



RENTAL REGISTRATION APPLICATION
PLEASE PRINT CLEARLY

Date: _____

Property Address: _____ Lock Box Code:

Property Owner: _____ Phone Number: _____

Address: _____ City _____ State: _____ Zip: _____

Lease/Management Company: _____

Owner/Officer Name: _____ Title: _____

Officer of the company is the President, Vice President, CEO, or Corporate Secretary. This person will be held responsible for seeing that all work being performed under this registration is completed and in compliance with the Town codes and ordinances.

YOU MUST ATTACH A COPY OF YOUR CURRENT STATE DRIVERS LICENSE

Address: _____ City _____ State: _____ Zip: _____

Office Number: _____ Fax: _____ Cell: _____

Email Address: _____

Signature **Title**

Any changes to the owner, property/resident manager or lender are required to be submitted to the Building Official within ten (10) days of any change in ownership, lender or management. Note: A name change or change of ownership requires an inspection by a Building Inspector before the utilities can be released.

This form must be notarized if any other person other than Owner or Officer of Management Company is applying for registration.

The State of Texas, County of _____ §
BEFORE ME, the undersigned authority, on this day personally appeared _____
known to me to be the person whose name is subscribed to the foregoing instrument and, being by me the first duly sworn, upon oath declared that the statements and capacity acted in are true and correct.

Signature **Title**

Subscribed and sworn to before me, this _____ day of _____ 20_____ A.D. to certify which witness.

Notary Public - Signature

ARTICLE 3.1400 SINGLE-FAMILY RENTAL PROPERTIES

Sec. 3.1401 Definitions

The following terms and phrases, when used in this article shall have meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Bedroom. A room used or intended to be used for sleeping purposes and not as a kitchen, bathroom, living room, closet, hallway, utility space, entryway, garage, patio, or breezeway.

Building. Any structure having a roof that is built, maintained, or intended for use for the shelter or enclosure of persons, animals, or property of any kind.

Building line. Any line parallel or approximately parallel to a lot line and beyond which no buildings may be erected.

Building official. The officer or other designated authority charged with the administration and enforcement of this article.

Certificate of occupancy. An official certificate issued by the town through the chief building official which indicates conformance for legal use of the premises for which it is used.

Dwelling. Any building providing complete independent living facilities for one family to include permanent provisions for living, sleeping, eating, and cooking.

Family. Any number of individuals living together as a single-housekeeping unit in which not more than two individuals are unrelated by blood, marriage, or adoption. Foster children shall be considered as a related member of the family.

Landlord. Any owner, resident, or nonresident, who leases, barter, or rents his single-family residence to another.

Nonresident owner. Any person who does not live, stay, or dwell in a single-family home in which he/she owns.

Occupancy. The use or intended use of the land or buildings by proprietors or tenants.

Owner. A person claiming, or who is vested in the ownership, dominion or title of real property.

Premises. Land together with any building or structures situated thereon.

Single-family residence. A detached building containing not more than one dwelling unit entirely surrounded by open space on that lot.

Tenant. Any person who occupies a dwelling unit for dwelling purposes with the landlords consent.

Sec. 3.1402 General provisions

The town recognizes a need for an organized inspection program of residential rental units within the town to meet town and state life safety, health, fire, and zoning codes and to provide a more efficient system for compelling both absentee and local landlords to correct violations and to maintain, in proper condition. The town recognizes that the most efficient system to provide for rental inspections is the creation of a program requiring registration and issuance of a certificate of occupancy for all rental units within the town so that orderly inspections can be made.

Sec. 3.1403 Registration requirements

No person shall hereafter occupy, allow to be occupied or let any other person occupy any residential rental property within the town for which registration has not been completed and filed with the department of building inspections.

Sec. 3.1404 Change in tenancy

When a rental dwelling unit is vacated by the tenant, the owner must apply for and receive a certificate of occupancy from the building official prior to the unit being occupied by a new tenant. The building official or his designated representative will inspect the unit and premises for compliance with this code, the international property maintenance code, international building codes and other applicable ordinances of the town. If deficiencies are found the building official may prohibit occupancy of the unit and premises until such time as the owner takes action needed to bring the unit and premises into compliance. The inspection required by this section shall apply to all dwelling units and premises prior to its original occupancy as a rental unit.

Sec. 3.1405 Inspection required

All dwellings that rent to permanent residents shall be inspected upon any change of tenancy.

Sec. 3.1406 Certificate issued

When the building official determines that a rental dwelling unit and premises are in compliance with the provisions of this and other applicable codes, the building official shall issue a certificate of occupancy.

Sec. 3.1407 Penalty

Any person, firm, corporation or business violating this article or portion thereof shall be guilty of a misdemeanor, and upon conviction thereof shall be fined a sum not exceeding two thousand dollars (\$2,000.00). Each continuing day of violation under this article shall constitute a separate offense.

(Ordinance 12-22 adopted 10/22/12)