

In 2009, the College Station City Council sought to maintain neighborhood integrity by adopting a rental registration ordinance that requires single-family and duplex rental properties to be registered with the city.

The registration process helps prevent problems and improves communication among neighborhoods, property owners and the city.

The program's goal is to identify rental property ownership with a local contact in case of health, safety or other code violations that might be detrimental to properties, tenants or surrounding neighborhoods. The program also helps the city keep property owners informed of new ordinances, laws or issues that might affect their properties.

The intent is to keep neighborhoods safe, clean and peaceful for everyone. Similar programs have been successfully implemented in university communities across the country.

On June 24, 2014, the City Council revised the rental registration ordinance to include a citation provision and a requirement that the lease be presented upon request to the administrator for review. The revisions took effect on Aug. 11, 2014.

The City of College Station defines a family as one or more persons occupying a single dwelling unit that are related by blood, adoption, guardianship, marriage, or are part of a group home for disabled persons.

The city does not allow for more than four unrelated individuals to occupy a dwelling unit.



Rental REGISTRATION Program



CITY OF COLLEGE STATION
COMMUNITY SERVICES

979-764-6363
cstx.gov/rentalregistration

WHO IS RESPONSIBLE FOR REGISTERING?

The rental property owner is responsible for registering. Out-of-town owners must designate a local contact person responsible for the property. The local contact cannot be someone listed on the lease and must reside within 30 miles of CollegeStation City Hall. *Tenants are not required to register.*

ARE ALL RENTAL UNITS REQUIRED TO REGISTER?

No. The ordinance only applies to single-family, duplexes and townhome rental properties. Single-family or duplex dwelling units that are not owner occupied - regardless if rent is charged - are considered rental properties. Residential structures providing complete, independent living facilities for two separate families-including permanent provisions for living, sleeping, cooking, eating

and sanitation in each unit-are considered duplex dwellings. Residential units that provide complete, independent living facilities for one family including permanent provisions for living, sleeping, cooking, eating and sanitation-are considered single-family dwellings.

HOW DO I REGISTER?

Property owners register by submitting a completed rental registration form with the annual fee of \$15 for single-family structures or \$7.50 per each side of a duplex.

Registration must be renewed each year. The rental registration form can be downloaded from cstx.gov/rentalregistration or picked up from Community Services at 511 University Dr. East.

WHAT IF I HAVE A CHANGE OF TENANTS?

Property owners do not need to provide change of tenant information to the city, but current tenant information should be retained by the local contact person and made available when necessary.

WHO HAS ACCESS TO RENTAL REGISTRATION INFORMATION?

The database is maintained only for city use, but is considered public record if requested.

CAN I APPEAL A CITATION?

Yes, you are entitled to due process, including an administrative hearing and the right to judicial appeal.

HOW IS THE ORDINANCE ENFORCED?

The city issues citations for code violations. 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 a violation continues is a separate offense.

If you receive a citation or summons to Municipal Court, you must contact the Court Administrator to pay the fine or arrange for a plea and hearing within 10 days of the citation/summons.

CITATION AMOUNTS

First Offense **\$180**
Second Offense **\$330**
Third Offense **\$480**



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**For more information
or to review the ordinance,**

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