

Vacant Property Registration Program

Educational Information & Frequently Asked Questions

What is the Vacant Property Registration Program?

The City of Dallas Vacant Property Registration Program was developed to ensure city-wide compliance with the minimum public health and safety standards for vacant property. This program is intended to help mitigate blight and crime and ensure that vacant properties are properly maintained

Why might I have to pay a registration fee?

The City of Dallas Vacant Property Registration Program collects fees to help cover the program's administration and operational costs. In addition, Problem Properties are subject to monitoring/inspection fees to recover costs for regularly scheduled inspections of these locations to ensure compliance with city codes/regulations.

Fees for vacant properties/lots outside the CBD area:

▪ Voluntary Vacant Property Registration Fee	\$0 /Free
▪ Basic Vacant Property Registration Fee	\$124.00 per address/building
▪ Problem Property Vacant Property Registration Fee	\$196.00 per address/building
▪ Problem Property Monitoring/Inspection Fee	\$219.00 per inspection/building

Fees for vacant buildings inside the Central Business District (CBD) area:

- \$79 Registration Fee + 185.64 Inspection Fee + (\$0.009282 x Total Sq. Ft.)

Why am I paying the basic or problem registration fee?

REGISTRATION TYPES

The City of Dallas Vacant Property Registration Program aims to facilitate a partnership between Code Compliance staff and property owners. The program offers a tiered registration system that reflects the level of compliance efforts made by property owners. You are required to register based on the following criteria:

- **Voluntary Vacant Property Registration Fee:** Registration is an optional FREE service that allows Code Compliance Services to quickly connect with property owners, facilitating faster voluntary compliance when code violations are reported or discovered.
- **Basic Vacant Property Registration Fee:** A vacant property has at least two, but fewer than three, non-complied property maintenance violations within any six-month period.
- **Problem Property Vacant Property Registration Fee:** This fee applies to a property that has three or more unresolved property maintenance violations within any six-month period.

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How do I know whether my address will fall under the voluntary, basic, or problem registration tier?

A search of your property from the Registration Portal will identify two or more non-compliance maintenance violations, which will determine your registration tier. For further questions, please contact us at:

Vacant Property Registration Program

(214) 670-5708

Vacantpropertyreg@dallas.gov

Why am I being charged an inspection/monitoring fee?

INSPECTION/MONITORING FEES

An inspection and monitoring fee will be charged for any vacant property currently categorized as a "Problem Property." This fee will apply if a Code Officer identifies a code violation or determines that a previously noted violation has not been addressed. The fee is intended to cover the costs associated with the inspection and administrative process. Additionally, cleanup fees may be incurred if the City needs to rectify any violations on behalf of the property owner.

How long do I need to keep my vacant property registered?

Registrations expire after one year and must be renewed if still categorized as a Basic or Problem Property. You are no longer required to register your vacant property when:

- No more than one non-complied property maintenance violation has occurred within a six (6) month period after the initial twelve (12) month registration as a Basic or Problem Property.
- Ownership change: The new owner must register the property, as applicable.
- The vacant building becomes occupied.
- The vacant building is demolished.
- A valid building permit has been issued to construct a structure or building that is intended to be legally occupied.

BENEFITS OF VOLUNTARY VACANT PROPERTY REGISTRATION OUTSIDE CBD.

The Voluntary Registration Tier allows you to avoid paying a registration fee and potential monitoring fees only if your property hasn't accumulated two or more unresolved violations within a 6-month period.

Code Compliance Services recommends that all vacant property owners register for FREE under the "Voluntary Registration" tier. This registration allows our Code Officers to work with you, keep you informed about any violations found on your property, and help ensure quicker voluntary compliance.

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Frequently Asked Questions

How do I register my Vacant Property?

Registration is an online process only. To register, log in to

<https://dallascrm.my.site.com/vacantproperty/s/login/?ec=302&startURL=%2Fvacantproperty%2Fs%2F>

What types of payments are accepted?

Payment is made online by Credit Card only.

How can I get a copy of my Registration Certificate/License Outside CBD?

You may re-print a current/ active permit by logging in to your Vacant Registration profile.

How do I report a vacant lot or building that is not registered?

All reports/ complaints are done through 311. A service request will be forwarded to the appropriate department. A report may be done by calling 214-670-3111 or visiting

<https://dallascrm.my.site.com/public/s/>

How do I know who owns a particular property? (Lot or Building)

For ownership information, go to <https://dallascad.org>

How do I know what inspector is monitoring my property?

You may contact the appropriate Neighborhood Code District by visiting

<https://dallascityhall.com/departments/codecompliance/Pages/neighborhood-code.aspx>

How do I know if my property is within the Central Business District?

Once you begin filling out a Vacant Property Registration application, our system will determine if your property falls within the Central Business District (Downtown).

How can I get a copy of the Ordinance for Vacant Lot & Building Registration?

Visit https://codelibrary.amlegal.com/codes/dallas/latest/dallas_tx/0-0-0-123953

If my vacant property (outside CBD) is up for sale, do I still need to register?

If the vacant property is in the process of being actively marketed and advertised for lease or sale and has been occupied within the preceding 90-day period, it does not need to be registered.

What happens if I don't register my Vacant Lot/ Building?

Failure to register a vacant lot/ building when required may result in a fine. Penalties are punishable by a fine of not less than \$500 for a first conviction, not to exceed \$2,000.