



CITY OF DALLAS

## **Multi-Tenant Registration Application**

Dear Property Owner/Agent/Manager:

On March 3, 2004, the Dallas City Council amended Chapter 27 of the Dallas City Code that provides for the registration and inspection of all multi-tenant properties. These amendments became effective September 1, 2004. Multi-tenant property is defined as a multi-family property (having three or more dwelling units on a lot), a lodging or boarding house, a group residential facility, an extended stay hotel/motel, or a residential hotel.

In accordance with Section 27-31 of the Dallas City Code, a person who owns operates or controls a multi-tenant property is required to submit a completed registration application at least thirty days before expiration of the prior year's registration.

Please find attached the registration application. This application must be completed by the person who owns, operates, or controls the property, and returned with the applicable, nonrefundable fee of \$2.00 per unit, whether occupied or unoccupied. Please note that if you are not leasing or offering for lease any units at your multi-family property, this means the property is vacant and will remain so, and then you may submit an annual exemption affidavit to the Department of Code Compliance in lieu of a registration application.

**In accordance with Section 51A-104 of the Dallas City Code, a Certificate of Occupancy is required. Please provide your certificate number on the Multi-Tenant Registration Application form.**

Upon receipt of the completed application and all required fees, a certificate of registration will be issued for the property if the applicant has met all requirements for registration. The certificate of registration must be posted in an area readily visible to all tenants and prospective tenants.

**Any fees (e.g. inspection, re-inspection, taxes, and registration) not paid for prior years must be submitted prior to the issuance of a certificate of registration.**

All multi-tenant properties must receive a graded inspection at least once every three years, except for those constructed and issued a certificate of occupancy within the preceding five years. The property owner/agent/management will be notified in advance of this inspection, which will involve an inspection of the property's interior and exterior, swimming pool/spas, and required documentation. All properties must obtain a score of

85 or higher to pass inspection. Properties passing inspection will not be charged an inspection fee; however, properties failing inspection due to substandard conditions or other premises violations will be charged a fee of \$25.00 per unit for the total number of units within the multi-tenant property. Properties failing inspection due to failure to display or have the required documentation (such as failure to post the certificate of occupancy) will be charged a fee of \$15.00 per unit for the total number of units within the multi-tenant property. In addition, the City will reinspect the property until all violations are corrected and will charge a fee of \$45.00 for each unit and/or building actually re-inspected.

All payments, applications and fees must be mailed or submitted to:

City of Dallas, Special Collections Division 1500 Marilla # 2DS Dallas, Texas 75201  
Attn: Multi-Tenant Registration Program

**Please do not mail applications or payments to the Department of Code Compliance, Multi-Tenant Division as these payments will be returned.**

Additionally, multi-tenant updates and copies of the multi-tenant registration applications can be obtained from the City of Dallas website at [www.dallascityhall.com](http://www.dallascityhall.com).

As a reminder, an owner, operator, or person in control of a multi-tenant property is required to attend three crime watch meetings within a calendar year and the SAFE Complex Symposium which is tentatively scheduled to be held on the third Thursday of May. Further information may be obtained on the City of Dallas website. An owner, operator or person in control may represent up to five properties at the symposium and the crime watch meetings.

Should you have any questions, please contact the Department of Code Compliance, Multi-Tenant Division at (214) 948-4105. All billing or collection questions should be forwarded to the Department of Special Collections at (214) 670-3438.

Thank you for your cooperation.