



Dear Property Owner/Agent/Manager:

On December 9, 2009, the Dallas City Council amended Chapter 27 of the Dallas City Code that provides for the registration of all Non-Owner Occupied Rental Program properties, effective February 1, 2010.

Please find attached a registration application and frequently asked questions (FAQ) with additional information about the program. This application must be completed by the person who owns, operates, or controls the property, and returned with the applicable, nonrefundable fee of \$17 per occupied rental property.

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.

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

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

City of Dallas, Special Collections Division 1500 Marilla Street # 2DS Dallas, Texas 75201 Attn: Code Compliance

Please do not mail applications or payments to the Department of Code Compliance, these payments will be returned.

Additionally, Non-Owner Occupied Rental Program updates and copies of the Non-Owner Occupied Rental Program registration applications can be obtained from the City of Dallas website at www.dallascityhall.com.

Should you have any questions, please contact the Department of Code Compliance, 214-670-5708. All billing or collection questions should be forwarded to the Department of Special Collections at (214) 670-3438.

Thank you for your cooperation.



Rental Registration FAQ

Code Compliance Community Services

What does the Program require?

The Non-Owner Occupied Rental Program requires that, effective February 1, 2010, owners of occupied rental property to register annually and pay a \$17 fee per rental property.

What kinds of properties are included in the program?

This rental program is for single family or multi-tenant homes that are either leased or rented and occupied by someone other than the owner of the property.

Owners who have three or more properties at a multi-tenant structure should instead register through the Multi-Tenant Registration Program.

What are the penalties for failure to register an occupied rental property?

Code Compliance will identify these rental properties in the course of on-going inspections for violations reported to the City or identified by inspectors.

Notices of violation will be issued to property owners for any rental property found in violation of the registration requirement. These notices will provide time to submit the registration application and payment.

Citations will be issued for failure to comply and fines will range from \$200-\$2000.

How can I get an application to register my rental/lease property?

You may obtain an application with the attached requirements and forms by going to the City of Dallas website at www.dallascityhall.com or by contacting the City of Dallas Code Compliance office at (214) 670-5708.

Are there any exemptions, additional requirements or additional fees?

- The renewal fee for a certificate of registration for a property is \$0 if the property was free of any confirmed structural code violations during the previous registration period.
- There is no requirement for attendance in the annual Multi-Tenant Crime Symposium.
- There is a \$19 fee charged to the owner when a property is found with a structural violation. These fees will be charged if a second or any subsequent re-inspection is required for failure to comply within 45 days.

Is an inspection of my property required?

Inspection is not required. The property may be inspected at any time during the registration period if a code violation is reported to the City or identified by code inspectors.

What is the expiration date of the registration?

- Upon application, the registration date will be the date of annual renewal.
- For example, if the property is registered on February 1, 2010 the expiration date will be January 31, 2011.

Will I have to fill out the entire registration application every year?

Yes, a registration application is required annually for each property, regardless of any changes in the required information.

What are the goals of this program?

- To facilitate neighborhood stabilization.
- Foster clean and safe rental properties without diminishing the availability and affordability.
- Enhance partnerships and communication with property owners and tenants.

Non-Owner Occupied Rental Program Registration Application



District Use Only

SR#: _____

District: _____

RENEWAL NEW

(FOR OFFICE USE ONLY)

ACCOUNT NUMBER: _____	DATE PAID: ____/____/____
REGISTRATION FEE PAID: \$ _____	INSTRUMENT NUMBER: _____
PAYOR: _____ (If different than customer/applicant, capture address, C/S/Z, phone number)	INSTRUMENT TYPE: [] CK [] MO [] CC [] CASH
ADDRESS: _____	
CITY: _____ STATE: _____ ZIP: _____ - _____	PHONE: (____) _____ - _____

Instructions:

- This application must be completed by the person who owns, operates or controls the property, and returned with the applicable, nonrefundable fee of **\$17 per residence**, when occupied. **(Duplexes are considered two residences.)**
- Please complete a Non-Owner Occupied Rental Program Property Information Form for all properties being registered. Use additional copies if needed and attach to this Registration Application.
- A certificate of registration will not be issued until all current fees and fines resulting from the operation of the non-owner occupied rental program property (or properties) are paid or settled.
- The information marked with an asterisk (*) is required and those applications without that information will not be accepted. Use N/A if not applicable.
- **PLEASE SUBMIT COMPLETE ADDRESS WITH CITY, STATE, AND ZIP CODE.**

***Property or Properties owned by:**

Individual Corporation Partnership Other, please specify: _____

***Property Owner(s) Information:**

*Owner Name: _____			
*Address: _____	City: _____	State: _____	Zip Code: _____
*Phone No: _____	Fax No: _____	Email: _____	

***If Property is owned by a corporation, please provide the following information:**

*Name of Registered Agent: _____		
*Address: _____		
*Phone No: _____	Fax No: _____	Email: _____
*Name of President: _____		
*Address: _____		
*Phone No: _____	Fax No: _____	Email: _____

***Property Manager (if any):**

*Name: _____		
*Address: _____		
*Phone No: _____	Fax No: _____	Email: _____

I am the person who owns, controls, or operates the non-owner occupied rental program property that is the subject of this application. I have read the completed application and know the same is true and correct and hereby agree that, if a certificate of registration is issued, I will comply with all applicable provisions of Chapter 27 of the Dallas City Code, as amended, and all applicable state laws.

Signature of Owner/Operator/Person in Control
(Required)

Driver's License or Identification Number / Issuing State
(Required)

All payments, applications and fees must be mailed or submitted to: City of Dallas, Special Collections Division 1500 Marilla # 2DS Dallas, Texas 75201 Attn: Code Compliance

**Non-Owner Occupied Rental Program
Property Information Form
Attach to the Registration Application**



District Use Only

SR#: _____

District: _____

RENEWAL NEW

Office Use Only

ACCOUNT NUMBER: _____

CUSTOMER: _____

Instructions:

- List the address(es) of your Non-Owner Occupied Rental Program Property below
- Use additional copies of this form to register more than forty (40) properties. Attach completed form(s) to the Registration Application.
- **PLEASE SUBMIT COMPLETE ADDRESS WITH CITY, STATE, AND ZIP CODE.**

	Property Address(es) City, State, Zip Code	Property Manager	Office Use Only			
			Account #	District	SR#	Decal #
1.						
2.						
3.						
4.						
5.						
6.						
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