

# CITY OF RICHARDSON RENTAL REGISTRATION PROGRAM

## OWNER INFORMATION



**The City of Richardson is committed to keeping all residential dwellings, attractive, healthy and safe.**

To assist in this effort, the Community Services Department offers interior and exterior inspections for all rental properties. This helps ensure that the property adheres to regulations designed to protect the safety and welfare of the tenants.

### **How can I ensure the safety of my tenants and maintain my property to minimum property standards?**

Community Services staff is available to conduct inspections of your property for minimum fire, building and health standards that could affect the safety of the tenants and property.

### **What should I check in my rental house prior to occupancy by a tenant?**

#### **Interior**

- Smoke alarms must be in all sleeping rooms, in hallways adjacent to the sleeping rooms and at least one located on each floor
- Make sure the windows and doors open and close easily and latch securely without the use of prohibited locks
- Inspect all plumbing fixtures including hot water heaters, faucets, toilets and sewage systems to ensure they are functional and installed properly
- Inspect all electrical outlets and fixtures for exposed wiring, missing light bulbs and missing light shields
- Inspect circuit breaker boxes for missing blanks
- Make sure the air conditioner and furnace systems are in good working condition
- Make certain dryer vents are not clogged with lint or debris and exit to the exterior of the building

#### **Exterior**

- All fences around a pool need to be in good repair and the gate needs to be self-closing and self-latching
- Swimming pools should be clearly visible all the way to the bottom
- Accessory structures should be in good repair and have no missing or deteriorated wood, siding or paint
- Roof systems, including gutters, soffits and fascia should be in good repair
- Exterior walls including brick, siding and stucco should be free of breaks or cracks that could admit dampness into the interior of the wall cavity

### **How do I register a new rental property or update an existing registration for a property?**

- Complete the registration process online at <http://www.cor.net/rental> or fill out a registration form and return it to our office, fax it to 972-744-5802 or email it to [russell.bull@cor.gov](mailto:russell.bull@cor.gov)
- A rental registration fee of \$75.00 is assessed for each property. This fee is due in January for the calendar year. A statement for the rental registration fee will be mailed to you on January 2 or within 30 days of receiving an initial registration form if you register a property during the year
- Tenant information should be updated within 30 days of a change in tenants
- Review your registration form every January for updates to phone numbers and email addresses. This will allow us to contact you with any pertinent information or reminders regarding your property or the Rental Registration Program in the future.

**For questions regarding the registration or inspection of rental properties, please contact the Community Services Department at 972-744-4180.**



# CITY OF RICHARDSON RENTAL REGISTRATION PROGRAM

## TENANT INFORMATION



**The City of Richardson is committed to keeping all residential dwellings, attractive, healthy and safe.**

Interior and exterior inspections of each rental property are highly recommended to ensure the property adheres to regulations designed to protect the safety and welfare of the tenants.

To assist in this effort, the Community Services Department will conduct inspections of your property for minimum fire, building and health standards that could affect the safety of the tenants and property. Some of the items we inspect are the electrical panel, smoke detector, bath and kitchen faucets, sheetrock, heating equipment, broken windows, electrical outlets, water heater and fire hazards.

### **How do I get an inspection of my rental house?**

Contact the Community Services Department at 972-744-4180 to schedule an inspection of your property.

### **What do I need to check upon moving into a rental property?**

#### **Interior**

- Smoke alarms must be provided in all sleeping rooms, in the hallways adjacent to the sleeping rooms and at least one located on each floor
- Make sure the windows and doors open and close easily and latch securely without the use of prohibited locks
- Inspect all plumbing fixtures including hot water heaters, faucets, toilets and sewage systems to ensure they are functional and installed properly
- Inspect all electrical outlets and fixtures for exposed wiring, missing light bulbs and missing light shields
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