



Rental Registration Form

Registration Type: Single Family Initial (\$15 each) Single Family Renewal (\$15 each)

Duplex Initial (\$7.50 each side) Duplex Renewal (\$7.50 each side)

Information Update (no fee)

Fee Total:

Rental Property Address: _____

Property Type Single-Family* No. of tenants

Duplex* No. of tenants on each side

* Single-family includes townhomes, but not condos. Multi-family (tri/four-plex, apartments) are not required to register.

Property Owner Name: _____

Property Owner Address: _____

Home address is confidential pursuant to State or Federal Law (supporting documentation required).

City: _____ State: _____ Zip Code: _____

Home Phone Number: _____ Mobile Phone Number: _____

E-mail address: _____

Local Contact Name: _____

** Required if the property owner lives more than 30 miles from the College Station City Hall. Local contact cannot be on the lease and must reside within 30 miles of the College Station City Hall. Local contact must retain name and contact information for all persons listed on the current lease and present information to the Administrator upon request.**

Home Phone Number: _____ Mobile Phone Number: _____

Company (if applicable): _____

Local Contact Address: _____

City: _____ State: _____ Zip Code: _____

E-mail address: _____

NOTE: The City Of College Station does not allow for more than four (4) unrelated persons in a single-family dwelling. (City of College Station Code of Ordinances; Chapter 12: UDO: Article 11: Definitions: Family)

Rental Property Address:

Property Type

Single-Family No. of tenants

Duplex No. of tenants on each side

Is this home being used as a game day rental? Yes No

Rental Property Address:

Property Type

Single-Family No. of tenants

Duplex No. of tenants on each side

Is this home being used as a game day rental? Yes No

Rental Property Address:

Property Type

Single-Family No. of tenants

Duplex No. of tenants on each side

Is this home being used as a game day rental? Yes No

Rental Property Address:

Property Type

Single-Family No. of tenants

Duplex No. of tenants on each side

Is this home being used as a game day rental? Yes No

Rental Property Address:

Property Type

Single-Family No. of tenants

Duplex No. of tenants on each side

Is this home being used as a game day rental? Yes No

Rental Property Address:

Property Type

Single-Family No. of tenants

Duplex No. of tenants on each side

Is this home being used as a game day rental? Yes No

Please make checks payable to

The City of College Station

Attn: Code Enforcement

P.O. Box 9960

College Station, TX, 77842

Web: www.cstx.gov/rentalregistration

Office: 979.764.6363

Fax: 979.764.3785

E-mail: rentalregistration@cstx.gov

Penalties for failure to register a rental property: The city issues a written citation or summons request to Municipal Court for code violations. Violations include: Failure to register a non-owner occupied property; refusing to allow the review of required documents or information; providing false information. Each day that a violation continues is a separate offense.

If you receive a citation or summons to Municipal Court, you must contact the [Court Administrator](#) within 10 days of the citation/summons to pay the fine or arrange for a plea and hearing. Fines: First Offense is \$180. Second Offense is \$330. Third offense is \$480.

As the applicant, I hereby certify that the property referenced above is not currently rented to more than four unrelated individuals, as defined by “Family” in Article 11 of the Unified Development Ordinance. (See below) Furthermore, I hereby certify that the property referenced above will not be rented to more than four unrelated individuals, as defined by “Family” in Article 11 of the Unified Development Ordinance. I have made the current tenants, and will make all future tenants, aware of the definition of a “Family” as defined in Article 11 of the Unified Development Ordinance, as amended.

A family is one or more persons occupying a single dwelling unit, provided that unless all members are related by (1) blood, (2) adoption, (3) guardianship, (4) marriage, or (5) are part of a group home for disabled persons, no such family shall contain more than four persons. (City of College Station Code of Ordinance; Chapter 12: UDO: Article 11)

Under the penalty of perjury, I certify that the information on this form is true, correct, and complete. I fully understand that it is a crime to knowingly make any false statements concerning any of the information provided in this application.

Signature: _____

Owner / Local Contact

Date: _____

Print Form