



# Rental Registration License Form

**Registration Type:**

- Single Family or Townhome
- Duplex
- Three-Plex
- Four-Plex
- Five-Plex
- Six-Plex

\*Condos and Multi-family properties with more than six units are not required to register.\*

**A one-time flat fee of \$15 per building is required.**

Number of properties \_\_\_\_\_ x \$15 =  Fee total

Rental Property Address: \_\_\_\_\_

Are any units being used as game day rentals?     Yes     No

**Property Owner Name:** \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

If you qualify to have your information withheld per the Texas Government Code § 552.1175, please visit [cstx.gov/RentalRegistration](http://cstx.gov/RentalRegistration). Fill out the Rental Registration Privacy form and mail it back with your fee payment.

**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: \_\_\_\_\_

**(Continued on back)**

Rental Property Address: \_\_\_\_\_

**Property Type:**

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Single Family or Townhome</b> | <input type="checkbox"/> <b>Duplex</b>    |
| <input type="checkbox"/> <b>Three-Plex</b>                | <input type="checkbox"/> <b>Four-Plex</b> |
| <input type="checkbox"/> <b>Five-Plex</b>                 | <input type="checkbox"/> <b>Six-Plex</b>  |

Are any units being used as a game day rentals?  Yes  No

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| <input type="checkbox"/> <b>Three-Plex</b>                | <input type="checkbox"/> <b>Four-Plex</b> |
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Are any units being used as a game day rentals?  Yes  No

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Are any units being used as a game day rentals?  Yes  No

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Are any units being used as a game day rentals?  Yes  No

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Are any units being used as a game day rentals?  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](http://www.cstx.gov/rentalregistration)

Office: 979.764.6363

Fax: 979.764.3785

E-mail: [rentalregistration@cstx.gov](mailto:rentalregistration@cstx.gov)

On March 1, 2009 the College Station City Council approved, and on September 11, 2017 amended, an ordinance requiring all non-owner occupied residential properties to be registered with the City. The Ordinance reads: **Chapter 103 BUILDINGS AND BUILDING REGULATIONS, Article V. Registration of Rental Property, Sec. 103-236. Definitions. *Rental property* means any single-family, townhome, duplex, tri-plex, four-plex, five-plex, or six-plex dwelling unit that is not owner occupied, whether or not rent is charged. The term “rental property” includes, but is not limited to, properties rented to students, families, or any other persons; properties in which a family member of the owner resides in the home but the owner does not (regardless of whether additional persons also reside in the home); properties used as vacation rentals or game-day rentals; and properties where a property caretaker lives in the home but the owner does not.**

**Sec. 103-238. – Purpose.** The purpose of this article is to establish a registration requirement for owners of rental properties so that the City may expeditiously identify and contact the owner, if local, or owner’s local contact person to obtain tenant information in the event of an emergency or when a disproportionate number of City, State or Federal law violations have occurred on or in the property.

**Sec. 103-242. Rental registration required.** (a) Each owner or real estate manager of rental property is required to register the property with the City on a form provided by the Administrator. A new registration is also required upon any change in ownership. The information required to register the rental property is as follows: (1) Address of the rental property; (2) Owner and contact information for the owner; (3) Type of rental property, such as single-family or duplex; (4) Local contact person with contact information, in the case of an absentee owner. The local contact person cannot be someone who is listed on the lease. The local contact must reside within 30 miles of City Hall. Any change in local contact information must be reported to the Administrator in writing within 30 days of any changes. A fee of \$15 per building is due at the time of registration.

**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, subject to penalties.

\*\*\*\*\*

**As the applicant, I hereby certify that the property referenced above is not currently occupied by more than four unrelated individuals, as defined by “Family” in Article 11 of the Unified Development Ordinance. (See below) Furthermore, 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; Appendix A: UDO: Article 11: Definitions: Sec. 12-11.2. – Defined Terms. Family)

**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. (Ch. 103: Sec. 103-239.(a)(3)**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Property Owner or Local Contact