter "N/A".

Polk County will only accept coversheets and Iowa DNR inspection forms by email.

Email to: [totinspection.review@polkcountyiowa.gov](mailto:totinspection.review@polkcountyiowa.gov)