



# Rental Registration Application

Rental Property Address: \_\_\_\_\_

Registration Type:     Initial     Annual     Occupant Change

Property Type:             Single Family            Number of Tenants    \_\_\_\_\_

Multi-Family            Number of Dwellings    \_\_\_\_\_

Commercial            Number of Units        \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ DL No./State: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ State / Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is owner a: \_\_\_\_\_ Partnership or \_\_\_\_\_ Corporation? If so, please provide information below.

Partnership: Please provide principal business address, partner names and phone numbers

\_\_\_\_\_

\_\_\_\_\_

Corporation: Please provide place of incorporation, mailing address, and all officers, directors or trustees names.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Property Manager (If different from Property Owner please provide following information)

Name: \_\_\_\_\_ DL No./State: \_\_\_\_\_

City: \_\_\_\_\_ State / Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Penalties for failure to register a rental property:** Any person failing to register a rental property in violation of Ordinance No. 061710 of the City of Crandall, Texas, shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine not to exceed \$500.00 for each offense. A separate offense shall be deemed committed upon each day during or on which a violation or failure to comply occurs or continues to occur.

The applicant certifies that the facts stated herein and attached hereto are true and correct.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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### Office Use Only

Registration Fee: \$50.00            Date Paid: \_\_\_\_\_            Registration #: \_\_\_\_\_

Inspection Fee: \$76.92            Date Paid: \_\_\_\_\_            BV Project #: \_\_\_\_\_

Inspection Date: \_\_\_\_\_



**Residential Certificate of Occupancy Inspection**  
 Inspection Request – Toll Free: (877) 837-8775 FAX: (877) 837-8859

<b>Property Address:</b>	<b>Application Date:</b> / /
<b>Occupant:</b>	<b>Phone Number:</b> (     )
<b>Property Owner:</b>	<b>Phone Number:</b> (     )
<b>Address:</b>	

The inspection is not required if a Certificate of Occupancy was approved for the living unit within the previous 12 months. Corrections to address some “failed” inspection items marked with an \*asterisk may be required before a Certificate of Occupancy (CO) will be issued. An approved Certificate of Occupancy will be required before the City utility account will be activated. Failure to correct all “failed” inspection items within 30 days of CO approval (or as otherwise required) will result in a Municipal Court citation.

**FOR OFFICE USE ONLY**

	PASS	FAIL	INSPECTION CHECKLIST ITEM (Refer to the City of Crandall Ordinance No. 102110)
1			Exterior property kept in a clean, safe and sanitary condition.
2			Premises graded in a manner to prevent soil erosion and to prevent the accumulation of stagnant water.
3			Exterior areas maintained in a manner that controls the growth of high grass and weeds.
4			Exterior structure maintained in good repair, structurally sound and sanitary so as not to pose a danger to the public health, safety or welfare. Exterior wall coverings in good condition (i.e. wood rot is to be replaced and the exterior wall covering is to be kept painted.
5			Windows, skylights, and door frames kept in sound condition, good repair, and weather tight.
6			Fences & gates more than 5% damaged or leaning 10 degrees shall be repaired.
7			The home shall have the address attached to the structure so it can be visible from the road frontage. The numerals shall be a minimum of 4 inches in height.
8			Structural supports shall be in good repair and capable of supporting the imposed loads.
9			Foundation walls shall be maintained plumb and free of open cracks that could allow entry of rodents or other pests.
10			Roofs and flashing shall be maintained in a defect free manner.
11			Plumbing system shall be maintained in a working and sanitary manner. All plumbing fixtures shall be in working order free from leaks, defects and stoppages.
12			Provide heating facilities capable of maintaining a room temperature of 68 degrees in all habitable spaces.
13			*Exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair.
14			*Plumbing fixtures shall be properly connected to either a public sewer system or to an approved private sewage system.
15			*Mechanical appliances, solid fuel burning appliances, cooking appliances and water heating appliances shall be properly installed and maintained in a safe working condition.
16			*A supply of air for complete combustion of the fuel and for ventilation of the space containing the fuel-burning equipment shall be provided for the fuel-burning equipment.
17			*Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.
18			*Dwelling units are to have a minimum of battery operated smoke detectors in each sleeping room, in the hallway leading to each sleeping room and on any second inhabitable level.
19			*Other fire, life safety, & health requirements in the Building Regulations.

- Approved
- Denied
- Additional corrections required within 30-days (occupant must call for re-inspection)

<b>Inspector</b>	<b>Inspector's Phone Number</b>	<b>Date</b>
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