



CITY OF LANCASTER
SINGLE FAMILY RENTAL REGISTRATION APPLICATION

Building Inspections

PLEASE PRINT CLEARLY

January 5, 2021



Date: _____ Note: Water and electricity must be on to perform inspections.

[] Change in Tenant (\$55.00 fee)

[] Annual registration (\$15.00 fee)

Property Address: _____ Lock Box Code: _____

Is property occupied? _____ (Inspection is required prior to occupancy)

Inspection Date Requested: _____ or call (972) 227-2994 to schedule an inspection

Attach a copy of your current state Driver's License and a copy of the management/lease agreement.

Management/Leasing Company Name: _____

Property Owner or Officer of Company: _____ Title: _____

Officer of the company is the President, Vice President, CEO, or Corporate Secretary. This person will be held responsible for compliance with all City codes and ordinances.

Address: _____ City: _____ State: _____ Zip: _____

Office Number: _____ Fax: _____ Cell: _____

Email Address: _____

Tenant Name: _____ Phone: _____

Email Address: _____

Personnel authorized to obtain a permit under this company name: (use company letterhead for additional names):

Original Signature of Owner or Officer of Company

Printed name of Owner or Officer of Company

Any changes to the owner, property/resident manager or lender are required to be submitted to the Building Official within ten (10) days of any change in ownership, lender or management. Note: A name change or change of ownership requires an inspection by a Building Official before the utilities can be released.

This form must be notarized if any other person is registering for you or if you are not registering in person. If registering by mail, you must include a self-addressed stamped envelope to receive a receipt of payment by return mail. Registration is valid for a period of one year from the date of registration. REGISTRATION FEES ARE \$55.00 FOR EACH ADDRESS REGISTERED. Registrations expire one year from the date of registration and must be renewed each year. Failure to register may result in the issuance of a citation.

§ The State of Texas

§ County of _____

BEFORE ME, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument and, being by me the first duly sworn, upon oath declared that the statements and capacity acted in are true and correct.

Subscribed and sworn to before me, this _____ day of _____ 20_____ A.D. to certify which witness.

Notary Public - Signature