



## 2016 Single-Family Rental Registration Form

Building Inspections  
 265 E Parkway Blvd.  
 Coppell, TX 75019  
 Phone: 972-304-3500  
 Fax: 972-462-5318  
 e-mail: [inspect@coppelltx.gov](mailto:inspect@coppelltx.gov)  
 website: [www.coppelltx.gov](http://www.coppelltx.gov)

Permit ID: RI-16-

Please fill out this form in its entirety and either mail it to our office **with the \$5.00 registration fee included** (mailing address is City of Coppell, Building Inspections, 265 E Parkway Blvd, Coppell, TX 75019) or you may e-mail the completed form to [inspect@coppelltx.gov](mailto:inspect@coppelltx.gov) or fax to 972-462-5318 and pay the \$5.00 registration fee on-line using your credit card\*.

<b>Rental Property Address:</b>	
<b>Property Owner Name (required)</b>	
<b>Property Owner Mailing Address (required)</b>	
<b>Property Owner Phone Number (required)</b>	
Property Owner e-mail address (optional)	
Property Owner's Representative (if other than above)	
Representative's Mailing Address (required)	
Representative's Phone Number (required)	
Representative's e-mail (optional)	
<b>Tenant name and number if available:</b>	

**\*Please include the \$5.00 registration fee with the submittal of this form no later than January 31, 2016.** While each rental property must be registered with the City each January, rental properties are only required to be inspected when there is tenant change (prior to a new tenant moving in or moving in belongings). A \$20.00 inspection fee must be paid prior to scheduling a rental inspection. Please see our website for a list of the items inspected which includes the requirement for a working smoke detector in each bedroom and in the area outside each sleeping area: <http://www.coppelltx.gov/government/departments/code-compliance>.

**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 be inspected prior to a tenant change (before the tenant moves in their belongings). The \$5 registration fee is due each year. The \$20 inspection fee will 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 inspected **before a tenant moves in**. A Code Officer will return to conduct a re-inspection when scheduled by the property owner or representative. I understand that failing to comply with the Rental Registration and Inspection Program could result in fines, the unit not being approved for occupancy and water utilities not approved.

_____ Signature of Owner or Representative		_____ Date Signed
Payment received by:	Date:	Amount:

Inspection Checklist		Address/Unit#:	
<b>Exterior – Main Structure</b>	Pass	Fail	Comments
1. Locking hardware works.			
2. Locks on doors.			
3. Doors and windows are weather-tight.			
4. Exits clear and unobstructed.			
5. Window and door condition acceptable.			
6. Street numbers visible from street & alley.			
7. Windows operable in sleeping rooms.			
8. Foundation free from obvious disrepair.			
9. Exterior free from holes or gaps (i.e. holes in brick, siding, stucco, etc.)			
10. Roof free of obvious disrepair or missing shingles.			
11. Chimney (if any) in good condition and free of obvious disrepair.			
12. Handrails existing if 4 or more steps and securely attached.			
13. Guardrails required if deck or platform is over 30 inches above grade.			
<b>Exterior – Sanitation</b>			
1. Property free of junk vehicles and/or equipment.			
2. Property free of litter, debris and trash.			
3. Swimming pool maintained in clean and sanitary condition and in good repair.			
4. Fences well maintained.			
5. Grass and weeds are less than 12 inches.			
6. Waste receptacles are not overflowing and out of the right-of-way.			
7. Accessory structures in good repair.			
<b>Interior</b>			*Electricity must be on to the house.
1. Furnace provided.			
2. Water heater provided.			
3. Smoke detectors provided in all bedrooms and area outside bedrooms.			
4. Electrical fixtures free from obvious disrepair.			
5. Electrical outlets and switch plate covers provided.			
6. Plumbing fixtures free from obvious disrepair.			
<b>Summary</b>			
<b>Signature of Code Officer</b>			
<b>Phone Number</b>		972-304-3500	
<b>Date of Inspection</b>			

The Code Officer will notify Water Billing upon a passing inspection.