



CITY OF LANCASTER
RENTAL REGISTRATION APPLICATION
PLEASE PRINT CLEARLY



Date :

Change in Tenant (\$55.00 fee)

Annual registration (\$15.00 fee)

Property Address: Lock Box Code:

Is property occupied? Is water service active? Water service must be active to perform inspection

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

You must attach a copy of your current state Drivers License.

Company Name:

Owner of Property 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:

City: Zip: 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 Inspector before the utilities can be released.

This form must be notarized if any other person is registering for you or if you are registering by mail. 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.

Signature

Title

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

Notary Public - Signature