



## 2019 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:

Please fill out this form legibly and in its entirety and either mail it to our office with the \$25.00 annual registration fee or you may pay the \$25 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 \$25 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, a \$25 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> rental_property_address	
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 to be inspected prior to a tenant change (before the tenant moves in their belongings). The \$25 registration fee is due each year by January 31st. A \$25 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