



## **Non-Owner Occupied Rental Program Certificate of Registration Revocation and Appeal Procedures**

Dear Property Owner/Agent/Manager:

Pursuant to Section 27-64 of the Dallas City Code, the director shall revoke any Certificate of Registration for a non-owner occupied rental 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 non-owner occupied rental property;
- 2) The registrant intentionally made a false statement as to a material matter in the non-owner occupied rental property 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 non-owner occupied rental 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 the non-owner occupied rental property 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 appeal 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 non-owner occupied rental property 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.