



CITY OF DALLAS

## **Multi-Tenant Certificate of Registration Revocation and Appeal Procedures**

Dear Property Owner/Agent/Manager:

Pursuant to Section 27-34 of the Dallas City Code, the director shall revoke any Certificate of Registration for a multi-tenant property if the director determines that:

- (1) the registrant failed to comply with any provision of Chapter 27, any other City Ordinance, or any State or Federal Law applicable to the operation of a multi-tenant property;
- (2) the registrant intentionally made a false statement as to a material matter in the multi-tenant registration application or in a hearing concerning the Certificate of Registration;
- (3) the registrant failed to pay a fee at the time it was due; or
- (4) operation of the multi-tenant property violates the City's zoning ordinances.

Pursuant to Sections 2-96 and 27-35 of the Dallas City Code, a property owner may appeal the revocation of a multi-tenant certificate of registration by filing a written appeal with the City Secretary's Office within 10 calendar days after receipt of a notice of revocation.

### **All written appeals must be forwarded to:**

**Dallas City Secretary's Office**

**1500 Marilla # 5DS**

**Dallas, Texas 75201**

Should a property owner fail to file an appeal within 10 calendar days after receipt of the Notice of Revocation, the revocation of the Multi-Tenant Certificate of Registration will become final.

All questions regarding the ordinance or appeal process should be directed to the Dallas City Secretary's Office at (214) 670-3738.