

Rental Registration Program

Purpose:

The City of College Station Rental Registration Program is designed to allow the City of College Station the ability to serve the citizens in a more timely manner. The purpose of the program can be broken down into three key elements:

- 1) Provide a local contact person for single family and duplex rental properties.
- 2) Code Enforcement issues can be resolved in a timely manner by developing a database of rental properties and their owners.
- 3) Provide a database of owners of rental properties to assist Fire and Police crews with the ability to make quick contact with the property owner during emergency response. The needs include contacting the owner if the property is damaged by fire, man made or natural disasters, burglaries or other crimes.

Program Requirements:

Each owner of single family and duplex residential property that serves as rental property will be required to annually register the property with the City of College Station Fire Department Community Enhancement Division. The city will be split into twelve sections with each section required to register during a certain month. The information required to register the property will be as follows:

- 1) Address of the rental property.
- 2) Owner and contact information for the owner.
- 3) Type of property such as single family or duplex.
- 4) Local contact person with contact information. In the case of an absentee owner. Local contact must reside in Brazos County.

Fees:

First time property registrations will be charged \$25.00 for initial registration fee. Each year thereafter the property owner will be charged \$15.00 annually. In the case of a duplex that has a different owner for each side and the unit is used as a rental, it will require registration for each half of the duplex.

Definitions:

- Rental Property: Any property that is not owner occupied regardless if rent is charged.
- Duplex: Any property that is designed to serve as two independent living units.
- Single Family: A property that is designed to serve as one independent living unit.

Exemption: A property owner that resides in the property can rent out a room in the property and is not required to register the property as a rental property. The property is still held to the requirement of no more than four unrelated in a residence.

Penalties for failure to register a rental property:

Properties that are determined to be unregistered rental properties during the first six months of this program being instituted will receive a warning and required to register the property within 10 business days. Properties found to be unregistered rental properties after the first six months of this program's institution will receive a citation and be required to register the property within 10 business days.

The second year of the rental registration program:

All registered rental property owners will be mailed a rental registration form for each rental property they have registered annually along with an invoice for the total owed to the city for the registration.