



City of Dallas

COURTESY LETTER
THIS IS NOT A NOTICE OF VIOLATION OR CITATION
SINGLE FAMILY RENTAL REGISTRATION PROGRAM

DATE:

RE:

Dear Owner or Agent:

On September 28, 2016, the Dallas City Council approved the Single Family Rental Registration Program. The program is intended to ensure rental properties are registered while helping to foster clean and safe rental properties. The goal is to enhance the health, safety and quality of life for all residents of the City of Dallas. The Single Family Rental Program pertains to single family homes or condominium units that are either leased or rented and occupied by someone other than the owner of the property.

Beginning January 1, 2017, owners or the owner's agent of rental properties (single family homes, duplexes and condo units) in the City of Dallas will be required to register their properties, annually by submitting a registration application, a non-refundable fee of \$43 and an annual Owner's Self Inspection checklist with affidavit for each dwelling or unit. The program also requires the City of Dallas to conduct a comprehensive inspection every five years. (Ref: Chapter 27 of the Dallas City Code)

We are reaching out to you as our records indicate that the above referenced location may be a single family rental property.

On January 1, 2017, you can register your property(s) online or print and submit a complete application by mail by going to dallascityhall.com/departments/codecompliance. To register successfully, please ensure a completed application along with a copy of the owner's picture ID, the Owner's Self Inspection Checklist with affidavit and the appropriate fee when registering your single family rental property. **** Incomplete applications and/or missing documents will not be accepted.**

To obtain more information about this program or for any questions, please feel free to visit our website at dallascityhall.com/departments/codecompliance or contact the Single Family Rental Registration Program at 214-671-RENT or ccsrentalprogram@dallascityhall.com

Thank you in advance for your prompt attention to this matter.

Sincerely,

Department of Code Compliance Services
Single Family Rental Registration Program