



## 2018 Single-Family Annual Rental Registration Form

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

Permit ID:
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Please fill out this form in its entirety and either mail it to our office with the \$5.00 annual registration fee or you may pay the \$5 fee online and upload this completed form to the rental permit associated with your property (see CSS instructions on the back of this form). You may also e-mail the completed form to [codecompliance@coppelltx.gov](mailto:codecompliance@coppelltx.gov) or fax it to 972-462-5318 after the \$5 fee has been paid online.

Reminder: An inspection of the property is only required upon a tenant change. Prior to a new tenant moving in, the \$20 inspection fee is required to be paid and the inspection scheduled. Upon a passing inspection, the tenant may move in with their belongings. Please contact the permit office at 972-304-3500 to set up the payment of the inspection fee when you require this service.

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

**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 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 inspected **before a tenant moves in**. 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

Step 1: Click on the email below to pay fees, you must type the entire invoice number provided [https://energovprodweb.coppelltx.gov/EnerGov\\_Prod/SelfService#/payinvoice](https://energovprodweb.coppelltx.gov/EnerGov_Prod/SelfService#/payinvoice)

To pay your fee: While still in CSS and in the permit, click on "Fees" and select the invoice showing the \$5.00 due (the fee is automatically invoiced on 12/31/17 and will not be able to be paid before that date but is required to be paid before 1/31/18).

When you have a tenant change, you will use this same system and process to pay the \$20 inspection fee and schedule the rental inspection. The Building Inspections Department will need to manually add the invoice for the \$20 inspection fee and can do this if you call 972-304-3500. Please remember that the new tenant cannot move in or move their belongings in until there is a passing rental inspection allow occupancy.