

Non-Owner Occupied Rental Program



The program was created to provide safe, clean, and healthy living conditions for residents.

What does the program require?



The Non-Owner Occupied Rental Program requires that, effective February 1, 2010, owners of occupied rental property register annually and pay a \$25 fee per rental property.

What kinds of properties are included in the program?



- **This rental program is for single family or multi-tenant homes that are either leased or rented and occupied by someone other than the owner of the property.**
- **Owners who have three or more properties at a multi-tenant structure should instead register through the Multi-Tenant Registration Program.**

Is there a deadline to register your property?



Yes, the initial timeframe to submit an application is April 1, 2010.

What are the penalties for failure to register an occupied rental property?



- **Code compliance will identify these rental properties in the course of on-going inspections for violations reported to the City or identified by inspectors**
- **Notices of violation will be issued to property owners for any rental property found in violation of the registration agreement. These notices will provide time to submit the registration application and payment.**
- **Citations will be issued for failure to comply and fines will range from \$200-\$2000.**

How can I get an application to register my rental/lease property?



You may obtain an application with the attached requirements and forms by going to the City of Dallas website at www.dallascityhall.com or by contacting the City of Dallas Code Compliance office at (214) 670-5708.

Are there any exemptions, additional requirements or additional fees?



- **The renewal fee for a certificate of registration for a property is \$0 if the property was free of any confirmed structural code violations during the previous registration period.**
- **There is no requirement for attendance in the annual Multi-Tenant Crime Symposium.**
- **There is a \$50 fee charged to the owner when a property is found or reported with a structural violation. These fees will be charged if a second or any subsequent re-inspection is required for failure to comply within 45 days.**

Is an inspection of my property required?



Inspection is not required. The property may be inspected at any time during the registration period if a code violation is reported to the City or identified by code inspectors.

Who is responsible for code violations?



- **The City Code allows for issuance of notices and citations to be issued to tenants for certain violations on the premises, such as bulky trash, high weeds and litter violations. Given the required registration information, the City will be able to contact owners and hold tenants accountable.**
- **All structural violations are the responsibility of the property owner.**

What is the expiration date of the registration?



- **Upon application, the registration date will be the date of annual renewal.**
- **For example, if the property is registered on April 1, 2010 the expiration will be March 31, 2011.**

Will I have to fill out the entire registration application every year?



Yes, a registration application is required annually for each property, regardless of any changes in the required information. Nevertheless, the City is taking steps to establish a simplified process for renewals in 2011.

What are the goals of this program?



- **To facilitate neighborhood stabilization.**
- **Foster clean and safe rental properties without diminishing availability and affordability.**
- **Enhance partnerships and communication with property owners and tenants.**