



City of DeSoto  
714 E. Belt Line Road  
DeSoto, TX 75115



## ***Code Enforcement – Rental registration***

### ***Registration fee: \$10***

#### **Address of Rental Unit**

Address Number \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of Unit  Single Family  Duplex  Townhome  Other

(If this property is a duplex, please register each unit on its own form.)

Is property occupied:  yes  no

#### **Owner Information**

##### ***For Individual Ownership, please complete the following:***

Owner(s) Name: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Owner Home or Business Street Address: \_\_\_\_\_

Owner Email Address: \_\_\_\_\_

Total # of Rental Properties you own in the city of DeSoto: \_\_\_\_\_

##### ***For Corporate, Partnership, or Other Ownership, please complete the following:***

Name of Business Entity: \_\_\_\_\_

Authorized Agent (Person authorized to obtain permit under the company name):

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Company Name: \_\_\_\_\_

Company Address (mailing):

\_\_\_\_\_

Company Address (physical):

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is this company incorporated in Texas?  yes  no

If not, where is the company registered? \_\_\_\_\_ If this a foreign corporation or partnership?  yes  no

**Property Manager**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Management Company Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Tenant Information**

Name of Primary Lessee/Tenant: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

# of Occupants: \_\_\_\_\_ Tenant move in Date: \_\_\_\_\_

Additional Adult Tenant(s): \_\_\_\_\_

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**Certification/Signatory:**

*“By my submittal of this form, I hereby certify that all information provided on this application is, to the best of my knowledge and belief, true, accurate, and complete. Any false information may result in withdrawal of the application and may result in criminal charges according to the ordinance. I hereby agree to abide by the ordinances applicable to rental properties as a condition of being issued registration with the city of DeSoto. This application constitutes consent of the property owner/manager/agent for the City of DeSoto to perform all required interior and exterior inspections of this property. It is understood that this registration is not transferable to another person or entity.”*

*(add signature here)*

To submit this Registration in paper form with payment (by check- only) you must call and **schedule an appointment** with the Code Enforcement Department at 469-658-3075.