



## 2021 SINGLE FAMILY ANNUAL RENTAL REGISTRATION FORM

Completed forms can be emailed, mailed OR, uploaded online to the Customer Self Service (CSS) portal and the rental permit associated with your property. There is a \$50 annual registration fee that can be paid on the CSS portal or mailed with your completed registration form. Contact information can be found at the bottom of the form.

**Reminder:** An inspection of the property is only required upon a tenant change. Prior to a new tenant moving in, an inspection is required along with a \$40 inspection fee. To schedule your inspection, call 972-304-3500. Please specify name and address below for billing of annual registration and inspection fees.

### **PROPERTY INFORMATION:**

ADDRESS: \_\_\_\_\_

### **OWNERSHIP INFORMATION:**

**INDIVIDUAL**

**PROPERTY MANAGEMENT**

**OTHER**

*For Individual Ownership, please complete the following:*

Owner: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Owner Street Address: \_\_\_\_\_

Owner Email: \_\_\_\_\_ Total # of single family rental properties you own in Coppell: \_\_\_\_\_

### **PROPERTY MANAGEMENT (if applicable):**

Management Company: \_\_\_\_\_ Agent Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Agent Email: \_\_\_\_\_ Business Email: \_\_\_\_\_

Total # of single family rental properties managed in Coppell: \_\_\_\_\_

### **Check the appropriate box below:**

I certify that I am representing the owner and I am listed above as the property owner's representative.

I certify that I am the property owner.

I understand that rental properties are required to register each year and to be inspected prior to a tenant change (before the tenant moves in). The annual \$50 registration fee is due each year by January 31st. A \$40 inspection fee will only be due prior to an inspection upon a change of tenant and any items noted as failed on the inspection checklist at the time of the inspection must be repaired and re-inspected. I understand that failing to comply with the Rental Registration and Inspection Program could result in fines and possibly issuance of citations.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_